

## *Extraordinary Ministers of Holy Communion*

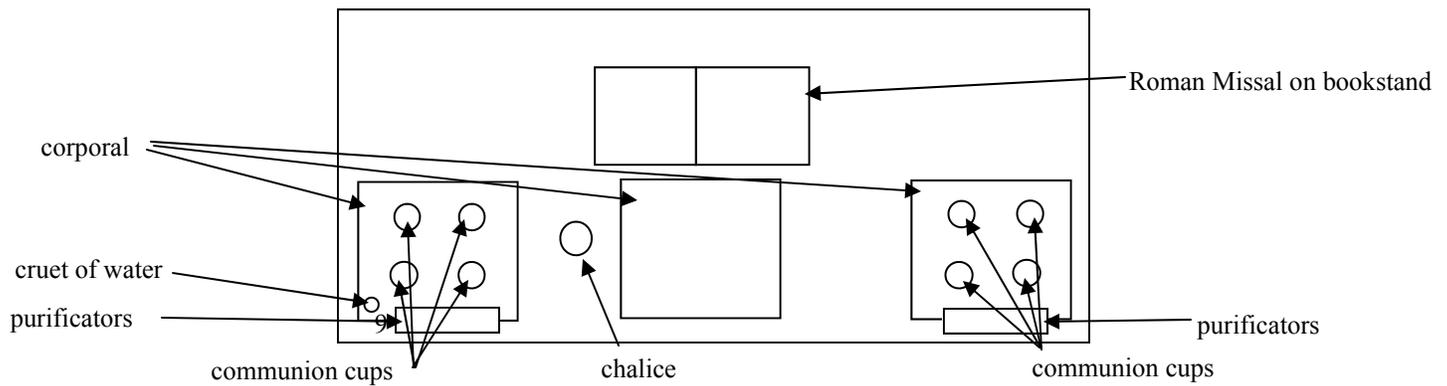
### **Important things to remember:**

- 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 several times lately when there have not been 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.
- In terms of dress, we ask that our Extraordinary Ministers of Holy Communion 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. See guidelines on dress for more information.
- 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.

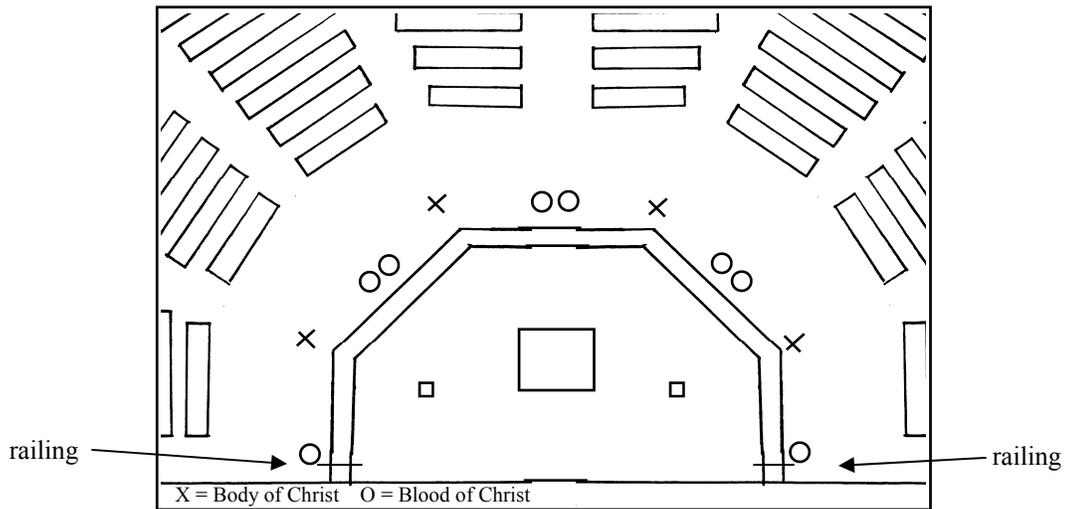
### **The procedure in detail**

#### **for assisting with the distribution of the Blessed Sacrament.**

- As soon as the people are seated following the petitions and the offertory begins, the Coordinator and the Assistant will prepare the altar. The assistant takes the Sacramentary/Roman Missal from the servers and leads the coordinator, carrying the tray, to the altar. **The coordinator places the tray on the Northeast corner of the altar as the assistant places the Roman Missal on the stand that sits on the altar. The coordinator then hands one of the corporals to the assistant who unfolds it on the southwest corner of the altar. At the same time, the coordinator unfolds one corporal on the northwest corner of the altar. Then the coordinator hands the third corporal to the assistant who unfolds it in the center of the altar, between the edge of the altar and the book stand.** Both then place all that is on the tray on the altar: **4 cups and purificators on each of the two corner corporals, the water cruet on the northwest corner of the altar, and the chalice on the middle corporal.** *(See diagram)*
- 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.
- **During the Lamb of God**, the celebrant will go to the Tabernacle and bring the Blessed Sacrament to the altar.



- The EMHC's come forward **as soon as the Lamb of God begins** and stand at the foot of the steps on either the far north or far south of the sanctuary. 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. Stand between the railing and the first corner of the sanctuary so as not to block the view of the congregation. If there is not enough room for everyone to stand single file in that space, create a second line behind the first line. Do not wait until the last minute and then rush up.
- 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 give himself the Precious Body. **As soon as the priest consumes the Body of Christ**, the EMHC's come forward into the sanctuary. When entering the sanctuary, the EMHC's make a simple bow of the head before they go up the steps. Line up along the edge of the carpet behind the altar, facing the congregation. **DO NOT WAIT FOR FATHER TO RECEIVE FROM THE CHALICE.**
- The celebrant first distributes the Body of Christ to the EMHC's, and they consume the Body of Christ as it is given to them. As a sign of reverence, please bow your head right before you are offered the Body of Christ.
- The celebrant then distributes the Blood of Christ to the EMHC's. Again, as a sign of reverence, please bow your head right before you are offered the Blood of Christ.
- As the celebrant distributes the Blood of Christ to the ministers, he will hand a purificator and the cup to those who will be distributing the Blood of Christ. Once they are handed the cup and purificator, and after they receive from the cup, they remain standing in place, holding the cup and purificator they were given.
- If the celebrant does not hand a purificator to the minister, but only the cup, that means that that person is to hand the cup back to the celebrant after they have received from the cup. These are the ministers who will assist with the distribution of the Body of Christ. Once they receive from the cup, they will hand the cup back to the celebrant and he will distribute it to the next person. They remain standing in place, and once the celebrant has finished distributing the Blood of Christ to all the EMHC's he will hand the ciboria containing the Body of Christ to the three ministers (two at one end of the line, one at the other) who will assist with the distribution of the Body of Christ.
- Once all the ministers of the cup have been given the cups and purificators, and those who will be assisting with the distribution of the Body of Christ have been given the ciboria, then everyone proceeds together, at the same time, to their stations, *starting with the stations at the far ends, filling 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. There is no need to go from the Choir side to the Tabernacle side and vice versa. (*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 blessing 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: "God bless you. Receive the Lord Jesus in your heart." No outward sign should be made by a lay minister.
- 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 ( $\frac{1}{4}$  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 go to where that person is seated, give them Communion and then return to the altar. This includes both the Body and the Blood.
- When the EMHC's with the Body of Christ have completely finished distributing the hosts, they take their ciborium to the altar and *wait for the priest* to combine the contents of all the ciboria into one. He will then ***hand the empty bowl back to the EMHC who then takes it to the credence table***. Since they are already purified, you are asked to ***please stack the bowls on the table and not on the tray so that the celebrant has plenty of room for purifying the cups on the tray***.
- Once they have returned their bowls to the credence table, the EMHC's who distributed the Body of Christ may return to their pews.
- 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). 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 do need assistance with consuming the remnants, this can be done at the side table. Cups should be empty before they are put on the tray. **(DO NOT WIPE THE CUPS OUT BEFORE THEY ARE PURIFIED BY THE CELEBRANT and DO NOT PUT THE PURIFICATORS IN THE CUPS)**
- Those EMHC's who distributed the Blood of Christ may return to their pews once they have returned the cups to the credence table, by the most direct route. There is no need to wait for the celebrant or to wait for all of the other EMHC's.
- 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 and genuflects, those ministers still in the sanctuary or at the credence table are asked to make a simple bow out of reverence to the Blessed Sacrament as the priest genuflects, and then return to their places. There is no need to congregate by the credence table after you have placed your empty cup on the tray, unless the priest is approaching the tabernacle.
- The celebrant then goes to the credence table to purify the cups. As the celebrant is doing this, the Eucharistic Coordinator and the assistant come forward to clear the altar, *carefully* folding up the corporals (*do not pick up the corporals until they have been folded; fold them as they lie flat on the altar so as not to spill any remnants of the Body of Christ that may have dropped on the cloth*) and then taking the corporals to the credence table and the sacramentary/book/Roman Missal to the front pew where the servers are seated. The book stand remains on the altar. If the celebrant is still purifying the vessels, there is no need to stand back and wait. You may go ahead and place the corporals on the credence table while he is purifying the sacred vessels and then return to your places.
- **Take care in folding the three corporals, as they will be reused at all the weekend Masses.**
- When you return to your pews, always go by the most direct route, **without** crossing in front of the Celebrant; go behind him.

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, *giving the appearance that we know what we are doing, and what we are supposed to do.*

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

There are several members of our parish 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 refrigerator 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 refrigerator 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 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 refrigerator in the sacristy following Mass.

## **For the Eucharistic Coordinators:**

- When you arrive, the first thing you need to do is check the Tabernacle to see how many hosts are in the ciboria there so that you will know how many hosts to put out for the Mass you are coordinating.
- **For the 5pm Mass**, take the tray from on top of the refrigerator and put the *eight (8) cups* (from the cabinet) each filled half way with wine on the tray, along with *eight (8) purificators* (from the drawer below and to the left of the chalice cabinet). On the tray, also put the celebrant's chalice, *three (3) corporals* and the small cruet of water
- **For the 8:00am and 10:30am Masses**, the tray should be already prepared when you arrive at church, as prepared by the Eucharistic Coordinator following the previous Mass.
- Take enough Ciboria from the cabinet so as to make a total of four (4) ciboria's, including the one(s) in the tabernacle, if there are any. Fill the bowls with enough hosts to insure that, when combined with the hosts already in the tabernacle, you will have a sufficient number for the Mass you are preparing for. **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 filled ciboria (with the exception of the one(s) in the Tabernacle), and the small cruet of wine go on the Gift Table in the back of church to be carried in during the Preparation of Gifts.

- Put the tray containing the communion cups (8), corporals (3), purificators (9), etc. on the top of the credence table on the north side of the sanctuary.
- If there is not a sufficient supply of wine in the refrigerator in the sacristy, additional bottles are kept either below the sink or next to the sink, between the sink and the refrigerator.
- A supply of bread/hosts is kept in the refrigerator. 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 closet closest to the sacristy restroom.
- After Mass, retrieve the tray with the cups, towels and empty ciboria's from the credence table and return it to the priest's sacristy, where you are to "do 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. There is no need to wash the ciboria 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 refrigerator.
- After all the vessels have been cleaned, prepare them for the next Mass. **However, do not fill the cups with wine for the next Mass or put hosts in the ciboria.** The Eucharistic Coordinator for the next liturgy is responsible for filling the cups and the ciboria. NOTE: This is to be done after the 5 PM Mass on Saturday night, **and** after the 8:00 AM Mass on Sunday morning. After the 10:30 AM Mass on Sunday morning, wash the vessels, drying them with the towels that were used for the Mass, and put the cups and ciboria in the cabinets and the tray on top of the cabinets.
- All used/soiled linens are to be placed in the blue clothes hamper found next to the refrigerator in the sacristy. **The nine (9) purificators go into the hamper after each Mass, as new ones are used for each celebration. The three (3) corporals are placed in the hamper only after the 10:30am Mass, as the same corporals are used for all three Masses.**