

GOOD SHEPHERD PARISH

Practical Guide for Extraordinary Ministers of Holy Communion

Extraordinary Minister Guide

Table of Contents

PREPARATION:	2
APPROACHING THE SANCTUARY:	2
RECEIVING HOLY COMMUNION AND RECEIPT OF THE CIBORIUM OR CHALICE:	2
DISTRIBUTION OF HOLY COMMUNION:	3
FOLLOWING MASS:	3
SPECIAL CIRCUMSTANCES:.....	4
Serving the disabled in the rear of the Church	4
Serving the Choir.....	4
Empty Ciborium	4
Empty Chalice.....	4
Dropped Host or Piece of Host	5
Dropped Partially Consumed or Soiled Host.....	5
Spilled Precious Blood.....	5
Uncertain If Communicant Is Catholic or Has Received First Communion.....	5
Intinction.....	5
Celiac Disease.....	5
Communion for Someone who is Homebound	5
Unexpected Situation.....	5
SERVING POSITIONS.....	6
GLOSSARY:.....	7
SOURCES:	7

Extraordinary Minister Guide

PREPARATION:

- Be in a state of grace and having fasted for at least the period of one hour before Holy Communion.
- Dress in a manner that shows respect for the Blessed Sacrament
 - At least business casual
 - Make sure hands and nails are clean
- **Arrive, sign in and be in the Sacristy at least 15 minutes before Mass.**
- Chalice Ministers needing assistance in consuming the Precious Blood should seek assistance or possibly exchange position with a Host Minister.
- If you are able, please look for Chalice minister that are seeking assistance with their chalice. In the rare instance the EM serving in position #2 or #3 cannot perform the function of cleansing the sacred vessels after Mass, they should find a replacement EM to perform this function and tell the CM when the EMs meet before Mass.
- Participate in communal prayer with other EMs at about 10 minutes before Mass
- Remember who the EMs are on either side of you to check that you are in the right position when you line up during Mass
- Take a sanitizing wipe with you to clean your hands just after exchanging the sign of peace.

APPROACHING THE SANCTUARY:

- When possible, sit in a location to minimize disruption in approaching the Sanctuary.
- After the presiding Priest has received from the chalice approach the Sanctuary.
- Promptly move to your position remembering to Reverence the Altar with a bow. EMs 5 and 6 should line up shoulder to shoulder centered on the altar. Try to close any large gaps by moving in toward the center.

RECEIVING HOLY COMMUNION AND RECEIPT OF THE CIBORIUM OR CHALICE:

- Remain in your assigned position until you have received the Body of Christ.
- After receiving the Body of Christ,
 - EMs in positions #8, #9 and #10 shall together promptly proceed to the Altar with #9 following #10 to receive their chalices from the Deacon. EM #10 will first receive their chalice and then move to their left and serve EM #8 while EM #9 receives the chalice from the Deacon. Once EM #8 has received the ciborium, all three will go to their normally assigned stations and begin serving the choir. **These positions are not expected to wait until all other EMs has been presented Communion and/or Precious Blood.**
 - EMs in positions #6 and #7 shall follow thereafter and then return to their positions in front of the Altar.
 - EM #6 in front of the Altar serves EM #5 Precious Blood
 - EM #1 promptly proceeds to the Altar and EM#2 follows directly behind EM #1 to form a single-line. EM #3 approaches the Altar at the same time as EM#2 and positions themselves next to the Altar candle. After EM #1 receives their chalice from the Priest, they move to their right to serve EM #3. EM #2 will step forward and receive the chalice from the Priest. After receiving the chalices, EM #3 will receive the ciborium from the Priest and all three will go to their normally assigned stations. **These positions are not expected to wait until all other EMs has been presented Communion and/or Precious Blood.**
 - EM #4 shall follow thereafter and after receiving their chalice move to their assigned position.
 - After receiving the ciborium, EM #5 turns to service the center aisle along with the presiding Priest.
- **NOTE: Receive from the chalice and cover with the purificator before starting to move back to your position in front of the Altar.** The purificator should be placed over the chalice any time you are walking to minimize the chance of spilling the Precious Blood on the floor.
- When carrying the Precious Body or Blood of Christ it is not appropriate to reverence the Altar or the Tabernacle. This is true even if your sacred vessel appears empty, but has not been purified.

Extraordinary Minister Guide

DISTRIBUTION OF HOLY COMMUNION:

- Initially, Host Ministers will look to the front pews in their serve area for any special need communicants and offer them the Body of Christ before starting to serve in their assigned service position (except the choir). Chalice EMs #2, #4, #7 & #9 will accompany the Host Ministers and offer the Precious Blood.
- When distributing the Body of Christ, the EM takes the Host, offers it to the communicant and says, **“THE BODY OF CHRIST”**. The EM should say no other words. Ordinarily, the EM will place the Host in the communicant’s hand. While serving the Body of Christ, keep the ciborium near the Host to minimize the chance of dropping the Host. A communicant may want to receive the Body of Christ on his/her tongue. The EM should use the index finger and thumb to gently place the Host on the person’s tongue. Try to avoid your fingers coming into direct contact with the person’s tongue.
- The chalice EMs should be watchful of the communicants to insure they each consume the Host. If not, the chalice EM should approach the communicant and politely and reverently advise the individual that **“It is our Church’s teaching to consume the Host immediately”** and politely ask them to consume the Host. If the communicant refuses, the EM should politely request they please return the Host. If the communicant returns the Host, consume it or place it on the corporal on the Altar and return serving in your position. If the communicant refuses, try to identify where he/she is sitting and try to return to the person after Mass with the CM, Deacon, or Priest.
- **PRAYER of BLESSING BY THE EM** – The EM with the ciborium can say a short prayer of blessing to those who come forward but are not receiving communion (i.e. very young or arms crossed over chest). Extend your hand to the person and say **“MAY GOD BLESS YOU”**. Please avoid touching with the fingers used for serving.
- When distributing the Precious Blood, the EM extends their arms and offers the communicant the chalice and says, **“THE BLOOD OF CHRIST”**. The EM should say no other words. The EM then hands the chalice to the communicant and allows him/her to consume the Blood of Christ. If a communicant appears weakened or very young, the EM should assist and partially hold onto the chalice. After distributing the Precious Blood to each communicant, the EM will wipe the lip of the chalice with the purificator and rotate it slightly before distributing to the next communicant. The purificator can be used on both sides to clean the chalice.
- ASSISTANCE WITH OTHER POSITIONS (Refer to Side Isle Backup Serving Diagram) – When finished in the initial assigned position the EM should look for opportunities to assist in another areas still serving communicants. **NOTE: A maximum of 2 Host Ministers and 3 Chalice Ministers will be used to serve any line.** If the only areas to serve already have the maximum number of EMs, move into a position where you can easily take over from another Minister in need of being replaced. Only when it is confirmed the last communicant is receiving, may remaining Chalice EMs with Precious Blood consume by standing in place and facing the Altar prior to consuming. Cover the Chalice with the purificator and return it to the credence table. Do not place the purificator inside the chalice. Reverence the Altar with a bow when leaving the Sanctuary and return to your seat.
- Chalice Ministers still needing assistance consuming Precious Blood should inform the Deacon when they return to the credence table. The Precious Blood should be consumed during Mass, it is not retained or disposed of.
- The Host EMs should place the ciborium on the Corporal on the Altar then reverently standby for the next Host minister to arrive. (If the Deacon or Priest offers, please take any empty ciboria to the credence table). Host EMs shall cleanse any sacred particles from the fingers using ablution dish (small glass dish on the small credence table) and dry them using a purificator. The EM then returns to their seat after leaving the Sanctuary and reverencing the Altar with a bow.
- **NOTE: Please avoid walking between the Altar and the Tabernacle at any time during Mass.**

FOLLOWING MASS:

- The Deacon is usually responsible for the purification of the sacred vessels. Ordinarily, this will occur during the Mass. The purification will be done at the credence table and only a Priest, Deacon or Acolyte should

Extraordinary Minister Guide

perform this purification. In rare occasions, the Coordinating Minister may perform the purification with the Priest's direction.

- EMs in positions 2 & 3 are responsible for cleaning the purified vessels and other items following Mass. The Coordinating Minister (CM) will initially assist and then insure the process is understood by the EMs.
- Once the choir has finished singing the closing hymn, the CM along with positions 2 & 3 will reverence Christ in the Tabernacle by genuflecting or bowing before entering the Sanctuary, go to the credence table and collect all of the sacred vessels, the small glass ablution dish, its purificator, other used purificators, and take them on the wooden tray to the sacristy. Do not stack Sacred vessels.
- The lavabo bowl (the silver bowl) is usually emptied into the plant near the Altar and then dried.
- One of the other ministers should bring the wine and water cruets, the pitcher (if it needs additional water), the towel (if it is wet or soiled) and any other items (except the decanters) that need to be returned to the Sacristy. The third minister should carry the large decanters which are tall and unstable and should be carried by hand. Do not carry more than two large items by hand to prevent dropping, spilling, or damaging any of the items. Usually the lavabo bowl can be emptied into the plant near the Altar area and dried.
- In the Sacristy, first remove any hand jewelry or if you are unable to remove jewelry use rubber gloves before emptying and rinsing the ablution dish in the Sacarium (the right sink). Rinse each of the sacred vessels (ciboria & chalices) in the Sacarium. Nothing else should be poured into the Sacarium.
- When rinsing or washing the sacred vessels (ciboria & chalices) and priest chalices avoid immersing them.
- **ALL Priests chalices are to be rinsed, washed and thoroughly dried.** Fr. Mike's is stored on the top shelf of the cabinet above the left sink. Fr. Tom and Fr. Raj's are each placed in special case in the Priest's Sacristy.
- If needed, empty the lavabo bowl into the left sink, dry it and add water to the associated pitcher. Return them and the ablution dish to the small credence table along with a dry towel (if needed).
- In the left sink, using the small tub from under the sink, wash the remaining sacred vessels with water and a small amount of soap using the special wash clothes A sponge shall not be used for washing the Sacred Vessel.
- The empty wine decanters should be rinsed in the left sink with water. The water cruet should be filled and refrigerated.
- For all Masses except Sunday 6:00pm: - After the chalices and ciboria are cleaned and thoroughly dried, place them (except the large ciborium) on the wooden tray along with 13 purificators and the water cruet. Place the decanters and the large ciboria safely to the side of the tray.
- Sunday 6:00pm: After the items are cleaned and thoroughly dried, store the chalices and empty decanters on the second shelf of the cabinet to the left of the sink. The ciboria are stored on the bottom shelf of the same cabinet. When you return the items to the small credence table, retrieve the Tabernacle key and store it in the basket located in the upper cabinet immediately to the right of the cabinet with the chalices.

SPECIAL CIRCUMSTANCES:

Serving the Disabled in the Rear of the Church

Position 7 will follow the Priest when he moves to the rear of the Church to serve special needs communicants. Should Position 7 have an empty vessel, then Position 6 will follow the Priest.

Serving the Choir

During normal Masses the choir will come forward for Communion and Positions 8, 9 and 10 will minister Communion to them.

Empty Ciborium

When a Host EM has only about 30 Hosts remaining, and it appears that there are probably a small number more communicants than Hosts remaining in the ciborium, then begin breaking the Hosts in half to distribute the Body of Christ to the remaining communicants. If there are many more communicants than remaining Hosts, then politely ask the next communicant, "Please wait" and then ask the nearest Host EM if they have additional Hosts. If so, carefully transfer the Hosts from one ciborium to another by picking up a small number of Hosts at time between

Extraordinary Minister Guide

your thumb and index finger. If not, then check with the other Host Ministers to determine if they have extra. If not, then alert all Host Ministers of the need to begin breaking Hosts. Then return to the serving position and break the Hosts in quarters to distribute the Body of Christ to the remaining communicants.

Empty Chalice

If the chalice is empty, politely direct the next communicant to the nearest chalice Minister. The EM then covers the chalice with the purificator and returns it to the credence table. To avoid accidents, never transfer Precious Blood from one chalice to another.

Dropped Host or Piece of Host

If an EM or communicant drops the Host, the EM should immediately pick it up and consume it. The EM then offers another Host to the person. Should a piece of the Host be dropped, the EM will retrieve the piece and consume it.

Dropped Partially Consumed or Soiled Host

If the EM believes the dropped Host may be soiled or unhealthy to consume, the EM should reverently pick up the Host and place it on the corporal on the Altar. Then return to serving in their position. The partially consumed or soiled Host will be dissolved in water and the water later poured down the Sacarium following Mass. [NOTE: It is not necessary to use water to clean the area where a Host has been dropped.]

Spilled Precious Blood

If an EM or communicant spills Precious Blood onto the floor, the EM should immediately place a purificator over the spilled area. The EM tells the next communicant, "Please wait" and retrieves another purificator from the credence table. Thank the communicant then step just forward of the purificator so that it is safe from foot traffic and less likely to be picked up by someone. The EM then resumes distributing the Precious Blood. When the EM has completed serving Holy Communion, consumed any remaining Precious Blood and placed the chalice and purificator on the credence table; the EM should return to the spilled area with the water cruet and clean purificator. The water is poured on the area of the spill and the water soaked up with the purificator. After cleaning the area, return the water cruet and purificators to the credence table.

Uncertain If Communicant Is Catholic or Has Received First Communion

The EM may observe that the communicant is not aware of how to receive Holy Communion (i.e. the person crosses his arms at chest and extends his tongue; a young child does not bow or seems unaware how to receive Holy Communion. In this instance, the EM should ask the person or the child's parent, "Are you Catholic and have you received First Communion?" If they answer yes, then minister Holy Communion. If no, then offer a blessing. [NOTE: Per the Diocese Guidelines "There are practically no situations when Holy Communion should be denied by an Extraordinary Minister".]

Intinction

This is the process of dipping the Host into the Precious Blood and only a Priest or Deacon can perform intinction. If a communicant tries to place the Host in the chalice, cover the chalice with your free hand and politely say, "We do not allow self-intinction" and offer to escort them to the Priest or Deacon.

Celiac Disease

Some communicants are not able to safely consume the Host. However, a communicant may consume the Precious Blood without having consumed a Host.

Communion for Someone who is Homebound

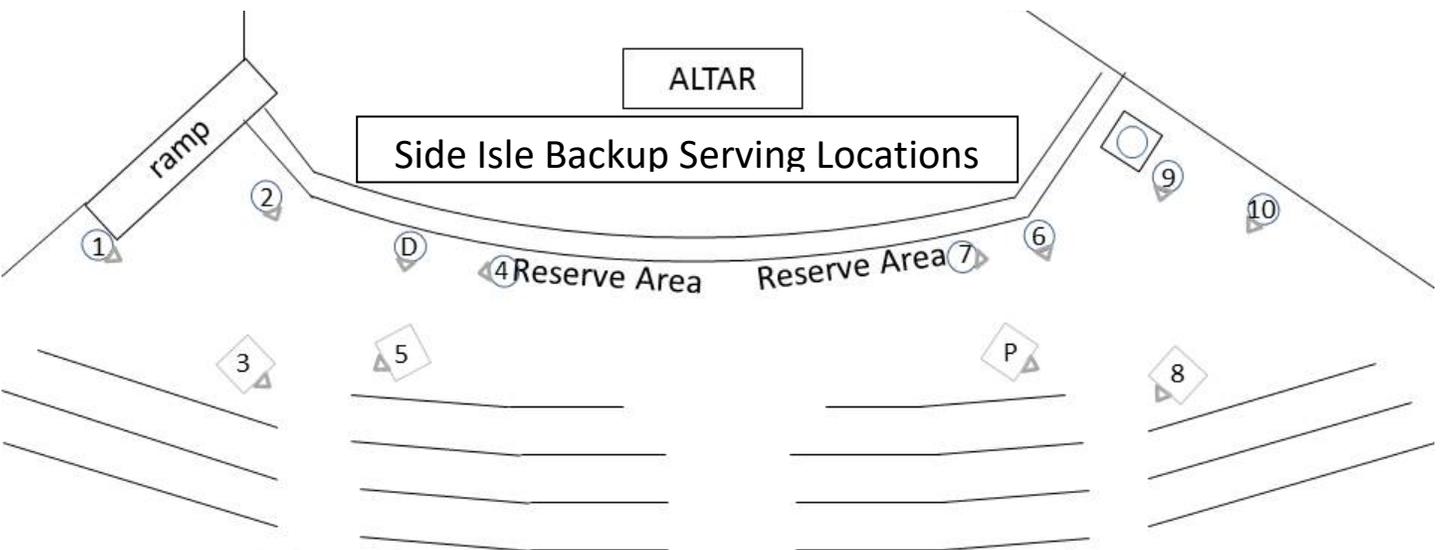
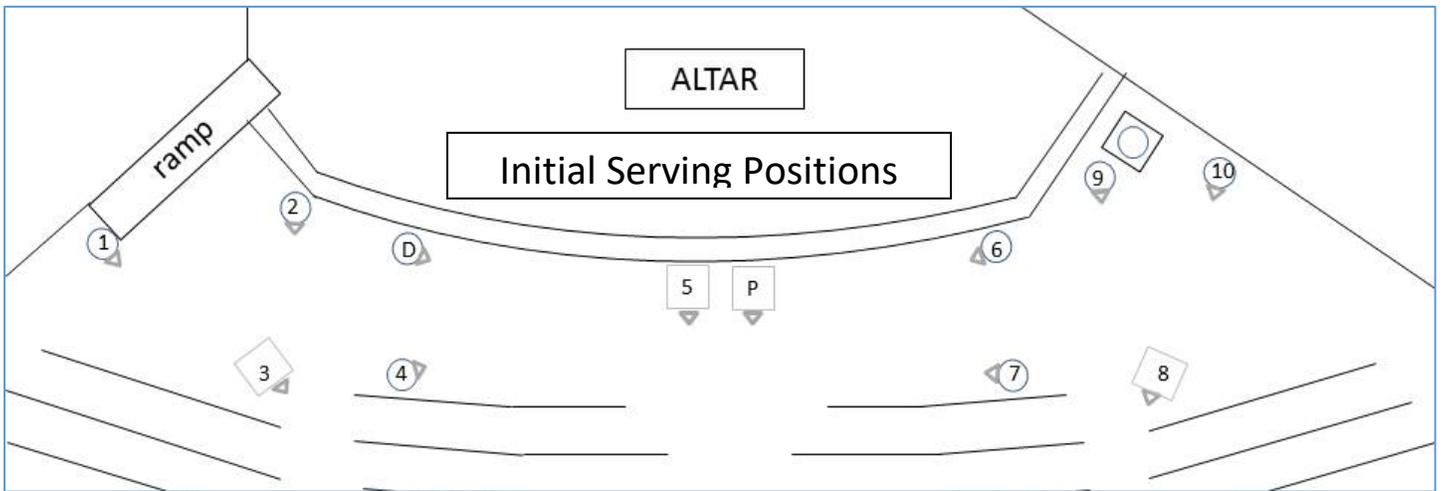
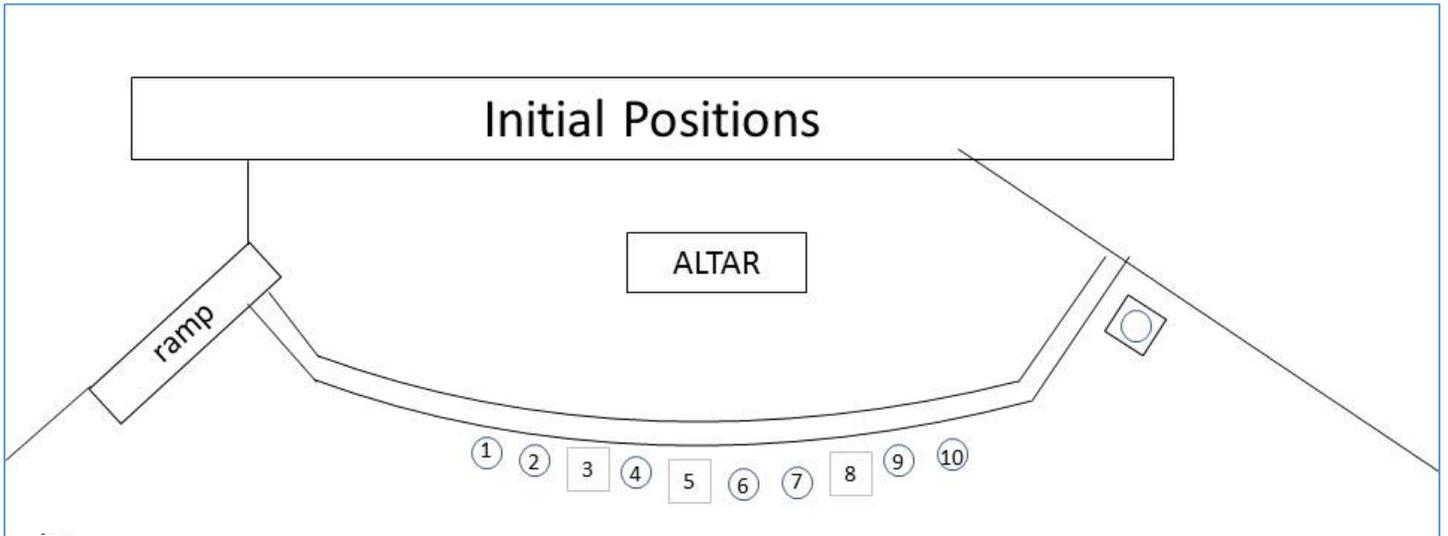
As a Host EM you may encounter someone desiring to take Communion to a friend or relative that cannot make it to Mass. They will likely approach you with a pyx for that purpose. Request that they join the line being served by the Priest.

Unexpected Situation

Should an EM have a situation that he/she is unsure how to handle or cannot recall what to do, please remember that the Priest, Deacon and CM are available to assist or handle the situation. Pause the distributing of Holy Communion and seek advice from the closest minister (Priest, Deacon or CM).

Extraordinary Minister Guide

SERVING POSITIONS



- ⇒ Host Minister
- ⇒ Chalice Minister

The numbers shown for the Backup situations will change as ministers run out of Precious Body or Blood

Extraordinary Minister Guide

GLOSSARY:

Ablution dish - Small glass finger bowl with water used to remove any small fragments of the Body of Christ from the fingers of a Priest or Host EM.

Acolyte - A minister who is specially appointed and trained by the Church to assist Deacons and Priests.

Altar – The table on which the Sacrifice of the Mass is offered.

Ciborium – Sacred vessel for holding consecrated or unconsecrated Hosts.

Chalice – Sacred vessel in which wine, after Consecration, becomes the Precious Blood.

Corporal – A square white linen cloth upon which the chalice and the ciborium are placed during the Liturgy of the Eucharist.

Credence Table – Table near the Altar on which are located the various sacred vessels, the lavabo bowl and towel, the water and wine cruets, etc. used during the Liturgy of the Eucharist. We use two tables, the larger is referred to as the “credence table” and the other is referred to as the “small credence table”.

Cruets – Glass vessels that hold water and wine for the Mass.

Decanter – One of the large cut-glass wine containers for used at the weekend and special Masses.

Host – A small wafer of unleavened bread, which is consecrated in the Mass to become the Body of Christ.

Lavabo Bowl and Pitcher – A silver bowl and pitcher used to wash the Priest’s hands during Mass.

Nave – The area between the inner Church doors and the Sanctuary.

Offertory Table – The small table in the back of the Nave which holds the gifts for the offertory procession.

Precious Blood – A term for the real presence of Jesus Christ under the appearance of wine.

Purificator – Small linen cloth folded three ways, which is used to purify a chalice when Holy Communion is received.

Pyx – Small metal container used to carry consecrated Hosts when Holy Communion is taken to the sick and homebound.

Sacrarium – A sink-like receptacle in the Sacristy, which drain directly into the ground. It is used to rinse the sacred vessels such as the chalices and ciboria. Also, to dispose of soiled Hosts after they are dissolved in water. The Sacrarium should not be dried with a towel. [NOTE: Good Shepherd’s is the right sink in the Sacristy]

Sanctuary – The space of the Church immediately around that Altar.

Sacristy - The room in the church where the sacred vessels are stored. In our Church it is the room to the right as you come in the main doors.

SOURCES:

- United States Conference of Catholic Bishops, Liturgy Guides for Extraordinary Ministers of Holy Communion at Mass.
- United states Conference of Catholic Bishops, Norms for the Distribution and Reception of Holy Communion Under Both Kinds in the Dioceses of the United States of America.
- Guidelines for Extraordinary Ministers of Holy Communion, Office of the Liturgy, Diocese of Pensacola-Tallahassee, published January 7, 2013.
- United States Catholic Catechism for Adults, Training for Ministers of Holy Communion, USCCB Publishing revised 12/12/06.
- Meetings and informal discussions with Coordinating Ministers held in October 2014 regarding Good Shepherd Parish practices.
- United States Conference of Catholic Bishops, General Instruction of the Roman Missal, 2011.