

# Extraordinary Minister of Holy Communion Lead Procedures



## EM Lead Prayer

Heavenly Father, please pour your blessings on my ministry today. It is an honor and privilege to serve at your table. Please guide my steps that I may fulfill my duties with grace, devotion and reverence. I ask this in the name of Jesus whom I serve with joy. Amen



GOOD SHEPHERD  
*Catholic Community*

## **Extraordinary Ministers of Holy Communion Lead Procedures**

### **Before Mass (Bread Lead Duties)**

Go to the working Sacristy and line up EM badges. Make sure you mark the stations for the Presider, Deacon, and non-presiding Priest(s). A list is provided in the working sacristy of the positions of each clergy member. Also, determine who the non-presiding Priest(s) are before Mass.

Get the Tabernacle key from the working sacristy and go to the Eucharistic Chapel. With holiness and reverence, approach the Tabernacle, genuflect and with the key, open the door. Look into the large Ciborium to estimate the number of ‘Consecrated’ Host. The large Ciborium holds around 700 “Consecrated” Host. After you determine how many are in the Ciborium, place it back in the Tabernacle, lock it, genuflect, and take the key with you.

Go to the working Sacristy and fill up the large Ciborium Bowl with unconsecrated hosts. The amount you put in the large bowl will be determined by the amount in the Ciborium. Never put unconsecrated host in the Ciborium inside of the Tabernacle. The goal of each Mass is to use what is consecrated during Mass. However, we should keep enough extra so we don’t run out during Mass as these will be used for Daily Mass.

# Extraordinary Ministers of Holy Communion Lead Procedures

## During Mass (Bread Lead Duties)

After the Offertory, the Bread Lead should be near the Eucharistic Chapel either standing or kneeling in the nearby pews during the Eucharistic prayers.



# Extraordinary Ministers of Holy Communion Lead Procedures

## During Mass (Bread Lead Duties)

Walking slowly towards the Marian aisle, you should wait at the top of isle until the Our Father Prayer is completed, then start walking slowing down the aisle and wait until Father/Deacon proclaims the Sign of Peace.





# Extraordinary Ministers of Holy Communion Lead Procedures

## During Mass (Bread Lead Duties)

Now go towards the Altar on the Ambo side (left side facing Altar) and go up 2 steps and meet the Deacon. Give the Ciborium to the Deacon and follow him up to the Altar. Deacon will place the Ciborium on the Altar. Help as needed with the tray of bowls and cloths. Deacon and Priest will move bowls on the Altar.



Deacon  
(Top Step)

EM Bread Lead  
(2<sup>nd</sup> Step)

# **Extraordinary Ministers of Holy Communion Lead Procedures**

## **During Mass (Bread Lead Duties)**

### **Holy Communion**

Receive Holy Communion from the Priest and Deacon. The Deacon will serve the Cup of Precious Blood to you. You will take that same cup to serve the EM's on the regular lead spots on the floor. Note: Do not walk in front of the Altar.

After serving the Holy Eucharist to the EM's, go back to Altar and prepare the Credence Table. Note: Always watch for EM's and/or Priest so they don't run out of the "Consecrated" Host/Wine and be prepared to bring them a new bowl or cup. Also watch that folks consume the Body of Jesus once they receive from an EM.

60% through Holy Communion (when the lines are thinning), the EM Bread Lead will relieve the non-presiding Priest at his station and serve Holy Communion in his place. The Non-presiding Priest will start the purification of vessels at the Credence table. If there is only one Priest, relieve him half way through Holy Communion.

Once the EM Bread Lead finishes his/her station, he/she should get in position on the 2<sup>nd</sup> step to receive the Ciborium from the Deacon and return it to the Tabernacle. Take key back to the working Sacristy.

# Extraordinary Ministers of Holy Communion Lead Procedures

## After Mass (Bread Lead Duties)

Once Mass has ended and **Father is out of the sanctuary**, take trays of bowls and cups to the working sacristy for cleaning. For example, clean cups, bowls, drinking cups, finger bowls, water bowls and other vessels.

Please take the two corporals from the altar and credence table to the working sacristy and gently unfold in the sacrarium sink and wash down with water.

Put up baskets, purificators and station badges in the working Sacristy.

Put all used laundry in bags hanging in the working sacristy.

Thank you for your service!!

## **Extraordinary Ministers of Holy Communion Lead Procedures**

### **Before Mass (Wine Lead Duties)**

Go to working Sacristy and line up EM badges. Make sure you mark the stations for the Presider, Deacon, and non-presiding Priest(s). A list is provided in the working sacristy with the position of each clergy member. Also, determine who the non-presiding Priest(s) are before Mass.

Prepare the wine cups for Mass and fill wine cruet half way. There should be two extra cups for the EM Leads to distribute the Precious Blood to the EM's during Mass.

Put purificator on tray with wine cups. There should be one purificator per cup.

Take tray of wine cups to credence table and cover with cloths. See credence table set-up picture in Working Sacristy.

Place 2 extra purifications on lower shelf of credence table.

Identify who will the non-presiding Priest will be to purify vessels during Holy Communion.

Go back to working sacristy and greet EM's as they arrive.



# **Extraordinary Ministers of Holy Communion Lead Procedures**

## **During Mass (Wine Lead Duties)**

After the intercessions (Father is sitting down) go to the Altar side of the credence table and take a tray of wine and place on the Altar. The Deacon will take the cloth covering the tray off and hand it to you to take back to the Credence table. Go get tray number 2 and do the same placing it on the Altar and taking the cloth from the Deacon who takes it off the tray of wine. Take the cloth back to the credence table and sit down.

During Sign of Peace, take tray of bread bowls and meet the Deacon/Priest near the left side of altar and hold the tray so the bowls can be offloaded onto the Altar. Help manage the cloths back on the tray. The Deacon and Priest will offset bowls on the Altar.

Take tray back to credence table.

Stand back from altar on right of the Presider.

## Extraordinary Ministers of Holy Communion Lead Procedures

### During Mass (Wine Lead Duties)

#### Holy Communion

Receive Holy Communion from the Priest and Deacon. The Deacon will serve the Cup of Precious Blood to you. You will take that same cup to serve the EM's on the regular lead spots on the floor. Note: Do not walk in front of the Altar.

After serving the Holy Eucharist to the EM's, go back to Altar and prepare the Credence Table. **NOTE: If there is only one Priest, please serve your cup with him until the Deacon is finished handing out bowls and cups.**

Always watch for EM's and/or Priest so they don't run out of the consecrated Host/Wine and be prepared to bring them a new bowl or cup. Also watch that folks consume the Body of Jesus once they receive from an EM.

60% through Holy Communion (when the lines are thinning), the EM Wine Lead will relieve the Deacon at his station and serve Holy Communion in his place. The Deacon will go to the Altar and receive bowls from the EM's when they finish their stations.

Once the EM Wine Lead finishes his/her station, he/she should return to the Credence table and assist the non-presiding Priest.

# Extraordinary Ministers of Holy Communion Lead Procedures

## After Mass (Wine Lead Duties)

Once Mass has ended and **Father is out of the sanctuary**, take trays of bowls and cups to the working sacristy for cleaning. For example, clean cups, bowls, drinking cups, finger bowls, water bowls and other vessels.

Please take the two corporals from the altar and credence table to the working sacristy and gently unfold in the sacrarium sink and wash down with water.

Put up baskets, purificators and station badges in the working Sacristy.

Put all used laundry in bags hanging in the working sacristy.

Thank you for your service!!