

ANNUNCIATION PARISH

PROCEDURES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

BEFORE MASS

1. Extraordinary Ministers of Holy Communion (EM) should sign in 15 minutes before Mass. If you do not sign in early enough a replacement from the congregation will be asked to take your place.
2. The “EM” is responsible to:
 - a) Check credence table for:
 - ✓ cruet of water
 - ✓ total of 1 ciboria
 - ✓ three chalices i.e. (the celebrant’s chalice & two common cups)
 - ✓ a purificator for each chalice placed on the credence table.
 - b) Bring the offertory gifts to the rear of the church - Large paten/ciborium (with hosts & flagon of wine.)
3. If there is a concelebrating priest only 2 EM’s are needed. If not, a third EM from the congregation will be asked to serve.
 - EMs should sit in the congregation near the front of the church.
4. In an effort to quiet and prepare ourselves for liturgy, the celebrant, lector, greeters and altar servers will gather in the vestibule to prepare themselves before Mass begins.

COMMUNION TIME

5. *Sign of Peace*
 - At the sign of peace, the Priest goes to the tabernacle and brings any ciboria to the altar.
 - At the singing of the *Agnus Dei* (Lamb of God), after the Greeting of Peace, the EM’s proceed to the altar and along with the Lector and altar servers, stand perpendicular to the altar. Since the Consecrated Bread is already on the altar, Ministers should make their reverence to the altar and not to the Tabernacle.
 - **It is suggested that the EM has made arrangements for the placement of outwear (coats, raincoats and handbags) before approaching the Sanctuary to fulfill the duties of EM.**

Once the “Lamb of God” has begun, the sign of peace is over! Thus, there should be no hugging, kissing, or shaking of hands once in the sanctuary.

6. *Reception/Distribution of Communion*

The Celebrant receives first, and then gives Communion to the EMs, the altar servers and the Lector. The Priest then distributes the Precious Blood. Bow your head each time before receiving the Body and Blood of Christ.

The Priest will hand a chalice (saying “the Blood of Christ”) to the Eucharistic minister. This minister keeps the chalice. Once all chalices have been distributed, the Minister(s) of the Cup move to their stations.

In the meantime, the Celebrant hands out the ciboria to the other minister(s). Once all the ciboria have been distributed, the ministers proceed to their stations.

When the Choir is singing during Mass, the Eucharistic Minister should wait for the choir to finish singing and distribute the Eucharist to them as they process forward.

7. All ciboria are brought to the altar to be consolidated by the Presider.
8. The Precious Blood is to be consumed by the EM or by the priest. (**If you are unable to consume the precious blood leave the chalice on the altar for the priest.**) The precious blood should **NEVER** be wiped from the cup with the purificator or poured down the drain of the sink or the sacrarium. When you bring the chalice/cups to the altar, move away from the altar as quickly as possible so the priest can get to the altar to purify the vessels. All chalices and ciboria should be brought to the sacristy and washed after mass once they have been purified.

AFTER MASS

9. ***The Eucharistic Ministers are needed*** to clean all vessels – paten/ciboria, and chalices washing them with warm/hot water. When washing the vessels, extra care should be given to insure that no damage by jewelry occurs (especially by diamond rings).
10. **After the 5:30 Mass** EM's are to place the common cups on the credence table and the flagon of wine on the offertory table at the back of the church along with the Book of the Readings. Remove the tabernacle key and place it in the drawer of the vesting case.
11. On Sunday morning EM's are asked to set up for the next Mass by placing the paten/ciboria and flagon of wine on the offertory table in the back on the church and putting the celebrant's chalice and the common cups on the credence table. Three purificators can be placed on the credence. After 11:45 Mass wash and return all sacred vessels to the cabinet in the sacristy. Remove the tabernacle key after the 11:45 Mass and place it in the drawer of the vesting case.
12. Soiled purificators used in the distribution of Holy Communion should be placed in the net bag on the inside of the vestment closet door in the sacristy.

Dress Code

Attire of Lay Eucharistic Ministers

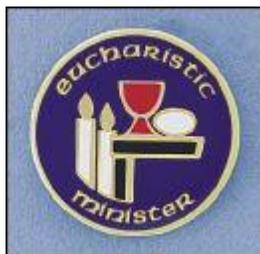
(Diocese of Paterson, 1999)

Periodically the issue of proper attire for special ministers of the Eucharist becomes a prominent pastoral concern. Comfortable sportswear finds its way into many church “sanctuaries” as lay men and women take their places beside vested ordained ministers.

The strongest criticism leveled against the liturgical reforms initiated by the Second Vatican Council asserts that the liturgy has been depleted of any sense of “mystery,” a fact played out in a loss of reverence.

The Constitution of the Sacred Liturgy explicitly states an underlying principle of liturgical prayer: “full, conscious, and active participation.” There is no doubt that proper attire would be an immediate corollary of conscious participation. However, an obstacle to liturgical prayer is that ritual can become routine. To be invited to the Table of the Lord on a weekly basis is quite different from an occasional invitation to a very special event. When consciousness is raised, ministers will don their “Sunday best” for worship, allowing for flexibility in keeping with the attitude of reverence.

In accepting the responsibility to minister the Bread of Life and the Cup of Salvation, special ministers of the Eucharist are challenged “. . . to reverence the Eucharist by deepening their appreciation of the mystery by handling and ministering the elements with evident faith...” Through this commitment ministers agree to witness in a special way to the Lord’s presence in the midst of their faith community. This is an important ministry, not a simple function in the name of efficiency. In light of this reality, any apparel that would distract the assembly from reverence for the Eucharist is inappropriate.



For Extraordinary Ministers of Holy Communion at Annunciation Parish, the following dress code is offered:

1. Men should wear jackets with ties or open-necked sport shirts (with air-conditioning, this should not be burdensome, even in summer).
2. Women should wear suitable dresses, dress slacks with blouse or jacket, or a pants suit.
3. No jeans or sneakers! That applies to both men and women.
4. ***The principle to follow – if it draws attention to yourself, it shouldn't be worn.***

We trust these directives will be acceptable in the spirit in which they are given. Remember, by your ministry, you assume a very important and visible role in the sacred liturgy. You should appear in clothing that bespeaks the special significance that is attached to your role.

