

## Instructions for EXOs ALL Masses

There won't be any schedule produced for EXOs who serve at Mass. Instead there will be medallions hanging on a board that is laid out like the Nave in the room just outside the Deacon's Den. The location of the medallion will indicate the position that the person who selects it will occupy during the Mass. White cords indicate the Body; red cords indicate the Precious Blood. Be aware of what you are doing and Who you are giving. Dress appropriately; conduct yourself with dignity and decorum. **Please arrive 10-15 minutes prior to Mass.**

### Dress Code

Please be dressed accordingly at all Masses. Men, a shirt, tie, jacket and slacks, no sneakers. Women, knee length or longer dress or skirt with nice blouse - no sleeveless, no cleavage, no flip flops. If you wear sleeveless, please have something to cover your shoulders. Be modest and conservative.

### Rules of Engagement:

A trained minister who is prepared to serve i.e. in full communion with the Church and properly attired goes into the room and selects a medallion, fulfilling those duties for the Mass. (Please pay attention to which spot you will fulfill. #'s are posted on the board and each medallion). Please check the diagrams posted beside the board for that particular Mass.

If any medallions are left on the board about 10 minutes before Mass, and before all ministers gather for prayer in the back, the first EXO to select a cord will carry them to the front of the Nave (or personally ask an EXO) and in silence hold them up. At that point, appropriately trained ministers in full communion with the Church should go forward and take on the duties that need to be filled. **If you take a medallion from up front, please continue to Gathering Area for prayer.**

Positions tied to medallions that are not claimed will not be used during that Mass.

- If a minister has served the previous week for EXO, they should wait to fill open positions and allow other ministers an opportunity to serve.
- If an EXO has been a minister of the Body the previous time they served they should be a minister of the Cup (Precious Blood) and allow other ministers the opportunity to serve as ministers of the Body.
- When taking a medallion just before Mass in front of the Nave, the previous 2 considerations do not apply.

After Father has given the Sign of Peace at the altar all EXOs will enter the sanctuary, bowing before entering. When a Deacon is present, he will perform the duties of the #1 EXO.

a. If you are to distribute on the Blessed Virgin Mary (BVM) side of the tabernacle enter the sanctuary on the left side 5:30 (#1-#3), 8:30 (#1 - #4), 11:30 (#1-#5). If you are on the St. Joseph side enter the sanctuary on the right side 5:30 (#4-#5), 8:30 (#5 - #8), 11:30 (#6-#11).

### Actions in the Sanctuary:

- a. The Deacon or #1 EXO will go to the Tabernacle and bring all the Ciborii to the altar, **place on Fr's left side**, and remove the covers. Only remove the small ciborium in the tabernacle if Fr. Gaul asks for it.
- b. All other EXO's will line up in the Sanctuary in order behind the Altar, ensuring that they **DO NOT** stand in front of the Tabernacle.
- c. When the Deacon is present:
  - (1) Father will distribute the Host to the Servers and EXOs **while they stand in place.**
  - (2) **The Deacon or Father will distribute the Precious Blood.**

**If Deacon is not present, #1 EXO will help distribute the Precious Blood once Fr. Gaul has given to the first EXO.**

**d. If you receive the Precious Blood first, please distribute to the Altar Servers and the EXO with a white cord on your side.**

e. Once the EXO receives the Precious Blood or Body, proceed from the Sanctuary to your station.

g. When there are 5 (5:30 Masses), #2 and #3 will distribute the Precious Blood on BVM side, #4 and #5 will distribute the Precious Blood on St. Joseph side. 8 EXO's assigned (8:30 Masses), #1, #6 and #7 will go to the

back. #2 and #3 will distribute the Precious Blood on BVM side, #4 and #5 will distribute the Precious Blood on St. Joseph side. #8 will stay up front to help the priest distribute the Body. When there are 11 EXO's assigned (11:30 Mass), #10 will stay up front to help distribute the body. #1, 6, 7, 8, 9, 11 proceeds to the back of the Church.

h. Distribution of the Blessed Sacrament: When Distributing Communion, Please hold the paten or the cup at chest level, with your arms parallel to the floor. If you drop a host, bend over to pick up and consume it. **DO NOT GIVE TO SOMEONE ELSE.** When distributing the Precious Blood, please wipe with the purificator and turn the cup for the next person. **DO NOT BE AFRAID TO FOLLOW THE CUP WITH YOUR HANDS TO THE PERSON RECEIVING IF YOU FEAR THE CUP DROPPING.** If you are distributing the Body and a person or child comes to you for a blessing, if you are already holding a host, please place back in the ciborium. DO NOT trace the sign of the cross. You may place your hand above their head and simply say, "May God Bless you".

i. If you dispense all of your Precious Blood during Communion, if you are up front, please enter the altar and place the cup on the credence table **and cover with a purificator.** If you are on St. Joseph side, please bow to the tabernacle when crossing to the left side. When leaving the altar, please fall in line with those receiving communion. If you are in the back, please follow the communion procession down the middle aisle and enter altar on left side.

j. 5:30 Mass - #1 or Deacon walk to the back of the Church for those in the aisle and choir. #2- Precious Blood - please continue to the back of the Church to distribute the Blood to those in the aisle and choir. For 8:30 and 11:30 Masses, if you are an EXO in the back, please wait until the end of communion for the Choir to come down and receive.

k. After Communion you may consume any remaining Precious Blood in the position you are standing before entering the Altar or you may consume on the Altar. If consuming on the floor, please face the altar and consume. ALL EXO's will return on the LEFT side of the altar. If you are unable to consume the remaining Precious Blood, ask one of the other EXO's to consume or place the cup on the TABLE. **If you are the last EXO to place your cup on the table, please cover all cups with an open purificator.**

l. If wine is spilled on the floor during communion, stand over the spot to avoid others from walking through it. After distributing the Precious blood, place your purificator on top of the spot. If in the back of the Church, place purificator over the spot and take the 'WET FLOOR' sign and place over it so no one steps in it. (\*The sign, spray bottle with water, bowl and shammy are in the Catechist Mailbox room in the wooden cabinet with a sign). Right after communion clean the spot with the water, soak up with shammy, ring shammy out in bowl as well as possible and dispose of water. The **WATER MUST BE DISPOSED on the ground outside as it is consecrated.**

#### **Actions after Communion:**

- a. The Deacon or the #1 EXO will return the Ciborium to the Tabernacle.
- b. The last EXO to return to the Sanctuary will place a purificator on top of the cups.
- c. All other EXO's will return to their seats after placing their cups on the table.

#### **General Notes:**

- a. When coming up to the altar or returning to your seat, bow.
- b. When opening the tabernacle, open the doors then genuflect if you are able. When closing the tabernacle return the Ciboria, genuflect if you are able, then close the doors.

After Mass, all EXOs will return their medallions to the board in preparation for the next Mass.

As a general rule, if both Deacon and Priest are present, one will take the Ciborium (Body) to back of the Naïve at the 0830 Mass, so who ever sets up the board at the end of the Saturday Evening should set the board up accordingly.

**\*Few things to remember** – 5:30 Mass – 3 EXO's are in place on the left side of the tabernacle and 2 on the right side of the tabernacle, #2, #3 will administer the Precious Blood on the left side of the altar. #4, #5 will administer the Precious Blood on the right side of the altar. 8:30 Mass - 4 EXO's are in place on the left side of the tabernacle and 4 are in place to the right side of the tabernacle (7 for 11:30 Mass). #6 and #7 (#8 and #9 for 11:30) will administer the Precious Blood at the back of the Naïve for all 3 Masses. #2, #3 will administer the Precious Blood on the left side of the altar. #4, #5 will administer the Precious Blood on the right side of the altar.

Get to know the faces of your fellow EXO's so you know who has been trained and are able to serve.