

Extra Ordinary Eucharistic Minister Procedures

1. Schedules are completed by the last Sunday of the current month and put on-line before the first Sunday of the next month. Please update the "I cannot serve on" sheet prior to the last Sunday of the current month. (Pat leaves for church at 1:30 on Saturdays and 6:30 AM on Sundays and will not be able to receive phone calls regarding your not being able to serve that day.)
2. Go to the bride's room before Mass and **CHECK OFF YOUR NAME** on the schedule so that Pat does not go up to serve in your place or switch the ministers around.
 - . if you are not on the schedule, please check in to see if a name is crossed off or blank and put your name on the schedule and fill in.
3. Wash your hands and put on a medallion
4. Come to the sanctuary at the Sign of Peace, and stand reverently behind the altar and keep you eyes on the celebrant (don't look around the congregation)
5. The celebrant/deacon will remove the ciboria from the tabernacle
 - . for a guest priest, a Eucharistic minister will remove the ciboria
6. After receiving the Eucharist, Fr. O'Flaherty will tell you to go to your position (for visiting priest, wait until all ministers have received)
7. If you distribute the Sacred Blood, place the chalice on the corporal on the altar when finished, pick up the remaining ciborium and go to your position.
8. If you finish early and notice that another station needs help, stand close to the pew to allow for good traffic flow (see the **red X** on the diagram)
9. When finished, stand near the tabernacle and **hand your ciborium to the person combining the ciboria, then move back to allow other ministers to come forward**
 - . rinse your fingers in the small bowl by the tabernacle
 - . Fr. O'Flaherty will empty and combine the ciboria for the next Mass
 - . for a guest priest, a deacon/Eucharistic minister will put the ciboria in the tabernacle - Pat will combine the ciboria after Mass
 - . if someone hands you an empty ciborium, place the ciborium(& lid) on the credence table
 - . if you are standing on the left facing the tabernacle, hand Fr. O'Flaherty the lids to the ciboria as needed - the lids for the stackable ciboria are coded since the lids are NOT interchangeable
 - . all this should be done with silent reverence
10. Wait for Fr. O'Flaherty/celebrant to close the tabernacle door, genuflect, and return to your seat
11. Return the medallion to the bride's room
12. The sacristan will remove the chalice, paten, water and wine, etc. from the credence table

Taking Eucharist to the homebound

- . after Mass, go to the tabernacle for the Eucharist and leave quietly & reverently

Dress Code

- . please be mindful of the dress code

10/05/13