

Extraordinary Minister – Tips and Reminders

UPDATE 2-23-2023

- 40+ Extraordinary Ministers needed every weekend. Volunteering is impactful to the parish.
- Dress is business casual, please wear your nametags. Check with Deacon if unsure of attire.
- Check in and write your name down every time you serve.
- There are three phrases that are predominantly used by the Ems:
 - “The Body of Christ”
 - “The Blood of Christ”
 - “May God Bless You” – when offering blessing only
- We are never to touch a parishioner when blessing or otherwise. We also do not do the Sign of the Cross while blessing. Also, do not bless an unborn child in the case of a pregnant parishioner, as this should only be done by a Priest or Deacon.
- When you hear the beginning of the Our Father is when you proceed to your assigned location – either side of the altar or rear of the church in the Narthex. This is when you will use the Hand Sanitizer either located in the rear of the church for those going back to the Narthex or at the front of the church for those serving from the front.
- Proceed to the Altar as soon as the Priest has received the Precious Blood.
2 Ciboria Servers on the FIRST STEP, 3 Chalice Servers on the FLOOR.
Balcony Chalice server will stand on the FONT Side on end so that they can receive the chalice and head straight to meet the Balcony Ciboria server in the Narthex. They will then process up to Balcony together on the elevator.

You will be served the Precious Body and Precious Blood, wait for the priest/deacon to leave the altar and then proceed to your assigned position to serve. Balcony Chalice server will be served by the priest or deacon first. They will know you are Balcony Chalice because you are standing on the end closest to the FONT side. Balcony Chalice should leave altar asap and meet Ciboria server in Narthex.

- This is the ONLY time during serving that EMs should be behind the altar. Never cross behind the altar when returning or otherwise!
- The Priest/Deacon will lead everyone off the altar. Once they have moved we can then follow and proceed to our positions. (Exception Balcony Chalice)
- EM’s serving at the front of the church will serve the transepts first and then proceed up the steps to just in front of the altar to allow for parishioners plenty of room to walk up the steps to receive communion.
- EM’s are allowed to serve Parishioner’s on the tongue.
- Please refrain from speaking to other EM’s or parishioners.
- Return Ciboria to the RIGHT SIDE of the Altar if serving near the altar. NEVER place the Ciboria on the altar. Wait until a Deacon or Priest takes it from you directly.
- Return Chalice to the credence table. You may choose to consume the remaining Precious Blood at the Table or you may gently cover the Chalice with the purificator making sure not to dip it into the Chalice. Chalice servers should NEVER cross behind the altar table. They can approach the credence table either from crossing through the working sacristy or if communion is over, in front of the altar.
- We only bow or genuflect at the altar AFTER we are finished and before returning to our seats, NEVER when we have the Precious Body or Precious Blood in our hands.