

# GUIDELINES

Rev: Oct. 2014

## EXTRAORDINARY MINISTERS OF HOLY COMMUNION

### I. General

#### A. *Qualities of an Extraordinary Minister of Holy Communion(EMHC)*

- A baptized and confirmed Catholic in good standing with the Church.
- A person of faith, who believes in God, follows Christ and trusts in the Holy Spirit.
- A person displaying piety and reverence for the Holy Sacrament of the altar.
- A person of at least 18 years of age.

NOTE: The pastor is responsible for the final approval in selecting Extraordinary Ministers of Holy Communion.

#### B. *Dress Code Helps Maintain the Dignity of the Ministry*

- Men

Coat and tie preferred. Shorts and jeans are inappropriate

- Women

1. Slacks, suit or dress. Please cover shoulders. Shorts, short skirts and jeans are inappropriate.

2. Please refrain from wearing outdoor coats to the altar.

#### C. *Arrival*

- Arrive 15 minutes before Mass.
- Get your EM cross from the ushers' closet.
- Report to your Captain IN THE NARTHEX as soon as possible to avoid confusion.

1. It is important for the captain to know you are present and for you to receive your positions and assignments.

2. If you arrive late and/or fail to report to the captain, the captain may have already found a replacement EMHC.

## D. Substitutes

- Finding substitutes is the EM's responsibility.
  1. Use the EM roster to find someone from the same mass time but a different team; OR
  2. Call someone from the substitute list.
- Give the substitute the name of your Captain and email your Captain with the substitute's name, email and phone number.

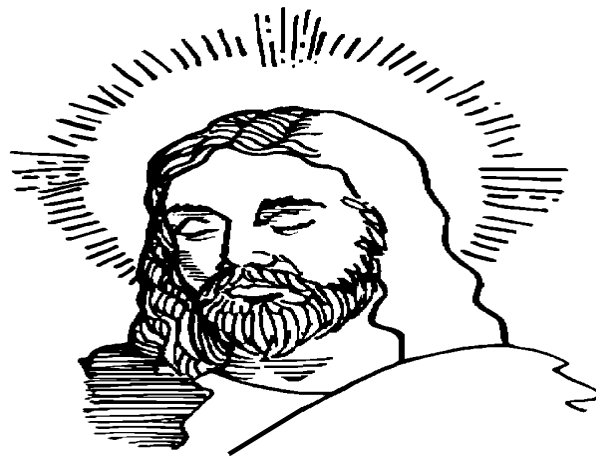
NOTE: PLEASE INFORM THE EMHC COORDINATOR OF ANY EMAIL OR PHONE NUMBER CHANGES

## E. Seating Arrangements

Sit anywhere you wish in church.

## F. Genuflection

Always bow or genuflect as you pass the tabernacle.



## II. Approaching the Altar

### *A. After the Sign of Peace*

- Walk to the sacristy via the ramp near the Blessed Virgin Mary Statue; bow or genuflect as you pass the altar.
- Cleanse hands with hand sanitizer provided in the Sacristy.
- Wait to enter the altar until after the priest has consumed the Precious Body and Blood. The bells will ring to indicate you are to approach the altar. Walk to your position and remain as still as possible. **Please do not walk in front of the altar.** Precious Body EMHC's to the choir side of the altar and Precious Blood EMHC's to the Blessed Virgin Mary side.

NOTE: We enter the sanctuary following the most sacred part of the Mass, the Consecration. The bread and wine have been changed into the Body and Blood of Christ. The Precious Body and Blood are exposed on the altar and properly demand the **quiet attention** of the priest, eucharistic ministers and the congregation.

### *B. Retrieving Ciborium from Tabernacle*

The priest will bring the Ciborium from the tabernacle to the altar and will return the Ciborium to the Tabernacle after communion.

### *C. Purificators*

The purificators should be distributed to the EMHC'S by a server; however, please be attentive that the purificators are placed on the credence table or in the sacristy in the event the server does not distribute.

## III. Receiving the Blessed Sacraments

### *A. EMHC's*

The priest will distribute the Precious Body to all servers and EMHC's. The Precious Blood EMHC's will then approach the priest at the altar to receive the Precious Blood and the chalice for distribution. The first two Precious Blood EMHC's will offer the cup to the servers(see procedure below); the third and fourth EMHC's will then offer the Precious Blood to the Precious Body EMHC's. The fifth EMHC will remain in place momentarily.

NOTE: Bow prior to receiving the Precious Body and Blood.

### *B. Distributing Precious Blood to Server 5:30pm, 9:30am, 11:30am*

The first Two EM's to receive the Precious Blood from the priest are EM's #3 & #5. They will then proceed down off the altar and station him/herself at the end of the row of altar servers on either side. That is, one EM at the west end, close to the statue of the BVM and the other EM should stand on the east end below the ambo. The altar server will come to the EM if the server wishes to receive the cup. The EM should offer to hold the server's paten for ease of receiving the Precious Blood. When finished, the EM's will proceed to assigned stations. (EM by the BVM moves to station #3 and EM near the ambo should remain in that position, which is station #5. See EMHC Position Chart.

NOTE: For the 7:30am mass, the first EM to receive the Precious Blood from the priest is EM #3. He/She will distribute the Precious Blood to the servers in the middle of the server line; allow the server to come to the EM. The EM should offer to hold the server's paten for ease of receiving the Precious Blood. EM will then move to station #3 near the BVM.

## IV. EMHC's Distributing the Precious Body

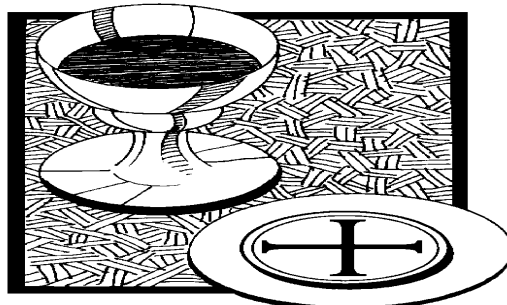
### A. *Receiving Ciborium and Positioning*

- After receiving the Body and Blood of Christ, Precious Body EMHC's approach the altar to receive the ciborium from the priest. After receiving ciborium, return to altar position momentarily. As the priest moves to distribute Holy Communion to the congregation, proceed to your assigned position to distribute the Precious Body. Move as a group.
- If you are assigned to the handicapped side (choir side)
  1. Check the handicapped pew and distribute. (Precious Body before Precious Blood) Positions 1, 2 & 4 should work collaboratively.
  2. Go to your assigned position and distribute. NOTE: Position #8 & #10 should position him/herself at least FIVE feet from aisle in order to avoid a bottleneck in the center aisle.
  3. Distribute to the choir after the congregation and before moving back to the Altar.
  4. Distribution to the choir - EMHC #2 (precious body) and EMHC # 9 (precious blood) should remain in his/her position and turn to face the choir. At the opportune time and when the singing concludes, move toward the front of the choir area (in line with the piano bench). The choir will then proceed to the EMHC's to receive the Precious Body and Blood; the musicians will follow. Remember, you may need to wait for the choir to finish the verse or refrain before they are ready to receive Holy Communion. Be patient. EMHC's then return to altar.

### IMPORTANT

**If the Precious Body is dropped to the floor pick it up and consume it or place it in the hand that is holding the vessel until communion is over.**

**If you have not consumed it, the Precious Body should be given to the priest.**



## B. Distributing Holy Communion

- As recipients approach, hold the Precious Body between thumb and index finger so that the recipient sees the Precious Body. Try to make eye contact and say **"THE BODY OF CHRIST."** Put the Host into the recipient's hand. Be alert that some people will want to receive on their tongues. (Make every attempt NOT to touch their tongue with your fingers for sanitary reasons.)
- Do not allow anyone to rush you. Establish a rhythm and stay with it.
- If you run out of the Precious Body before your line is finished, go to another EMHC for additional Hosts
- Do not address a recipient by name.
- As your line comes to an end, be attentive to other lines. Re-position yourself to help wherever you are needed. If not needed elsewhere, stay in position until all EMHC's and the priest are finished.
- After the entire congregation has received the Precious Body and Blood, return to the altar following the priest.
- Place the Ciborium on the right side of the altar on the Corporal and return to your seat.
- It is the Server's responsibility to remove the empty vessels from the altar to the Credence table.
- After Mass return EMHC cross to ushers' closet.

### BLESSING

Occasionally someone will come before a Eucharistic Minister with his or her arms folded across the chest. This means that they do not want to receive but want a blessing. Use the following procedure:

- If you are holding the Precious Body in your hand, return it to the Ciborium.
- Put your empty hand over them (not touching them) and say:

**"MAY THE LORD BLESS YOU"** or **"GOD BLESS YOU"**

### GLUTEN-FREE HOSTS

If someone approaches an EM prior to mass requesting a gluten free host, inform the sacristan for that mass. The sacristan will obtain the gluten free host and inform the priest-celebrant. The individual needing the gluten free host must receive the precious body from the priest-celebrant of the mass.



## V. Distributing the Precious Blood

### A. Positioning

- As the priest moves to distribute communion, proceed to your assigned position. Move as a group.
- If you are assigned to the handicapped side (Choir side):

1. Check the handicapped pew and distribute (Precious Body before Precious Blood).
2. Proceed to your assigned position and distribute.
3. Distribute to the choir after the congregation and before returning the Chalice to the altar.

Distribution to the choir: EM #2 (precious body) and EM # 9 (precious blood) should remain in his/her position and turn to face the choir. At the opportune time and when the singing concludes, the choir will then proceed to the EM's to receive the Precious Body and Blood. The musicians will follow. Remember, you may need to wait for the choir to finish the verse or refrain before they are ready to receive Holy Communion. Be patient. EM's then return to altar.

#### IMPORTANT

**Should any of the Precious Blood spill on the carpet immediately stop distributing and use your purificator to absorb the spill.**

**Mark the spot with a purificator. Go get another purificator and continue to distribute.**

**After Mass clean the spill as much as possible with water and purificators and inform the priest**

### B. Distribution of Precious Blood

- Unfold the purificator. Hold the Chalice in front of you. Try to make eye contact and say "**THE BLOOD OF CHRIST.**" Offer the Chalice to the communicant.
- Take the Chalice back, locate a fresh spot on the purificator and carefully wipe the rim of the Chalice **INSIDE and OUT** with the purificator. Rotate the Chalice a quarter of a turn. (This is done for both reverent and hygienic purposes.)
- Be attentive to the needs of each communicant, some may need assistance; however, do not address the recipient by name.
- Be alert to those people who still use the "self intinction method". (This method is not permitted, simply place the purificator over the Chalice and say "this is not permitted." Please inform the priest after Mass if this occurs. NOTE: It is allowed for an EMHC to dip the Host into the Precious Blood and then place it on the person's tongue.
- As your line comes to an end, be attentive to other lines. Re-position yourself to help wherever you are needed.
  1. If you distribute all of the Precious Blood before your line is finished, place the purificator over the Chalice and remain in position until all have received communion.

2. After the entire congregation has received the Precious Body and Blood, Precious Blood EMHC's consume the remaining Precious Blood at your station. Any Precious Blood remaining in a Chalice must be consumed. If you are unable to consume the entire amount, ask another Eucharistic Minister to consume, or if necessary, leave the remaining Precious Blood in the cup for the priest to consume. Return to the altar and place on the Chalice on the right side of the altar.
3. Place purificator in the designated laundry bag in the sacristy and return to your seat.
4. After Mass return your EM cross to the usher closet.

**VI. Purification of the Sacred Vessels is to be performed by the priest at the altar.**



## Captain's Responsibilities

### *Team*

- Captains are responsible to see that every member of their team is familiar with and utilizing proper procedures and guidelines.
- Captains are responsible for contacting all members of their team one week before the beginning of each rotation, as a reminder.
- Captains are responsible to cross-train their team members allowing them to take the captain's place if necessary.
- If you as a Captain need a substitute, be sure to arrange for one of your team members to act in your place or get a substitute who has been trained in the duties of a Captain.
- Captains are responsible to allow team members to rotate positions (i.e. each team member should have the opportunity to distribute under both kinds of Holy Communion).

**Remind your team that the Precious Body is received before the Precious Blood. Pay attention to this when distributing to Choir and Handicapped**

### *Narthex*

- Meet your team, distribute crosses and make station assignments. Blank position assignment forms are located in the top shelf of the usher closet and in the sacristy on counter in EMHC folder.
- Double-check with sacristan as to the number of priests distributing Holy Communion at Mass. This will impact the number of EMHC's needed.
- Remind EMHC's to distribute the Precious Body and Blood to: the handicapped seats (positions #2 & #4), Precious Blood to the servers (positions #3 & #5) and to the choir (positions #2 & #9).
- Remind everyone to move deliberately to his or her assigned positions in the sanctuary.
- Tell your team that if anyone finds that he/she does not know where to go, it is best **to stand still**. You as captain should be the last one to leave the altar for your position so that you can assist your team member(s) when needed.
- Inform the priest if there is a lack of sufficient EMHC's for the Mass.



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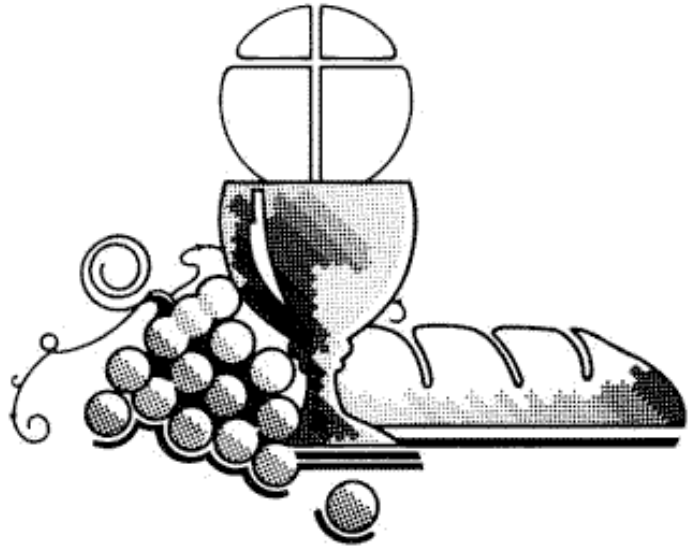
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## EXTRAORDINARY MINISTERS OF HOLY COMMUNION FOR SCHOOL MASSES

*Teachers/Staff Serve as Eucharistic Ministers*

# of EM's = 5

- EMHC's will distribute Holy Communion under one kind = Precious Body
- During the sign of peace, proceed to the sacristy. If seated on the choir side or center aisle, go to the back of the church, up the far right aisle and enter the sacristy.
- Use the hand sanitizer available in the sacristy.
- Approach the altar after the priest has consumed the precious blood (listen for the bells).
- Stand in a single line to the left of the tabernacle. (ambo side)
- The priest will distribute Holy Communion to the EMHC starting from left to right. The last EMHC to receive should follow the priest to the altar to receive the ciborium. Turn to the LEFT and go back to your position. When the priest takes his position, the two EMs nearest the steps go to the choir area, (#1&2) the next two EM's go to the Blessed Virgin Mary side (in front of 5th grade-#8&10) and the last should come down in front of the hosting class. The 5th EM is a sub and used if there is only 1 celebrant.
- Those standing in front of the 5<sup>th</sup> grade and hosting grade need to be at least 5 feet from the main aisle – halfway along the pew is a good gauge.
- If your line finishes before the priest, maintain your position until he leads us back to the sanctuary.
- Distribution to the choir - EMHC #1 &2 should remain in his/her position and turn to face the choir. At the opportune time and when the singing concludes, move toward the front of the choir area (in line with the piano bench). The choir will then proceed to the EMHC's to receive the Precious Body and Blood the musicians will follow. Remember, you may need to wait for the choir to finish the verse or refrain before they are ready to receive Holy Communion, be patient. EMHC's then return to altar.
- After distribution, allow the altar servers to give the priest their patens - wait at the original positions.
- Starting with the person nearest the tabernacle, return your ciborium to the priest, turn to the LEFT, and immediately leave the sanctuary (pass between the ambo and the organ). Return to seat.



## EXTRAORDINARY MINISTER OF HOLY COMMUNION PRAYER

Good Lord Jesus,  
be at my side and in my heart  
as I carry out the Extraordinary Ministry  
to which you have called me.

Fill me with your compassion and love  
for those to whom I administer the sacrament  
during the Celebration of the Liturgy.

Help me to remember the “Eucharist” means “thanksgiving”  
so that my life may be one of constant praise  
and thanksgiving for your mercy and goodness.  
Amen.

