

To all Extraordinary Ministers of Holy Communion and Lectors,

I have had a meeting with Monsignor Schulte to discuss uniformity of our duties as ministers during Mass. We have several new ministers that have gone through the training required by the diocese, and want to know what is expected of them.

1. Extraordinary Ministers of Holy Communion and Lectors will process into and out of the Church together with the celebrant and the servers. (This is slightly different than what is talked about at training. Monsignor wants to make sure that all ministers are accounted for)
2. Ministers are to be seated in the first pew on the middle left (providing it is empty) otherwise in the first pews all the way to the left.
3. When approaching and leaving the Altar
  - a. Lectors will bow at the bottom of the steps in front of the Altar and continue to the Pulpit. Return to the pew in the same manner.
  - b. Extraordinary Ministers of Holy Communion will bow at the bottom of the steps in front of the Altar, split apart and go to either side of the Altar by the Altar servers. Return to the pew in the same manner.
4. When carrying the Chalice, please cover it with the Purificator both when carrying it down the stairs and when going up the stairs. After communion, place the Chalice to the side of the Corporal.
5. When Mass is over and Monsignor walks toward the Altar, Ministers are to prepare to proceed out of the church, by lining up on either side of the aisle and wait until the Altar servers have gone out and proceed after them.