

EM Summary Sheet - Positioning & Responsibilities

	<u>I</u>	<u>H2/H4</u>	<u>Narthex H1</u>	<u>Narthex H2</u>	<u>C2 (if no deacon)</u>	<u>C3</u>
Offertory - Notes	Sets altar (brings up tray & chalice. Removes tray/flagon).	none	none	none	none	none
Lamb of God - Notes	Moves directly to sanctuary. Takes large ciborium from tabernacle; places it on altar.	Stops at credence table and helps bring ciboria to altar.	Stops at credence table and helps bring ciboria to altar.	Stops at credence table and helps bring ciboria to altar.	Moves directly to sanctuary.	Moves directly to sanctuary.
Sanctuary - Position *	Ambo side	Ambo side	Ambo side	Ambo side	Chair side	Chair side
In-Sanctuary - Notes	none	none	none	none	Takes chalice when offered. Offers chalice to other EMs.	Takes chalice when offered. Offers chalice to altar servers.
Distribution of Holy Communion - Position *	T	H2/H4	Narthex H1	Narthex H2	C2	C3
Distribution of Holy Communion - Notes	Goes directly to T position.	Goes directly to position. H4 EM makes sure cantor has chance to receive communion before returning to sanctuary.	Brings Communion to those who can't come forward before moving to NH1 position. If needed, helps out T EM (first) and then center aisle from helper positions.	Goes directly to NH2 position. Then helps out at H4 helper position (first) and then center aisle as needed.	Goes directly to C2 position.	Goes directly to C3 position.
After Communion - Notes	Returns large ciborium to tabernacle. Moves vessels to credence table (regular vessels) or sacristy (festive vessels).	Moves vessels to credence table (regular vessels) or sacristy (festive vessels).	Moves vessels to credence table (regular vessels) or sacristy (festive vessels).	Moves vessels to credence table (regular vessels) or sacristy (festive vessels).	Moves vessels to credence table (regular vessels) or sacristy (festive vessels).	Moves vessels to credence table (regular vessels) or sacristy (festive vessels).