



Ass't Head Minister Duties

Luke 9:16 – *“Then taking the five loaves and the two fish, and looking up to heaven, he said the blessing over them, broke them, and gave them to the disciples to set before the crowd”*

Preparation

Check the schedule. Schedules are created with Ministry Scheduler Pro software (MSP Portal), which allows the Extraordinary Ministers of Holy Communion (EMHCs – or Eucharistic Ministers) to manage the schedule through its online portal (<https://secure.rotundasoftware.com/1/web-terminal/login/saintmikes>). You can view your schedule and the entire schedule. Please check the schedule to ensure that you have an Ass't HM assigned and the status of the other positions for your Mass as well.

If you are unable to serve – Please get a substitute. It is your responsibility to find a substitute when you cannot make a scheduled assignment. The *very best way to secure a substitute is to do it within the MSP portal.* Simply log onto the MSP portal and go to the “My Schedule” tab, find the date you are unable to serve, and request a sub. In addition, a current roster of ministers is available on the MSP portal. If you have a last minute change (i.e., after Thursday), please notify Jim Wright (703-801-9758 or mijnor@aol.com) when a substitution is needed.

You should arrive at least 30 minutes prior to the start of Mass in appropriate attire wearing your name tag when a substitution is needed (if same day, please text me).

Arrive early enough to set up:

- *Gift Table*
 - Paten with hosts (and large host)
 - Small flagon with just enough wine for Father to consecrate and consume
 - Silver tray for pyxes
- *Entryway to Worship Center*
 - Processional Cross
 - Book of Gospels for Deacon
- *Altar*
 - Light candles (if altar servers are present, altar servers will light and carry candles in)
- *Ambo*
 - Place Lectionary on Ambo opened to the opening reading
 - Check microphone
- *Tabernacle*
 - Key in the door
 - Check Tabernacle to determine how many hosts are in the Ciborium
- *Presider's Chair and Table*
 - Extra Order of Worship
 - Hand sanitizer

- *Coordinate with other Ministries*
 - Recruit a crucifer (train, if necessary)
 - Ensure Hospitality Lead has secured and trained Gift Bearers

Prepare for Mass

- Coordinate with Head Minister about the sign in sheet to determine if substitute EMHCs are needed
 - Recruit substitutes if needed
- Help Head Minister to gather Eucharistic Ministers (EMHCs, Lectors, Crucifer, Altar Servers, Ass't Head Minister, Deacon and Presider) for instruction and prayer before Mass

Procession at Opening of Mass

- Turn Baptismal Font OFF as procession begins
- Proceed to your seat in the second row directly behind the Head Minister

Offertory

- Following the Prayer of the Faithful as everyone is sitting down, the Ass't Head Minister goes to the credence table to the left side (choir side) of the Ambo to retrieve the tray with all of the cups and purificators. Wait till the Head Minister retrieves the book stand
- At the same time, the Altar Servers will retrieve the candles from the Ambo and proceed to the back of the Church awaiting the offertory procession
- The Head Minister should arrive at the Altar first to place the two flagons of wine, then the Ass't Head Minister will bring the tray to the front of the Altar and place the tray in the center of the back section of the Altar (where Father will consecrate the elements). The Ass't Head Minister and the Head Minister proceed to pour the wine into the cups on the Altar (using a purificator to minimize spillage)
- When completed, the Head Minister and Ass't Head Minister will place their empty flagons and used purificators onto the tray. The Ass't Head Minister will take the tray and together with the Head Minister head toward the Sacristy. The Ass't Head Minister will return the tray to the Sacristy (and the Head Minister will prepare the gift bearers). Afterward, the Ass't Head Minister returns to the seat
- If there are no altar servers, the Head Minister will go toward the baptismal font/gifts table to prepare the gift bearers. The Ass't Head Minister takes the tray back to the credence table to the left side (choir side) of the Ambo and place it there. Then go to the other credence table and retrieve the bowl and the towel for the Presider to wash his hands. After they wash their hands return the bowl and the towel to the credence table and retrieve the tray with the Flagon and return it to the Sacristy. Afterward, the Ass't Head Minister returns to his/her seat
- The Deacon will set the altar (Sacramentary, corporal, chalice, purificator, water cruet)
 - If there is no Deacon, the Head Minister will set the altar and the Ass't Head Minister will take the tray directly back to the Sacristy and then lead the gifts processional
 - Meet the gift bearers at the gift table:
 - Quickly remind them of what to do
 - Immediately as soon as the offertory is consolidated into the gift basket, proceed to direct the altar servers to head down
 - Lead the gifts to the Presider
 - Place the money basket under the altar
 - Return to your seat

Communion

- Following the Gesture of Peace, immediately proceed to the Credence Table (near Section 4) and get the tray with the Patens (with purificators between each Paten) to the Altar
- The Head Minister will transfer the patens from the tray to the Altar, then return the Tray to the Credence Table
- The Presider and the Deacon will distribute the Precious Body into the patens. When they are concluded, retrieve from Presider or the Deacon the large paten that was brought up at offertory and place it on the tray at the credence table
- Stand behind the Head Minister (or the serving cup) and receive Communion
- Depending on how quickly refills of the Precious Body are needed, you may want to retrieve a tray from the credence table (usually with the large paten) and leave it in the sacristy
- Go to the Blessed Sacrament Chapel and retrieve the ciborium from the tabernacle and bring it reverently to the altar placing it on the altar in front of where the Presider stands

During Distribution of Communion

- Check all EMHCs to ensure they are in the proper positions. If needed, whisper in their ear directions (e.g., “please move 3 steps back” or “please move 2 steps to the right up next to the chair”)
- Head Minister retrieves the two extra patens and the cruet of water and returns them to the altar
- The Head Minister remains near the Ambo table during communion. AHM remains near the bottom of the ramp in front of the font
- Observe EMHCs in stations 1, 2 and 6
- Refill patens, as necessary; reposition cups, as necessary
- As communion winds down and stations start to close, both Head Minister and AHM look to relocate EMHCs to other sections to expedite communion. You should walk with the EMHC and ensure they go to the correct spot
- For those EMHCs serving the Precious Body, when their station is finished (and the Head Minister or Ass’t Head Minister has not relocated them to another station), the EMHC will place their paten on the Altar near the Ciboria
- When all Communion is completed, the Head Minister or Ass’t Head Minister will transfer the remaining Precious Body into the Ciboria and lightly scraping the fragments back into the Ciboria from the patens
- Return the empty patens to the EMHCs. In addition, distribute extra patens, chalice and water decanter to other EMHCs for return to the sacristy
- Deacon (or Presider) will purify the chalice
- When all have received, (with the ciborium) and the Eucharistic Ministers, you lead the EMHCs out of the worship space.
- With the ciborium, proceed directly into the Blessed Sacrament Chapel. If any EMHCs did not consolidate their Precious Body into the ciborium, then assist them to place the excess Precious Body into the ciborium in the Chapel.
- Once all the Precious Body is in the ciborium, place the ciborium into the tabernacle and lock the door. Genuflect or bow in reverence.
- Take the key from the ciborium and place in the drawer where the corporals are kept in the Sacristy.
- IF THERE IS TIME, go to the Credence Table and retrieve the other tray and any other items left there and return them to the Sacristy.

Recession

- Pay attention to the announcements. Once the announcements have begun, go to and TURN ON the baptismal font.

Clean Up

- Be sure all items are returned to the Sacristy and cleaned (if necessary)
 - Book of Gospels
 - Sacramentary
 - Presider's notebook
 - Altar cloth
 - Trays
 - Vessels (*ALL VESSELS MUST BE RINSED IN THE SACRARIUM BEFORE BEING WASHED*)
- Return the key from the Tabernacle to the Sacristy
- Snuff all candles

Terminology

Ambo – the stand from which the scripture is proclaimed (podium, lectern)

Book of the Gospels – the book containing ONLY the gospels used at Mass.

Chalice – the cup used to hold consecrated wine. Typically, only the presider's cup is referred to as the Chalice; all other vessels are cups.

Ciborium – the bowl in which the remaining, consecrated hosts are kept in the tabernacle.

Corporal – a square cloth used to cover the altar cloth to catch remnants or spills. After each Mass, the corporal is returned to the sacristy and is shaken over/into the Sacrarium.

Credence Table – small tables used to stage and hold the vessels or books used during liturgy. At St. Michael they are located next to the raised seats in section 3 and section 4 (behind the ambo).

Intinction – the act of dipping a consecrated host into consecrated wine for the purpose of receiving communion in both species. **NOTE:** Intinction is not an approved method for receiving communion; however, ministers **Do Not** prevent communicants from dipping a host into the precious blood.

Lectionary – the book containing the scriptures used at Mass.

Paten – the large, plate-like vessel used to carry the hosts (or bread) to the altar for consecration as well as the smaller hand held size version used to distribute Communion by EMHCs.

Purificator – a rectangular cloth used to prevent the spread of germs on the edge of the cup. A purificator may also be used to prevent drips and clean up spills. After Mass, used purificators are collected in laundry baskets in the sacristy.

Sacramentary – the book used by the presider that contains the prayers and rubrics of liturgy (this book is being re-issued following a new translation – The Roman Missal Third Typical Edition).

Sacrarium – a sink designed for the disposal of the remnants of Holy Communion. This sink empties directly into the ground (it is not part of the sewer system). Nothing but water is poured in this sink.

Sacristy – the room used to prepare for services. All of the sacred vessels, books, candles, incense and linens are stored in the sacristy. This is the room in which ministers sign-in and gather before Mass.

Tabernacle – the vault used to store the remaining Communion elements. The tabernacle is located in the Blessed Sacrament Chapel. The doors of the tabernacle are to remain closed and locked when not in use. The key for the tabernacle is in the Sacristy.

Vesting Room – the room between the sacristy and the Blessed Sacrament Chapel in which the clergy prepare for liturgies. Vestments are stored in this room.