

PARISH OF THE IMMACULATE CONCEPTION, BICESTER

GUIDELINES FOR EXTRA ORDINARY MINISTERS OF THE EUCHARIST

On arriving at church for Mass please proceed to the sacristy to collect an Extraordinary Ministers Sash. This is to be put on immediately (as demonstrated by Sr Sherly in the photo) so that:



- a) The clergy are aware of number of Extraordinary Ministers present
- b) It avoids any confusion by other Extraordinary Ministers in the congregation who may be thinking that they may need to step in to minister.

The clergy will only put out the exact number of sashes for each Mass, this will depend on the number of clergy expected at each Mass, as this does vary.

1. As soon as the Lamb of God has started you need to make your way to the bottom of the sanctuary steps. Before you make your way you need to check how many Extra Ordinary ministers are needed and if there are more clergy then you may not be required. The last name/s on the rota list refrain from coming forward if there are more clergy than usual.

2. During the last Lamb of God, Canon John will genuflect and you need to do the same. If for any reason you are unable to genuflect then you should bow.

3. When Canon John drinks the precious blood the bell rings, this is when you should make your way to the back of the altar, two either side.

4. You will be given the sacred host first and then the purificator and the chalice. When you receive the purificator do not open it up as there could be a possibility that you could drop the chalice when you wipe it. When you wipe the chalice wipe the inside as well as the outside and turn the chalice after each communicant.

5. The outer Extra Ordinary Minister gives the chalice to all the altar servers. The inner Extra Ordinary Minister gives the chalice to the last altar server and then they make their way towards the outer side of the sanctuary steps ready to give the chalice to the congregation. When the other Extra Ordinary Minister has finished giving the chalice to the altar servers then they come to the bottom of the sanctuary steps. If the precious blood you are giving runs out then make your way back onto the sanctuary and wait there until communion has finished.

6. When communion has finished then all Extra Ordinary Ministers make their way back onto the sanctuary and consume the remaining precious blood from your chalices. Place the chalices onto the credence table. If the sacred host is still being placed into the tabernacle after the precious blood has been consumed you need to genuflect. Once you have left the sanctuary, please remove the sash and leave it in the Lady Chapel on a pew.

7. All Extra Ordinary Ministers make their way down the side steps into our Lady's chapel and wash their hands.

8. When all Extra Ordinary Ministers have washed their hands. Walk in single file to the front of the sanctuary steps and genuflect together and go back to your places.

9. Dress Code: Ministers should dress respectfully and appropriately when assisting.