



*St Bernadette Roman Catholic Parish*  
 Letter of Instruction  
 For  
 EXTRAORDINARY MINISTER GUIDELINES

Effective Date: 2008  
 Updated: 1 September 2010

**~DIOCESE REQUIRES ALL MINISTERS TO ATTEND SAFE ENVIRONMENT TRAINING~**

**BEFORE LITURGY BEGINS:**

1. Extraordinary Ministers (EMs) for weekend and Pope John XXIII School Masses are scheduled quarterly--three months at a time (December-February, March-May, June-August, and September-November. Individual minister schedules, a copy of the entire schedule, and an EM roster (providing phone numbers and email addresses should you need to find a sub) are emailed/mailed to all ministers two weeks prior to the start of a new schedule. If you are unable to serve at your scheduled time it is **YOUR RESPONSIBILITY** to arrange for a substitute. If you try, but are unable to find a sub (at least two working days prior to the scheduled date) email or call the parish Liturgical Minister Scheduler at [volunteers@saintbernadette.com](mailto:volunteers@saintbernadette.com) or ((480)905-0221 x211—let the scheduler know you will not be able to serve and cannot find a sub. The scheduler may be able to find a sub and, if not, the scheduler can let the Sacristan know going in that one EM station is unfilled. Thus, the Sacristan will know from the start that he/she needs to find a qualified unscheduled EM attending the Mass to fill the station. Please, if at all possible, lets not have any unexpected no shows.
2. **Arrive at 15 minutes BEFORE Mass is scheduled to begin.** Remember that the Sacristan must assign substitutes for any vacancies that exist **10 minutes** before Mass begins. Once a substitute is assigned, the substitute takes precedence. **(If you are not scheduled to minister on a particular Sunday, when you arrive please let the Sacristan know you are an Extraordinary Minister and are available if needed.)**
3. **SIGN IN.** A copy of the schedule will be in the black binder labeled “Sacristan” on the credenza in the back of the Worship Area... If you are filling in for someone else, inform the Sacristan. Check with your Sacristan for your mass assignment and to find out if there are any special activities for the liturgy. Ask questions and let your Sacristan know if for any reason you are not comfortable with a particular task. (See Table 1 below for the locations of the EM stations.)
4. You may sit anywhere in the assembly, as long as you can easily leave from your seat and proceed to the Sanctuary during the Sign of Peace. (Offer the sign of Peace to those around you before you proceed to the Sanctuary)

**COMMUNION RITE:**

1. After extending the Sign of Peace, all Communion Ministers walk to their place between the credence table and behind the altar.
2. All Ministers assigned to distribute the cup at communion will line up next to the altar servers and those distributing the bread will be to their right, closest to the credence table.

3. **MINISTERS' RECEPTION OF EUCHARIST:** The Presider, deacon, and Sacristan will minister Communion to the Ministers. After receiving, the ministers walk to the steps, pick up their vessels from the Presider, and process to their appointed stations with the Presider
  
4. **PLEASE BE AWARE OF WHERE YOU ARE STATIONED TO MINISTER COMMUNION.** This will avoid confusion about “who does what” during the communion rite. **Please check with the Sacristan regarding the station you are assigned to. The stations change with the mass and the number of attendees. Table 1 below is a guideline only!**

Altar Bread (AB)	Stands to the right of the Presider.
Bread 2 (B2)	For Sat 5PM and Sun 8AM Masses: Stands in front of Altar Bread, but three tiles in front of and four tiles over from the beginning of the front row of chairs. For Sun 10AM and 5PM Masses: Stands in the front of the TV on Altar Bread’s side of the altar. Note: See Sacristan’s “Black Binder” in back of Church for a diagram showing the location of all the EM stations for each Mass.
Bread 1 (B1)	For Sat 5PM and Sun 8AM Masses: Stands in front of the Presider, but three tiles in front of and four tiles over from the beginning of the front row of chairs. For Sun 10AM and 5PM Masses: Stands in the front of the TV on the Presider’s side of the altar. Note: See Sacristan’s “Black Binder” in back of Church for a diagram showing the location of all the EM stations for each Mass.
Cups 2 (C2), 4 (C4), & 6 (C6)	For Sat 5PM and Sun 8AM Masses: Stand to the right side of Altar Bread. Cup 2 stands close to the steps of the Sanctuary, Cup 6 stands farthest away from the Sanctuary steps, and Cup 4 stands between Cups 2 and 6. Make sure there is enough room between cup ministers so communicants can pass through on your right. For Sun 10AM and 5PM Masses: Cup 2 stands close to the steps of the Sanctuary and Cup 4 stands next to Cup 2. Cup 6 stands to the right of right of Bread 2. Note: See Sacristan’s “Black Binder” in back of Church for a diagram showing the location of all the EM stations for each Mass.
Cups 1 (C1), 3 C(3), & 5 (C5)	For Sat 5PM and Sun 8AM Masses: Stand to the Presider’s left in front of the musicians. Cup 1 stands close to the steps of the Sanctuary. Cup 1 will always be the Deacon/Acolyte station. Cup 5 stands farthest away from the Sanctuary steps, and Cup 3 stands between Cups 1 and 5. Make sure there is enough room between cup ministers and the choir so communicants can pass through on your left. For Sun 10AM and 5PM Masses: Cup 1 stands close to the steps of the Sanctuary and Cup 3 stands next to Cup 1. Cup 5 stands to the left of Bread 3. Note: See Sacristan’s “Black Binder” in back of Church for a diagram showing the location of all the EM stations for each Mass.
Cups 7 (C7) & 8 (C8)	Scheduled for Sun 10AM and 5PM Masses only: Cup 7 stands to the left side of Bread 1--to the left and outside of Cup 5—Puts Cup 5 in the middle of Bread 1 and Cup 7. Cup 8 stands to the right side of Bread 2—to the right and outside of Cup 6—Puts Cup 6 in the middle of Bread 2 and Cup 8. Note: See Sacristan’s “Black Binder” in back of Church for a diagram showing the location of all the EM stations for each Mass..

Table 1. Location of EM Stations

5. **MINISTERING COMMUNION:** Focus your attention on the person to whom you are ministering. **DO NOT RUSH.**
- a) Your hands should be holding only the cup and purificator or ciborium.
  - b) Look at the person before you with undivided attention.
  - c) Speak to the person; not to the air, cup or ciborium. Hold up the bread or the cup, look the person in the eye and say, “The Body of Christ” or “The Blood of Christ.”
  - d) **Body of Christ:** Place the bread in the communicant’s hand with a gentle, but solid touch or place it gently upon the tongue.
  - e) **Precious Blood of Christ:** Hand the cup to the communicant. When the cup is returned, carefully wipe the rim with the purificator and turn the cup ¼ turn. Then, raise your eyes and welcome the next person. (Note: Please be sure to wipe the cup well enough to remove lipstick!)
  - f) **INTINCTION:** or dipping the bread into the cup is not permitted. However, if a communicant should want to dip his/her bread. Place your hand over the cup and ask if you could do that for them. They will need to receive on the tongue. (Please use the utmost care and respect for the communicant; they are also the Body of Christ)
  - g) **BLESSING:** Anyone, child or adult, who comes to the bread minister with their arms crossed over their chest are expecting a blessing. Do not bless them---Say “Receive the Lord Jesus in your Heart” Do not touch them. (Note: This action is taken by the bread minister only.)
  - h) **AFTER THE COMMUNION RITE:** Cup Ministers proceed to the sacristy via the exit door By the Choir. The Sacristan will be at the small table by the tabernacle- check with him/her to see if you are needed for the choir. Then return the cups to the sacristy. Remaining Consecrated wine must be consumed by all ministers if you are able to do so. Place the purificator over the empty chalice when the cup is empty and put it between the sinks. (NEVER STUFF the PURIFICATOR INTO THE CUP) Bread Ministers; Return your Ciborium to the Altar. Then return to your seats in the Assembly
6. **SPECIAL SITUATIONS:**
- a) In the event you accidentally drop a host, immediately pick it up and consume it or place it in your hand and consume it later in the Sacristy. If you should spill any consecrated wine, stand over it, then when communion is over, wipe it up thoroughly with your purificator.
  - b) Bread Ministers, if you notice that you might be running out of Hosts check with the Sacristan. They will refill your ciborium or ask you to close the station.
  - c) Cup ministers—if you run out of the precious blood---you may return to the Sacristy, either through the exit by the Choir or across the back of the Altar.

- d) When you finish ministering to the assembly, check around you to see if anyone needs help. Ushers will advise you if there is a communicant who cannot proceed to the altar to receive. In this case, go to that person and administer to them.
- e) **POCKETING**: or not consuming the consecrated bread can be a touchy situation. **DO NOT** run after this person or become a distraction to the Communion Rite. If you are able to let this person know they need to consume, do it with care and reverence to the person. Again, they are also the Body of Christ.

**AFTER LITURGY: CLEAN UP.** After the dismissal and procession out is complete, **ALL** ministers proceed to the Sacristy. The Priest, Deacon, or Acolyte will purify the vessels and then **ALL** ministers are responsible for washing the vessels with hot soapy water. (Do not submerge the vessels in water—wipe the vessels with the soapy solution.) When clean and dry, return them to the appropriate cabinet in the Sacristy. **REMEMBER: IT IS EVERY MINISTER’S RESPONSIBILITY TO HELP CLEAN UP.**

**DRESS CODE:** We ask that at all times Liturgical Ministers dress appropriately and reverently.

1. The attire for ministering at Mass is to be modest and not draw attention to the minister.
2. Anything – Clothing, accessories, or hairstyle, which draws attention to the person, is not appropriate for ministering at Mass.
3. The following items would be considered inappropriate:
  - a.) Clothing that reveals the midriff
  - b.) Shorts
  - c.) Short Skirts
  - d.) Ripped or torn clothing
  - e.) Spaghetti straps, tank tops, or anything strapless
  - f.) Low cut tops
  - g.) T-shirts with inappropriate logos/advertising

**GLOSSARY**

Ambo -	Pulpit from which scriptures are proclaimed.
Assembly -	The people who gather as the Body of Christ to worship
Both Species -	Both consecrated bread and wine.
Chalice -	A cup (glass, pottery, brass, etc.) used to hold the wine.
Ciborium(s) -	Containers for distributing the bread during the Communion Rite; can be metal plated, ceramic glass or a woven basket.
Consecrated Bread -	The Body of Christ.
Consecrated Wine -	The Blood of Christ.
Corporal -	Small white cloth on the altar used during liturgy to place the bread and wine upon.
Credence Table -	A small table located in the sanctuary. Communion vessels are placed on this table before Mass and returned to it after Communion.
GIRM -	General Instruction of the Roman Missal.
Holy Oils -	Oils blessed by the Bishop used in anointing of the sick, for the Catechumenate, and the sacred chrism.
Predella -	(Italian for platform) The floor of the platform on which an altar stands.
Purificator -	Cloth used by ministers of the cup to wipe (purify) the rim of the cup after each communicant has received the consecrated wine.
Sacramentary -	The book which contains the church's directives, prayers and rubrics.
Sacrarium -	"Sacred Place"--Basin or sink with the drain leading directly into the ground for disposing of water sacramentally.
Sacred Vessels -	Communion cups, Purificators, Ciboriums, Chalice, Cruet
Tabernacle -	The structure which houses the consecrated bread for the sick and the homebound.
Unconsecrated Bread -	A small round wafer made of bread