

## *Extraordinary Ministers of Holy Communion*

### **Important things to remember:**

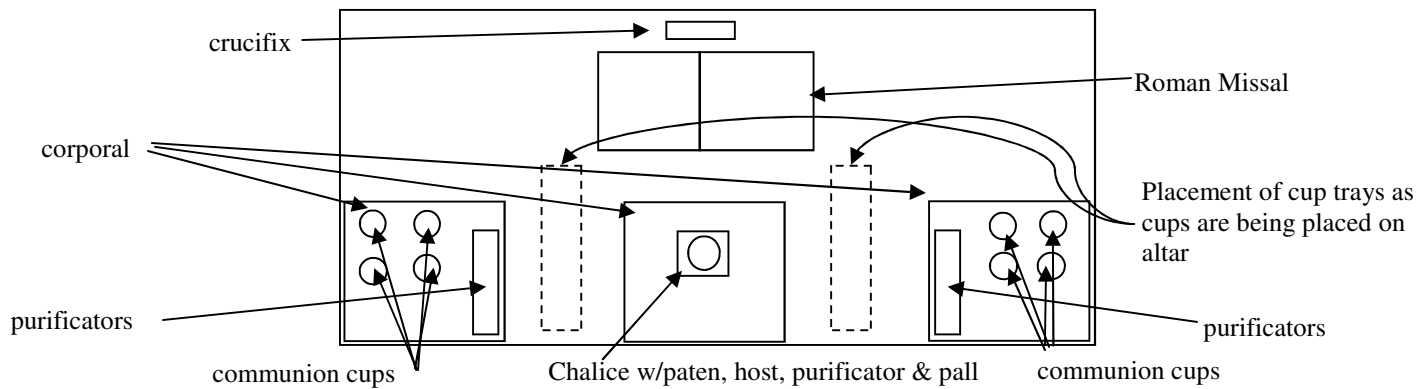
- Your role in our celebration of the liturgy is one of great importance, and should be treated as such. When you are scheduled to minister at a particular Mass, *it is your responsibility* to either be there or to find a replacement to take your place. It is easy for us to **assume** that if we are not there, someone else will just step forward to fill in for us, but this does not always happen. There have been times when there have not had enough Extraordinary Ministers of Holy Communion at some of our Masses, even after people came forward to “fill in” for those who weren’t present. So first and foremost, if you are scheduled, please **make every effort to be there**, but if it just isn’t possible, please **find a substitute**.
- Make sure your hands and finger nails are clean. First of all, out of respect and reverence for the Blessed Sacrament, and secondly, so as not to be a distraction for those coming forward to receive Holy Communion.
- In terms of dress, we ask that our Extraordinary Ministers of Holy Communion dress modestly. Do not wear shorts or skirts/dresses that are too short. We also ask that you not wear blue jeans. If there is a shortage of EMHC’s at Mass, and you are wearing blue jeans, you may come forward and volunteer, but please wait to see if any other volunteers come forward first.
- When you are scheduled to minister, please arrive at the church at least 15 minutes before the start of Mass and check in at the Information Center in the vestibule of the church. *You are then asked to gather with the celebrant and the other ministers in the Weekday Chapel 5 minutes before Mass for prayer.*
- When walking up to the sanctuary or any time you walk within the sanctuary, to or from the altar, fold your hands comfortably in front of you, at a respectful level: do not swing your arms as you walk around and do not fold your hands below your waist.

### **The procedure in detail for assisting with the distribution of the Blessed Sacrament.**

- As soon as the people are seated following the petitions/Prayers of the Faithful and the offertory begins, the Coordinator and the Assistant will prepare the altar (or when a Deacon is present, assist the Deacon in doing so).
- The coordinator goes to the credence table and fills the cups with wine, using the pitcher that was filled to the proper level prior to the start of Mass.

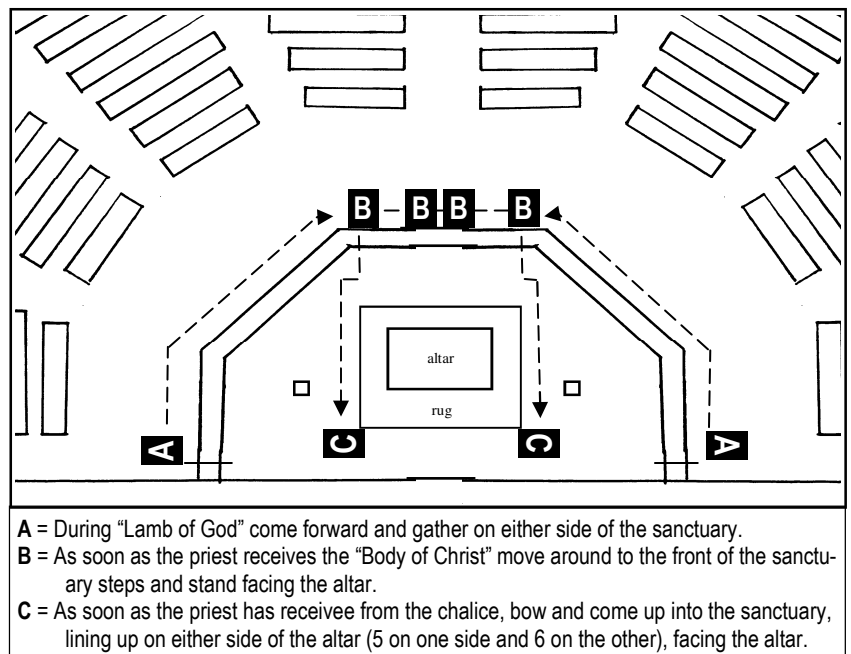


- While the coordinator is filling the cups, the assistant goes to the wood railing and brings the celebrant’s chalice, paten, purificator & pall to the altar, along with the three (3) corporals that will be on top. Setting the chalice on the altar off to the side, the assistant unfolds the three (3) corporals, placing two of them on the north and south corners of the altar and the third one in the center of the altar lining up with the edge of the altar. He/She then places the chalice on the middle corporal. (PLEASE NOTE: THE NEW CORPORALS DO NOT HAVE A CROSS OR ANY MARKING ON THEM SO IT DOES NOT MATTER WHICH DIRECTION THEY ARE PLACED ON THE ALTAR. IF HOWEVER YOU FIND A CORPORAL THAT DOES HAVE THE MARKING,



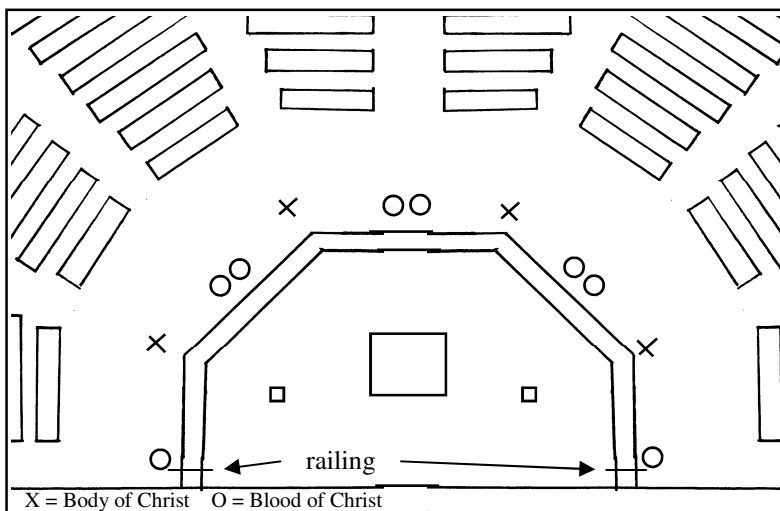
PLACE IT SO THAT THE CROSS IS ALONG THE BOTTOM EDGE OF THE CORPORAL, CLOSEST TO THE EDGE OF THE ALTAR.)

- Next the assistant retrieves the Sacramentary/Roman Missal and the eight (8) purificators and takes them to the altar. He/she places the Roman Missal in the center of the altar toward the top (almost touching the crucifix). **DO NOT open the Roman Missal.** Purificators are placed on the corner corporals along the inside edge of the corporal (toward the center of the altar).
- Once the cups are filled, the coordinator and the assistant each carry one of the cup trays to the altar and place the trays in the space between the corporals, one left of center corporal and the other right of center corporal. They then carefully remove the cups from the tray and place them on the corner corporals. (*See diagram*) When removing cups from tray, take hold of the cups from the side and lift out of tray. Do not grab them from above, holding on to the lip of the cup. (*this is for sanitary reasons*)
- If there is a Deacon present, the coordinator and assistant will hand everything to the Deacon who will then place them on the altar.
- The coordinator and assistant each take an empty tray and place them on the credence table.
- It is best if the Coordinator and the Assistant sit on the north side of the Church close to the credence table. That way when it is time for the celebrant to go to the main aisle to receive the gifts, he does not have to wait for the Coordinator and the Assistant to return to their places.
- **As soon as the Lamb of God begins,** the EMHC's come forward and stand at the foot of the steps on either the far north or far south of the sanctuary (**A**). (*see diagram below*)
- As you come forward, you are asked to sanitize your hands using the hand sanitizer that is provided in the dispenser next to the railing. *Do not make a show of sanitizing your hands.* Keep your hands down low as you rub in the sanitizer. Stand between the railing and the corner of the first pew so as not to block the view of the congregation. Do not wait until the last minute and then rush up.
- *Please note: In the event that there is a Deacon present or another priest concelebrating the Mass as Ordinary Ministers, he/they will be assisting with the distribution of Holy Communion. In that case, we will have to adjust the number of Extraordinary Ministers of Holy Communion at*



that Mass.

- Remember to fold your hands at a respectful level, and not have them hanging by your side or folded hanging down by your belt or below. Neither of these positions are too becoming and should be avoided at all times both for the women and men. A bit awkward at first, but the more you do it, the more comfortable it will become. Our demeanor **should be respectful** at all times as we minister.
- The celebrant will first give himself the Precious Body followed by the Blood of Christ. As soon as the priest receives the Body of Christ, the EMHC's all move around to the center of the front step of the sanctuary, forming a single line facing the altar (**B**- center aisle). Then, as soon as the priest drinks/consumes from the chalice, the EMHC's all bow (respectfully from the waist) and then starting with the people on the far ends of the line (remember - the last shall be first), go up the steps to take their place on both sides of the altar (**C**), 5 on one side and 6 on the other. It does not matter which side has 5 and which side has 6. Line up along the edge of the carpet beginning at the back corner, facing the altar.
- The celebrant first distributes the Body of Christ to all of the EMHC's, and they consume the Body of Christ as it is given to them. As a sign of reverence, bow right before you are offered the Body of Christ.
- The celebrant then distributes the Blood of Christ to the EMHC's. He will give two cups and purificators to the two people at one end of the line of ministers on one side of the altar, and then to the two people on the opposite end of that same line. Those with the cup turn to the people in the center of the line and offer them the Blood of Christ. Again, as a sign of reverence, please bow right before you are offered the Blood of Christ. The celebrant then repeats the same for the ministers on the other side of the altar.
- Once the cups have been handed out, he will then give the patens containing the Body of Christ to the ministers in the center of both lines.
- Once everyone has been given either a cup or a paten, the celebrant will pick up his paten and proceed to one of the distribution stations. Following his lead, everyone then proceeds to their stations. The EMHC's who are closest to the front wall of the sanctuary *start by going to the stations at the far ends (closest to the*



*railings), and then everyone else fills in toward the center. All Extraordinary Ministers of Holy Communion, along with the celebrant step down to their stations at about the same time. The EMHC's on the Choir side are to go to the stations on that side, and the EMHC's on the tabernacle side are to go to distribute on that side. Watch to see where the Celebrant goes, and fill in around him. (see diagram for position of distribution stations) Try to be as smooth and fluid as possible.*

- Those distributing the Blood of Christ should spread out as far a possible so as to allow those receiving the Body of Christ plenty of room. At the far north and south sides, the ministers with

the Blood of Christ should stand as close as they can to the hand railings. In the spaces between two ministers of the Body of Christ, the two ministers with the cups should be standing side by side in the middle of that section. This helps to avoid congestion as people approach the cup. (see diagram for position of distribution stations)

- When distributing Communion, be as reverent and respectful as possible. Try to establish some sort of eye contact with those who come forward to receive. **Plainly and distinctly** say "The Body of Christ" or "The Blood of Christ", as you are either placing the host in the hand of the person or handing them the cup. No other words or names should be added.
- Also, *it is not a race*, so do not feel hurried. This is a *sacred* and *holy* moment, for both the person receiving

the Blessed Sacrament and the minister.

- If a person does not wish to receive the host in the hand, carefully place the host on the tip of their tongue when they open their mouth.
- The acknowledgement of young children and/or non-Catholics is permissible, as long as the minister does not offer a blessing in the manner of a priest or deacon. The minister should simply and kindly look the individual in the eye and address in the following (or similar) way: “Receive the Lord Jesus in your heart.” There should not be accompanied by any physical gesture (*no reaching out, extending of hand, touching on shoulder or head, etc.*).
- When distributing the Blood of Christ, once the person has taken a drink from the cup and hands it back to the EMHC, the minister uses the towel/purificator to wipe the lip of the cup and then turns the cup slightly (¼ turn) before handing it to the next person in line.
- After you have distributed the Body of Christ, you may help out at another station if you finish ahead of them, but no more than two (2) ministers with hosts at any station. Otherwise it gets too confusing for those coming forward to receive Communion.
- Those distributing the Blood of Christ may also go to other stations to help once they have finished distributing communion at their station.
- Be attentive to special needs. If someone is not able to come forward to receive Communion, one of the ushers will let the EMHC’s know this. That Extraordinary Minister of Holy Communion can then simply follow the usher and go to where that person is seated, give them Communion and then return to the altar. This includes both the Body and the Blood.
- Should someone approach you requesting extra hosts to take to someone who cannot be present at Mass (sick, homebound, hospitalized, etc.), **the EMHC is not to give out extra hosts; this can only be done by the priest.** If the person has with them a pyx (a small, special container specifically designed for carrying the Blessed Sacrament to the sick, etc.), then you should instruct them to go up to the altar and wait for the celebrant. They should also have a burse, which is a small pouch that the person wears around their neck to carry the pyx, keeping the Blessed Sacrament close to their heart (and not tucked away in a pocket or a purse). (*If they DO NOT have a pyx, then you should tell them to see the celebrant after Mass and he will see that they get one.*) When the priest returns to the altar after distributing Holy Communion, he will take care of giving to those who need them the proper number of consecrated hosts. He will send them out in a special way to fulfill this ministry to the sick.
- When the EMHC’s with the Body of Christ have completely finished distributing the hosts, they take their paten to the altar and wait for the priest or Deacon to combine the contents of all the patens into one. Once he has purified the paten at the altar, he will then ***hand the empty bowl back to the EMHC who in turn takes it to the credence table.*** DO NOT STACK THE BOWLS.
- Once they have returned their bowls to the credence table, the EMHC’s who distributed the Body of Christ are to step back and wait in the area between the credence table and the baptism font.
- As the EMHC’s finish distributing the Blood of Christ, they consume any Precious Blood left in their cups and then take their cups to the side table by walking around or through the sanctuary (DO NOT GO THROUGH THE STORAGE AREA BEHIND THE ALTAR) and place them on the credence table: DO NOT place them in the special cup trays (the celebrant will do this as he purifies the cups). When consuming what is left in your cup, you can either consume the remnants yourself or ask the other EMHC’s to assist. If you need assistance with consuming the remnants, this can be done at the side table. Cups should be empty before they are put on the credence table. **(DO NOT PUT THE PURIFICATORS IN THE CUPS; THEY WILL BE PURIFIED BY THE CELEBRANT)**
- After putting the empty cups on the table, those EMHC’s who distributed the Blood of Christ are to step

back and wait in the area between the credence table and the baptism font.

- The celebrant will consolidate the hosts into one bowl and then take it to the Tabernacle. While the priest is returning the Blessed Sacrament to the tabernacle, all the EMHC's who have congregated in the area between the credence table and the baptismal font are asked to bow out of reverence to the Blessed Sacrament as the priest genuflects, and then return to their places.
- The celebrant then returns to the altar, at which time the Eucharistic Coordinator and the assistant come forward to assist the celebrant (or the Deacon) in clearing the altar. The priest will wipe out the chalice, fold up the corporals and then hand the chalice, purificator, corporals, and sacramentary/book/Roman Missal to the coordinator and assistant, who will then return them to either the credence table (chalice, corporals, etc.) or to the crossbearer in the front pew (Roman Missal). They then return to their places.
- *The celebrant will purify the remaining vessels at the credence table before returning to his chair.*

The main thing that we need and want is that all of the movements of the Lay Ministers, Celebrant and servers be as smooth and fluid as possible, *without being a distraction to the congregation.*

## **A Note Regarding the Special Needs of Our Parishioners with Celiac Disorder**

There is a growing number of parishioners who are not able to receive the regular hosts used for Holy Communion due to a severe allergy to the high gluten content of these hosts. Recently a new type of host has been developed to address this special need, and our parish has made these available to those who have this rare disease. There are a few things that you as a Minister of Holy Communion need to know about the special procedure that has been set up for this purpose.

- The special celiac hosts have to be kept separate from the regular hosts. They are kept in a plastic container in the host cabinet in the sacristy.
- Before Mass, when someone with celiac disease comes to church and wishes to receive communion at that Mass, they will go to the sacristy, where they will take out one of the special hosts from the cabinet and place it in a pyx that has been designated for that purpose only. They will then place that pyx in one of the bowls of hosts (patens) that will be used at that Mass.
- When it comes time for communion, the bowl that contains the pyx is automatically the celebrant's bowl, so be sure not to take the bowl with the pyx.
- When those with celiac disease come to communion, they know to go to the celebrant to receive, since they know that Father has the pyx in his bowl. Otherwise, if someone else were to pick up the wrong bowl, they would have no idea which line to get into to receive communion.
- Following communion, the pyx should be returned to the tray with the remainder of the vessels and then returned to the cabinet in the sacristy following Mass.

## **Detailed Instruction for the Eucharistic Coordinators:**

### **BEFORE MASS:**

- When you arrive, the first thing you need to do is check the Tabernacle to see how many hosts are in the patens there so that you will know how many hosts to put out for the Mass you are coordinating.
- **Before each Mass**, put the *eight (8) EMPTY cups* (from the cabinet), on the special trays for carrying the

cups, four per tray. Then put **nine (9) purificators** (from the drawer) on the large tray, along with the celebrant's chalice, a purificator for the celebrant (partially unfold the purificator and drape it over the chalice), and small paten (found in same cabinet as the communion cups) with a large celebrant's host (place paten w/host on top of the chalice & purificator), covered with a chalice pall (a large stiff square of linen). Place **three (3) corporals on top of the pall**. Also place the small cruet of water on the tray. Put the key for the tabernacle on the tray as well (or make sure it is already in the tabernacle lock before Mass). Also place on the large tray the pewter bowl and pitcher (half filled with warm water), and a terry cloth towel.

- Put the two trays containing the communion cups and the large tray containing everything else on the top of the credence table on the north side of the sanctuary. The priest's chalice, with the partially opened purificator, the paten with the celebrant's host, the chalice pall and the three (corporals) are to be placed on the wood railing, closest to the handrail. The small cruet of water and eight (8) of the nine purificators are also placed on the wood rail. *(The ninth purificator is to remain on the credence table to be used when the coordinator pours the wine into the cups.)*
- The pewter bowl, pitcher and hand towel are placed on the credence table.
- The large tray, once emptied, is placed on the shelf beneath the table.
- Refer to the chart found on the bulletin board in the Sacristy and use the plastic measuring pitcher (in door of refrigerator) that is marked with the proper amounts for each Mass. Once you have the right amount of wine measured out, pour it from the plastic measuring pitcher into the glass pitcher and then place the glass pitcher on the credence table as well.
- Take enough patens (bowls) from the cabinet so as to make a total of four (4) patens, including the one(s) in the tabernacle, if there are any. Each paten holds 200 hosts when full. Fill the empty patens with enough unconsecrated hosts to insure that, when combined with the consecrated hosts already in the tabernacle, you will have a sufficient number for the Mass you are preparing for. As a point of reference, the church holds 800 people, so judge accordingly. **Try to estimate as close as possible. The Roman Missal instructs that the priest is not to consecrate more hosts than what will be used at a particular Mass.** When filling the bowls, please use your hands rather than dumping as we do not want all of the crumbs to be placed in the bowls with the hosts. The patens filled with unconsecrated hosts (not the one(s) in the Tabernacle), and the small cruet of wine (found in the refrigerator) go on the Gift Table in the back of church to be carried in during the Preparation of Gifts.
- If there is not a sufficient supply of wine in the refrigerator in the sacristy, additional bottles are kept in the lower cabinet.
- A supply of bread/hosts is kept in the upper cabinet closest to the sacristy restroom. Each plastic sack holds **500 hosts**. Usually one bag of 500 is sufficient at any of the Ordinary Masses at St. Matthew's, but if in doubt, check with the celebrant or ask another EMHC. Please be careful of how many hosts you put in the ciboria to be consecrated: there should be NO MORE than one ciboria left in the tabernacle after the 10:30 AM Mass. If there are not enough, extra cases of hosts are also kept in the lower cabinet closest to the sacristy restroom.

### **DURING MASS:**

*(refer to previous directions found in this document)*

### **AFTER MASS:**

- After Mass, use the large tray to retrieve the chalice & paten, cups, purificators, corporals, and empty patens from the credence table and return them to the priest's sacristy.

- Since the celebrant will have already purified the vessels following communion, then the coordinator “does the dishes” (feel free to solicit other EMHC’s to help if you so desire). The cups should be washed using hot water and soap, then rinsed and dried after every Mass. Dry them using the dish towels that hang inside the cabinet doors directly beneath the sink. Do not use purificators or terry cloth towels. Use only the **cotton dish towels**. There is no need to wash the patens after each Mass. They should be washed thoroughly after the last Mass of the weekend. If one of the special pyx was used for the gluten free host, please return it with the rest on top of the plastic container in the host cabinet.
- After all the vessels have been cleaned, put the cups and patens in the cabinets and the tray on top of the cabinet next to the sink.
- Before putting the used/soiled linens in their appropriate place in the sacristy (clothes hamper in cabinet beneath sinks), they must be purified by the coordinator.
  1. Using a pitcher, put about half an inch of clear water in the bottom of the Sacarium (the large round sink with the cross on the lid).
  2. Next carefully look at each of the nine (9) purificators, and if there are any noticeable stains from the Blood of Christ, dip that portion of the purificator into the water and gently work the material between your fingers so as to rinse out as much of the Sacred Blood as possible. **DO NOT** place the entire purificator in the water, only the stained portion. Squeeze out as much of the water as possible and then place the purificator in the appropriate place for soiled linens (hamper beneath sink).
  3. Next, take each of the three corporals and gently unfold them over the Sacarium and brush any crumbs/remnants into the Sacarium. (After the 5pm and 8am masses, you can then refold the corporals and place them on the tray to be used at the next Mass: after the 10:30am Mass, the corporals, once they have been purified, are placed in the clothes hamper.)
  4. Once all the linens have been purified, the coordinator removes the drain plug from the Sacarium and allows it to drain.
  5. **Once they have been purified, the purificators go with the soiled linens after each Mass, as new ones are used for each celebration. The three (3) purified corporals are placed with the other soiled linens only after the 10:30am Mass, as the same corporals are used for all three Masses but purified in between.**

### Special Instructions for Purifying the Sacred Vessels

In the event that the celebrant does not purify the patens, chalice or communion cups either during or following Mass, then the coordinator must follow this procedure before washing the vessels.

1. Check all the patens and using your hand, gently wipe any crumbs/particles of the Blessed Sacrament into one of the cups.
2. Put a small amount of water into one of the cups, and then swirl that water around in the cup so as to clear the cup of any remnants of the Blood of Christ. Then pour that water into the next cup.
3. Pour the water from one cup to the next, swirling it around in each cup, until all eight (8) cups and the chalice have been purified.
4. Following the purification of the last cup/chalice, the water must either be consumed or poured into the Sacarium.
5. You may now proceed with the regular washing of the sacred vessels.

### Notes Regarding the Proper Care for Cloths Used At or Near the Altar

#### ALTAR CLOTHS

Just as the altar is a sign for us of Christ the living stone, altar cloths are used “out of reverence for the celebration of the memorial of the Lord and the banquet that gives us his body and blood.” By their beauty and form they add to the dignity of the altar in much the same way that vestments solemnly adorn the priests and sacred ministers. Such clothes also serve a practical purpose, however, in absorbing whatever may be spilled of the Precious Blood or other sacramental elements. Thus the material of altar clothes should be absorbent and easily laundered.

While there may be several altar cloths in the form of drapings or even frontals, their shape, size and decoration should be in keeping with the design of the altar. Unless the altar cloth has been stained with the Precious Blood, it can be cleaned by regular methods, making sure that methods are used to preserve the beauty and life of the altar cloth. If it has been stained with the Precious Blood, it must first be cleansed in a sacrarium before laundering. In the absence of a sacrarium, it should be cleansed in a container of clear water first before it is laundered. The water from the container should be poured directly on the ground, and not poured down the drain.

## **CORPORALS**

Sacred vessels containing the Body and Blood of the Lord are always placed on top of a corporal.

Corporals are spread by a deacon or another designated minister in the course of the preparation of the gifts and the altar. Because one of the purposes of the corporal is to contain whatever small particles of the consecrated host may be left at the conclusion of Mass, care should be taken that the transferral of consecrated hosts between sacred vessels should always be done over a corporal. The corporal should be white in color and of sufficient dimensions so that at least the main chalice and paten may be placed upon it completely. When necessary, more than one corporal may be used. The material of corporals should be absorbent and easily laundered.

Any apparent particles of the consecrated bread which remains on the corporal after the distribution of Holy Communion should be consumed in the course of the purification of the sacred vessels.

When corporals are laundered, they should first be rinsed either in a sacrarium or in a container of clear water. If rinsed in a container of clear water, once the corporals have been rinsed, the water from the container should be poured directly on the ground, and not poured down the regular sink drain. Only after they have been properly rinsed can they be washed with laundry soaps in the customary manner. Corporals should be ironed in such a way that their distinctive manner of folding helps to contain whatever small particles of the consecrated host may remain at the conclusion of the Eucharistic celebration.

## **PURIFICATORS**

Purificators are customarily brought to the altar with chalices and are used to wipe the Precious Blood from the lip of the chalice and to purify sacred vessels. They should be white in color. Whenever the Precious Blood is distributed from the chalice, poured into ancillary vessels or even accidentally spilled, purificators should be used to absorb the spill. The material of purificators should be absorbent and easily laundered.

Because of their function, purificators regularly become stained with the Precious Blood. It is, therefore, essential that they should first be cleansed in a sacrarium, or in the absence of a sacrarium, in a container of clear water. If cleansed in a container of clear water, once they have been cleansed, the water from the container should be poured directly on the ground and not poured down the drain. Then they may be washed with laundry soaps in the customary manner. Purificators should be ironed in such a way that they may be easily used for the wiping of the lip of the chalice.

## **LAVABO TOWELS**

The Order of Mass calls for the washing of the hands (lavabo) of the priest celebrant in the course of the preparation of the gifts and the altar. Since the Roman Missal instructs that it is his hands and not only his fingers which are washed, the towel should be of adequate size and sufficient absorbency for drying his hands. Neither the color nor the material of the lavabo towel is prescribed, though efforts should be made to avoid the appearance of a “dish towel,” “bath towel” or other cloths with a purely secular use.

## **DISPOSAL OF WORN ALTAR LINENS**

Consistent with the disposal of all things blessed for use in the liturgy, it is appropriate that altar linens which show signs of wear and can no longer be used, should normally be disposed of either by burial or burning.