

INSTRUCTIONS
ST. CLARE PARISH / LYNDHURST, OHIO
EXTRAORDINARY MINISTERS OF THE EUCHARIST

Please check in with Maryann Kabal, the Parish Sacristan, in the Sacristy at least ten minutes before Mass starts so that she knows you are there and so that she can confirm your assigned position.

Proceed to the altar immediately after the Sign of Peace. The Precious Body Ministers should line up (in no particular order) at the bottom of the altar stairs next to the music ministry; please use hand sanitizer at the back table before you do so.

Precious Blood Ministers should line up at the bottom of the altar stairs behind the servers next to the Baptismal font. The A Minister should be first in line against the wall. A server will hand the purificators to the A Minister to distribute to the others; after you do so, return to your original position in line.

All Ministers should please refrain from extending a handshake of peace to each other at the altar.

When the Priest is almost done consuming the Precious Blood, all Ministers should proceed to the top of the altar steps. He will serve the Precious Blood Ministers first, though the priest may do this in a slightly different sequence. When he goes across the altar to serve the Precious Body Ministers, the A Precious Blood Minister should follow him to offer the chalice to them. When finished, stand at the end of the line of Precious Body Ministers and wait for the Priest to distribute all of the vessels to them. When he gives a nod or proceeds to his station, everyone else should do the same.

Please take your time coming off the altar and going down the steps to your stations. Be mindful of the shoes you wear. Precious Blood Ministers should cover their chalices with their purificators to avoid spills and splashes.

The A Ministers serve the handicapped section in front of the music ministry; an usher will direct you. Not everyone in that section takes the Precious Blood, but stand in front of them and offer. The A Ministers also serve the music ministry, either before you go to the handicapped section or afterward; play that by ear, see what they prefer.

The D Ministers serve the servers and lector who will line up as all the priest and all the ministers are leaving for their stations. Then proceed to the side aisle in front of the Baptismal font.

When the A and D Ministers are finished serving their small section on the sides, the A and D Precious Body Ministers should go to the cross aisle right in front of the pew (see stars on the attached map). The ushers should direct you. The A and D Precious Blood Ministers stand next to the Precious Blood Ministers who are already at the B and C positions.

The E and F Ministers proceed down the center aisle to their stations at the cross aisle. Ushers will be waiting there to direct people to you once you are in place. Precious Blood Ministers should be allowed to walk down the aisle first so they can get to their respective stations without having to go through the line of communicants; this makes for a more orderly process in those areas.

Please note that, if there is a Deacon, he always goes to the B Precious Blood position. In that event, there will be two Precious Blood Ministers there, the Deacon directly next to the Priest and then the Minister.

When you have run out of Precious Blood or there is no one else to serve, proceed to the tabernacle alcove. A Priest or Deacon standing right in front of the tabernacle will take your dish, and a Priest or Deacon standing to the right near the credence table will take your chalice to purify. They must purify; Ministers cannot do so. He may offer you the remaining Precious Blood to consume, saying "The Blood of Christ." Remember that we must not self-communicate.

After purification, the Priest or Deacon will present you with your empty vessel to take to the sink in the sacristy for washing. Put your sacred vessel on the counter to the left of the sink in the Sacristy, put your purificator in the appropriate receptacle to the left of the counter and exit the Sacristy via the door in front of the Baptismal font and return to your pew (unless you are going to assist in washing). No more than two or three Ministers are needed to wash and dry.

I know this sounds complicated, but it really isn't. Most of it is common sense. If you are unsure about your particular role at Mass that day, feel free to review your specific responsibilities with Maryann, our Sacristan, when you check in, so that you feel confident in your position.

Note: Please do not perform dual roles at Mass unless absolutely necessary (i.e. Lector and Extraordinary Minister of the Eucharist).

Dress Code for Men: Suite or jacket with dress pants, shoes and tie

Dress Code for Women: Dress, suit, slacks, skirts of appropriate length, shoulders covered, "safe" shoes

Please no jeans, capris, shorts or tennis shoes

Feel free to contact me at any time with any questions or concerns.

God bless you for your service to Our Lord and to our parish –

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**BAPTISMAL
FONT**

**PRECIOUS BLOOD
MINISTERS**

ALTAR

**PRECIOUS BODY
MINISTERS**

**MUSIC
MINISTRY**

D

C

B

A



F

E