

**INSTRUCTIONS**  
**SAINT CLARE PARISH/LYNDHURST, OHIO**  
**EXTRAORDINARY MINISTERS OF THE EUCHARIST**

Please check in with Maryann Kabal, the parish Sacristan, in the Sacristy at least 10 minutes before Mass starts so that she knows you are there and then 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 stairs behind the servers, next to the Baptismal font. Please use hand sanitizer at the back table before you do so

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

When the priest is done consuming the Precious Blood, all Ministers should proceed to the top of the altar steps. When all Ministers have received the Body of Christ, the Priest will distribute the patens (plates) 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

The A ministers serve the handicapped section in front of the music ministry. And an usher will direct you. The A minister also serves the music ministry, either before you go to the handicapped section or afterward. Play that by ear. See what they prefer.

The D Minister distributes Communion to the servers and Lector who will lineup as all the priest and 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 the stars on the attached map. The ushers should direct you.

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.

When you have completed distribution of the Precious Body, proceed to the tabernacle alcove. A Priest or Deacon standing right in front of the tabernacle will take your paten.

After purification, the Priest or Deacon will present you with your empty paten to take to the sink in the sacristy for washing. Put your paten on the counter to the left of the sink in the Sacristy. Exit the Sacristy via the door in front of the Baptismal font, and return to your pew, unless you were going to assist in washing. No more than two or three ministers are needed to wash and dry. Each minister leaving the Sacristy makes sure the door is propped open to assist the exiting procession.

I know this sounds complicated, but it really isn't. Most of it is common sense. If you aren't sure about a 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 necessary, for example, Lector and Extraordinary Minister of the Eucharist

Dress code for men. Suit or jacket with dress pants, shoes

Dress code for women. Dress, suit, slacks, skirts of appropriate length, shoulders covered, safe shoes

Please, no jeans, capris, shorts, or tennis shoes

Always feel free to contact me at anytime with any questions or concerns

Thank you for your service to the parish.

Jerry Wisniewski

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Email. [jerry\\_barb12@att.net](mailto:jerry_barb12@att.net)

BAPTISMAL  
FONT

PRECIOUS BODY  
MINISTERS

ALTAR

MUSIC  
MINISTRY

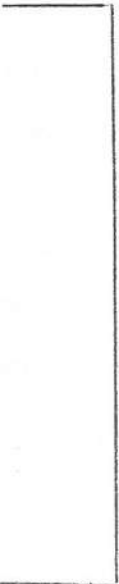
**2022 - Present**

D

C

B

A



F

E



BAPTISMAL  
FONT

PRECIOUS BLOOD  
MINISTERS



PRECIOUS BODY  
MINISTERS

MUSIC  
MINISTRY

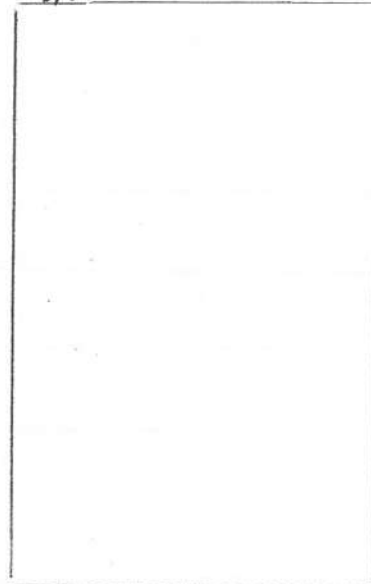
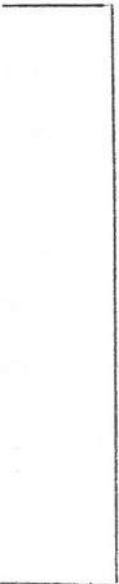
**Through 2021**

D

C

B

A



F

E

