

Extraordinary Ministers of Holy Communion

We use the MSP Scheduling system for all Extraordinary Ministers of Holy Communion and EMHC to the Nursing Homes. You will receive reminder emails when you are scheduled, as well as sub requests. If you are unable to serve when you are scheduled, please request a sub as soon as possible through the MSP system.

Appropriate dress:

Men should wear a sport coat and tie. Women should wear a knee-length dress or skirt, or dress slacks with a top suitable for business attire. Dress is more casual for Life Teen Mass.

Assignments:

When scheduled to serve, please arrive, appropriately dressed, 20 minutes before Mass begins.

When you arrive, initial the sign-in sheet. If the captain is present, you may take a seat on an aisle in the front half of the church.

If you are Team Captain (position #2), please perform Captain duties. Do not sit down until all positions are filled. When it is 10 minutes before Mass starts, please find replacements for late ministers and have them initial the sign-in sheet after crossing out the name there.

At the Sign of Peace, all Extraordinary Ministers of Holy Communion are to proceed to side of the Altar in the Sanctuary. Line up on Mary's side for all Masses except Life Teen Masses, when you will line up on St. Joseph's side. Position #2 will line up closest to the Ambo and congregation. The highest number will be closest to the purification table. Use hand sanitizer before taking your place.

Position #3 will distribute to the choir loft after distributing to Mary's side, back-half. Before Mass begins, go up to the choir loft to find out how many people will be receiving upstairs. After distributing at the cross-aisle, carefully empty your ciborium into the vessel of EMHC #4. Count out the exact number of hosts

needed for the choir loft. Proceed to the choir loft. Distribute to those in the choir loft. You may have to wait for someone to finish singing or playing or accompanying. Before coming back downstairs, consume any hosts that remain. Return the empty ciborium to the purification table before returning to your seat.

When a Deacon is present, he will take position #4, replacing the scheduled minister. That minister may be needed if someone does not show up in time or if there is a sub request that was not filled.

If you are not scheduled, but arrive early and are dressed appropriately, please stop in the Sacristy Hall to see if anyone is needed. It helps the Team Captain if spots need to be filled.

Consecrated hosts that fall on the floor should be picked up by the minister and either consumed immediately or held until finished distributing Communion and dissolved in the Sacrament, the right sink in the sacristy, in a small amount of water.

Numbered Positions in Church:

#1 – Priest – center front, serves those on Mary's side. Will distribute to handicapped pew first.

#2 – EMHC – center front on St. Joseph's side. Distribute to the 2 handicapped pews before taking your position.

#3 – EMHC – center cross-aisle on Mary's side and choir loft.

#4 – EMHC or Deacon – center cross-aisle on St. Joseph's side.

#5 – EMHC – outside under the school overhang serves those listening in cars (5:00 PM Mass and 10:00 AM Mass)