

GUIDELINES

Rev: July 2018

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. *Ministry Scheduler Pro (MSP)*

- St. Luke uses a computer program called Ministry Scheduler Pro (MSP) to keep track of its ministers and to assign times to serve. The website is: <http://rotundasoftware.com/ministry/stlukeindy>
- The system administrator has given you a username and temporary password to access the ministry scheduling program (MSP). It is your responsibility to update the program with information about yourself under the **My Profile** tab, especially
 - Contact information: address, phone number, and email address
 - Your ministry service preferences
 - Dates you will NOT be available to serve
- Every three months you will be sent a reminder from the system administrator to update your information--especially the dates you will NOT be available to serve--before the schedule is created for the next three months. It is critical that you update your information.
- You will occasionally receive emailed requests from other people who find that they need a substitute. If you can take their place, please respond to the request as soon as possible by clicking on the (**volunteer now**) link in the email.
- If you need help with MSP, you may contact the Eucharistic Ministry Coordinator for help. There are also training videos in MSP under the **Help** tab:
 - Updating Your MSP Profile:
<https://www.ministryschedulerpro.com/video/30>
 - Web Terminal and Mobile App Users Guide
<https://www.ministryschedulerpro.com/WebTerminalGuide.pdf>

C. Substitutes

- Finding substitutes is the EMHC's responsibility. Within MSP under the My Schedule tab, click on the blue ([request sub](#)). This will immediately send an email to all available Eucharistic Ministers asking for their help. Once you have submitted your request for a sub, you can let MSP do the rest.
- In like manner, whenever you come to Mass at St. Luke, check the computer kiosk to see if you might be able to help fill in an unfilled position.

II. On the Day of your Service

A. Dress Code Helps Maintain the Dignity of the Ministry

- Men: Coat and tie preferred. Shorts and jeans are inappropriate
- Women: Slacks, suit or dress. Please cover shoulders. Shorts, short skirts and jeans are inappropriate.
- All: Please refrain from wearing outdoor coats to the altar.

B. Arrival

- Arrive 15 minutes before Mass. Arriving close to Mass time causes anxiety for the Team Captain who must scramble to find a replacement.
- Check in at the computer kiosk in the Narthex as soon as possible to record your presence. Also report to the Team Captain to get any last-minute instructions.
- Get your EMHC cross from the ushers' closet.

C. Seating Arrangements

Sit anywhere you wish in church.



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.

B. In the Sacristy

- Cleanse hands with hand sanitizer provided in the Sacristy.
- The purificators should be distributed in the sacristy. The sacristan will place them on the counter. If they are not on the counter, there is a drawer marked “purificators” below the counter. Retrieve from this drawer.

C. Entering the Sanctuary

- Wait to enter the altar until after the priest has consumed the Precious Body and Blood. EMHC Cups 2 and 3 should be first in line so that they are first to receive their cups. 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.

C. 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.

III. Receiving the Blessed Sacraments

A. EMHC's

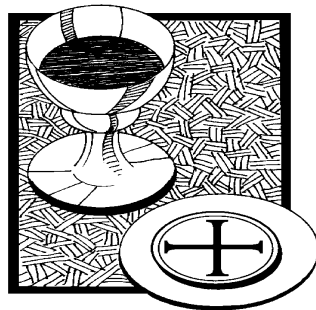
The priest will distribute the Precious Body to all servers and EMHC's. The Precious Blood EMHC's will then approach the priest at the altar to receive the Precious Blood and the chalice for distribution. The **first two** Precious Blood EMHC's will offer the cup **to the servers** (see procedure below); 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 EMHC's to receive the Precious Blood from the priest are EMHC's C2 and C3. 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 EMHC at the west end, close to the statue of the BVM and the other EMHC should stand on the east end below the ambo. The altar server will come to the EMHC if the server wishes to receive the cup. The EMHC should offer to hold the server's paten for ease of receiving the Precious Blood. When finished, the EMHC's will proceed to assigned stations. See EMHC Position Map.

NOTE: For the 7:30am mass, the first EMHC to receive the Precious Blood from the priest is EMHC C3. He/She will distribute the Precious Blood to the servers in the middle of the server line; allow the server to come to the EMHC. The EMHC should offer to hold the server's paten for ease of receiving the Precious Blood. EMHC will then move to station C3 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 the 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. EMHC Captain and Cup 1 should check the handicapped pews and distribute. (Precious Body before Precious Blood.) Captain and Cup 1 should serve the handicapped.
 2. Go to your assigned position and distribute.
NOTE: Host 2 and Host 3 should position him/herself at least FIVE feet from the aisle to avoid a bottleneck in the center aisle. Altar server to the RIGHT of EMHC.
 3. EMHC Host 1 and Cup 5 should distribute to the choir after the congregation and before moving back to the Sanctuary.
 4. Distribution to the choir - EMHC H1 (precious body) and EMHC C5 (precious blood) should move to new positions and turn to face the choir. (See diagram EMHC Choir Serving Position Map.) 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 (you may also break 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. If you were stationed on the BVM side, be sure you cross in front of the altar while you are at the bottom of the stairs. Do NOT walk in front of the altar while at the top of the stairs.
- Place the Ciborium on the choir side of the altar on the Corporal or hand it to the priest 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 EMHC 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



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. The EMHC Captain and Cup 1 should 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.
 4. Distribution to the choir - EMHC H1 (precious body) and EMHC C5 (precious blood) should move to new positions and turn to face the choir. (See diagram EMHC Choir Serving Position Map.) 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

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

1. 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.
2. 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.)
3. Be attentive to the needs of each communicant; some may need assistance. However, do not address the recipient by name.
4. Be alert to those people who still use the "self-intinction method" where the communicant tries to dip the host in the Precious Blood. (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.

5. As your line comes to an end, be attentive to other lines. Re-position yourself to help wherever you are needed.
6. If you distribute all the Precious Blood before your line is finished, place the purificator over the Chalice and remain in position until all have received communion.
7. 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 the Chalice on the choir side of the altar.
8. Place purificator in the designated laundry bag in the sacristy and return to your seat.
9. After Mass return your EMHC 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 to cross-train their team members allowing them to take the captain's place if necessary.

Narthex

- Meet your team, distribute crosses, and make sure they sign in at the computer kiosk.
- 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 who is responsible for what jobs
 - Serving servers: Cup 2 and Cup 3
 - Serving handicapped: Captain and Cup 1
 - Serving choir: Host 1 and Cup 5
- Remind everyone to move deliberately to his or her assigned positions in the sanctuary.
- Inform the priest if there is a lack of sufficient EMHC's for the Mass.

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

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



GUIDELINES

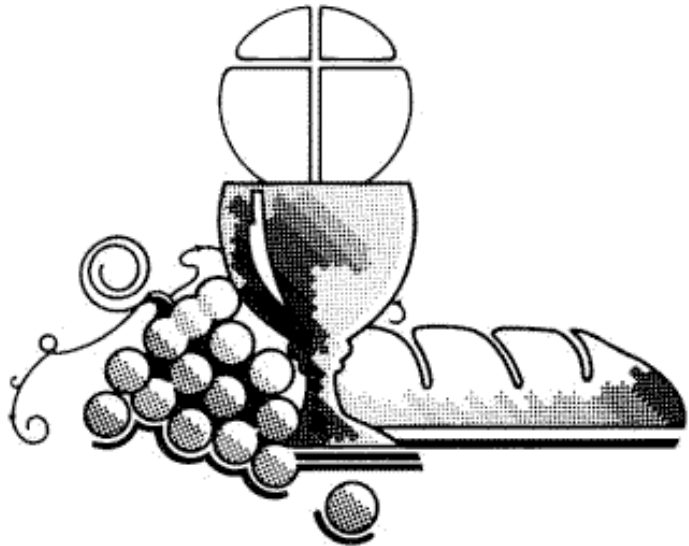
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EXTRAORDINARY MINISTERS OF HOLY COMMUNION FOR SCHOOL MASSES

Teachers/ Staff Serve as Eucharistic Ministers

of EMHC's = 5

- EMHC's will distribute Holy Communion under one kind = Precious Body
 - I. 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.
 - II. Use the hand sanitizer available in the sacristy.
 - III. Approach the altar after the priest has consumed the precious blood (listen for the bells).
 - IV. Stand in a single line to the left of the tabernacle. (ambo side)
 - V. The priest will distribute Holy Communion to the EMHC's. 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, all other EMHC's follow. The 5th EMHC is a sub and used if there is only 1 celebrant.
- The EMHC standing in front of the Blessed Virgin Mary needs 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 you back to the sanctuary.
- Distribution to the choir - EMHC #1 & 2 will distribute to the choir PRIOR to distributing to the students. The choir will come to the 2 EMHC's.
 - VI. After distribution, return to your original positions on the sanctuary. Allow the altar servers to give the priest their patens first.
 - VII. Starting with the person nearest the tabernacle, return your ciborium to the priest. Return to your seats via the handrail route near the Ambo.



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during the Celebration of the Liturgy.

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so that my life may be one of constant praise
and thanksgiving for your mercy and goodness.
Amen.

