

Christ the Redeemer Catholic Church



Extra-ordinary Ministers of Holy Communion Guidance and Instruction Manual

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Introduction

Thank you for your commitment to be an Extra Ordinary Minister of Holy Communion (EMHC)! Through baptism, Christians receive the right and duty to participate in the sacramental life of the Church and, above all, in the sacrament of the Eucharist. Those who serve at Mass are called to exemplify the life of charity lived by the Christian community. They are called to share the Body and Blood of Christ with those who come to the Lord's Banquet. The Eucharist is the source of the Christian's life of charity. It is nourishment for all who are called to a life of holiness.

As we prepare to serve at the Banquet of the Lord, our goal is to:

- Reflect on the power of the Eucharistic Prayer and the gift of Holy Communion.
- Respond to our call to serve at the Banquet of the Lord.
- Know the procedures of the Communion Rite so we may function well as an EMHC.
- Realize that our spirituality affects how we minister as an EMHC.
- Accept the mission to go out to the world and promote the Reign of God.

With gratitude and God's blessing,

Christ the Redeemer Liturgy Department

Anima Christi

Soul of Christ, sanctify me.
Body of Christ, save me.
Blood of Christ, inebriate me.
Water from the side of Christ, wash me.
Passion of Christ, strengthen me.
O good Jesus, hear me.
Within your wounds conceal me.
Do not permit me to be parted from you.
From the evil foe protect me.
At the hour of my death call me.
And bid me come to you,
to praise you with all your saints
for ever and ever.
Amen.



General Requirements

1. Who May Serve

Extraordinary Ministers of Holy Communion (EMHC) assist the celebrant with the distribution of the Eucharist during Mass and Eucharistic celebrations. The word *extraordinary* refers to those of us who are “outside the ordinary”, that is, not among those in holy orders who, by reason of Ordination, have the responsibility of providing Communion to the faithful. ⁴ The ordinary ministers are our Priests and Deacons who are ordained by the Church. We require that all EMHCs at CTR are registered parishioners who are faithful Catholics. They must have received the Sacraments of Baptism, Confirmation and First Eucharist. They must be at least 18 years of age and are in good standing with the Church.

Confession Times (also by appointment)

Wednesday: 6:00 PM to 6:45 PM in the chapel

Saturday: 9:00 AM to 10:00 AM in the church

2. Proper Dress

In his pastoral letter, Archbishop DiNardo has said: “None of us should ever become casual with the Eucharist or allow the Eucharist to become commonplace. This includes the way one dresses.” Ministry in the Sunday liturgy requires a certain dignity and reverence which is a reflection of our baptismal promises.

Men should wear a suit and tie or a coat and tie with dress slacks. Women should wear dress pants/skirt with dress shirt/blouse or a dress. (skirts/dresses should be knee length or longer).

Not permitted: Uniforms or nametags. Golf shirts or shirts that are not tucked in. Shorts, jeans, sleeveless shirts, spaghetti strap tops or dresses, sun dresses, very short skirts, capri pants, leggings, oversized tops, tight clothing, bare midriff or back, flip flop sandals, sneakers, and plunging necklines.

Our role is to minister to God's people **without bringing attention to ourselves**. This is a sacred role meant to bring forth a sacred outcome which is the transformation of the soul.

3. Conduct/Demeanor

While the most active part of your ministry begins with the Communion Rite, you should model **“full, conscious, and active participation”**³ throughout the Mass. Arrive on time. Be attentive during Mass. Use the worship aid. Stand, kneel, and sit as appropriate. During the Sign of Peace, greet those in your immediate vicinity with joy and warmth. People will begin to recognize you as someone with an important responsibility in the parish, and whether you realize it or not, they will look to you for an example of how to participate fully, consciously, and actively in the Mass.

General Information and Contacts

Director of Liturgy – Ofelia Carrasco
ofelia.carrasco@ctrcc.com or 281-469-5533 x6543.

Liturgy Assistant - Deanna Negrete
deanna.negrete@ctrcc.com
281-469-5533 x5402.

EMHC Ministry Coordinator – Janet Kelly
zuzzkell74@gmail.com

1. EMHC Schedule:

The schedule is created four months at a time by the Liturgy Department. Copies are placed on the usher table in the parlor and are available online at <https://ctrcc.com/liturgical-ministers-schedule>.

Any schedule change requests should be communicated to the liturgy department, to your Mass coordinator, or by calling the office at 281-469-5533 x 6543. NOTE: As the schedule is completed four months at a time, all requests must be submitted well in advance to the Mass coordinator(s) and the Director of Liturgy. We will do our best to accommodate change requests.

Special Liturgy schedules are created by the Liturgy Department approximately one month before the date of the special liturgy. In the weeks leading up to the special

liturgy, sign-up sheets will be placed in the Parlor for ministers to sign up at their convenience. An email request may also be sent via Flocknote (the communications software used at CTR: <https://app.flocknote.com/ctrcc>) to all those who have submitted an email address. Special liturgies include Christmas, Easter, Confirmation Masses, etc.

2. Substitutes:

When you are not able to serve due to scheduling conflicts, illness or other emergency we ask that **you please contact your Mass Coordinator**. After attending a formation and indicating which Mass you would prefer to serve at, you will be assigned to a designated Mass Coordinator.

3. Formation:

EHMCs receive spiritual, theological and practical preparation to fulfill their roles with knowledge and reverence. Formation sessions are held regularly throughout the year and a commitment for one full year is suggested. After one year, we require that all existing EMHCs refresh their formation as an EMHC by attending at least one additional formation each year that they serve.

4. Ministry of the Sick:

The Eucharistic Ministry to the Sick provides Eucharistic visitation to those unable to attend Mass, such as the homebound, nursing home residents and those who are hospitalized.

A homebound parishioner is someone who is unable to attend Mass because of an illness or physical impairment. This includes Hospice patients. Our Parish Office staff receives the request for a visit. A member of the Ministry is assigned and brings the Eucharist to the parishioner's home.

Individuals interested in joining this ministry must be trained as EMHC, be compassionate and ready to visit when and where they are needed. The minimum commitment for this ministry is a two-hour visit to one of the facilities once a month or a 30-minute weekly visit to a homebound parishioner.

For more information, contact Ministry Leaders Deacon Steve and Carol Moses at steve.moses@ctrcc.com or obashinoz@hotmail.com or 713-269-8822.

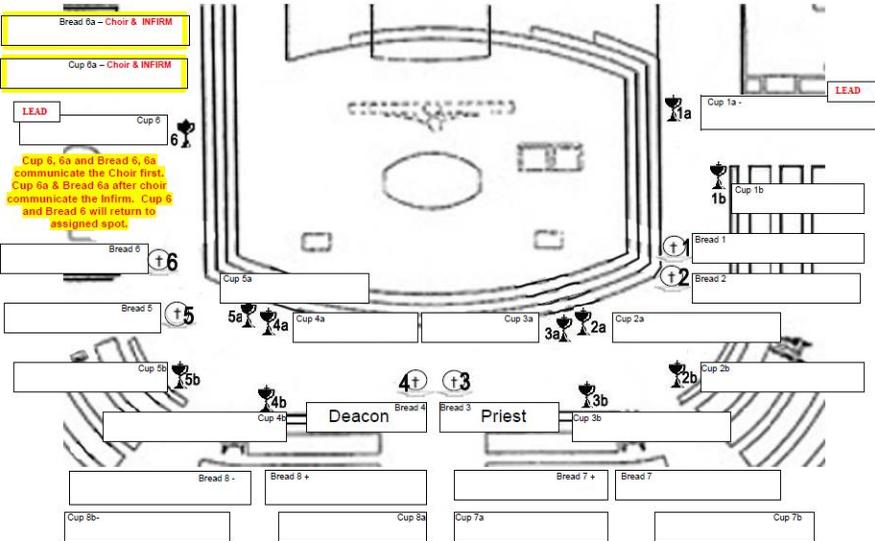
Liturgical Minister Sign-In Sheet

The Liturgical Minister Sign-In Sheets are located in the Parlor. Sign in begins 30 minutes prior to the start of Mass.

LITURGICAL MINISTERS SIGN-IN

Date: July 1, 2018

Time: 9 am Sunday



Stations 7 & 8 are in aisle in front of sections 8 & 9.... For 9am, 11am and 5pm Sunday Masses as needed

Ushers:

Section:

1&2

LEAD 3&4

3&4

5&6

7&8

9&10

Family for Gifts

Greeters:

- 1 _____
- 2 _____
- 3 _____

Candles:

- 1 _____
- 2 _____
- 3 _____

Lectors:

- 1 _____
- 2 _____

Sacristans:

- 1 _____
- 2 _____

Mass Coordinator

- 1 _____
- 2 _____

(See Appendix for larger image and all Mass times)

EMHC Checklist

1. Procedure before Mass

- ❖ Sign in 30 minutes before Mass begins. If you are late, and the Mass Coordinator has asked someone to serve in your place, please be sure your name is registered on the printed schedule.
- ❖ Pick up your EMHC Cross. This identifies you as a CTR EMHC to all Clergy and Sacristans.
- ❖ Wash your hands before Mass begins in Parlor Restroom
- ❖ PLEASE MAINTAIN A QUIET ATTITUDE AS ALL ARE PREPARING FOR MASS.
- ❖ Bread Ministers sit on “Statue of St. Joseph” side of church (also Lead Cup 1). Cup ministers sit on “Statue of St. Mary” side of church.

2. Procedure during Mass

Immediately following “Lord, I am not worthy...” approach the sanctuary as main Priest is consuming. This allows all of us to kneel during the “Lord, I am not worthy”.

- ❖ Do not linger, please be the first to move to the altar as soon as the Priest consumes the Body of Christ.

- ❖ Cup 1A is first in line of Bread Ministers standing closet to candles near the ambo. Sacristan (Main Chalice) then Lead Cup 6 will be first in line of Cup Ministers.

- ❖ Stand still. There should be no discussions among you as to not detract from the atmosphere of prayer we help to create.

- ❖ Stand on the inside of the black border of the sanctuary floor. You may stand in front of the altar credence table if more room is needed.

Acolyte/ Sacristan will retrieve Reserve from Tabernacle and place on altar after ministers are in place at each station.

3. Distribution to Ministers

EMHCs MAY **NOT** TAKE CUP OR CIBORIUM DIRECTLY FROM THE ALTAR. YOU CAN ONLY RECEIVE THE VESSELS FROM A PRIEST OR A DEACON.

- ❖ Priest will communicate starting with Bread Minister closest to tabernacle. Deacon will communicate starting with the Sacristan and Lead Cup 6, continuing to distribute to the rest of the Bread Ministers.
- ❖ Priest /Deacon return to the altar where he will hand Sacristan the Main Chalice and Lead Cups their cups. The three return to EMHCs and communicate Precious Blood to EMHCs.
- ❖ Sacristan returns Main Chalice to Credence Table and waits until all EMHCs have received their vessels.
- ❖ Priest and Deacon return to altar where all EMHCs will go immediately after consuming the Precious Blood to receive their species.
- ❖ Please approach the altar as quickly as possible, not hesitating. Keep a steady line going to altar as you received your vessel.
- ❖ Once all EMHCs have received their vessels, the Priest will signal all to go to their stations. If you are

Bread/Cup 1, 2, 3 or 7A walk behind the sanctuary on the ramp to your side. If you are Bread/Cup 4, 5, 6 or 8A also walk behind the sanctuary on the ramp to your side. **No one but the priest should access the altar from the front.**

- ❖ Sacristans will be available to help place EMHCs in proper stations. (See stickers on floor)
- ❖ Please note placement of stations as indicated on the diagram. (IF UNSURE, PLEASE ASK THE SACRISTAN)
- ❖ Acolyte/Sacristan will retrieve Reserve from Tabernacle and place on altar after ministers are in place at your station.

4. Distribution of Assembly:

- ❖ Be alert to the way individuals approach Communion.
- ❖ Be friendly in your approach to each communicant. Look attentively at each person.
- ❖ Allow each person time to reverence the Sacrament with a bow of the **head**, the designated gesture of reverence in the United States.

- ❖ Note that persons may receive the host in the hand or on the tongue.
- ❖ Allow time for the Communicant to say “Amen” before presenting the host or cup.
- ❖ After each person receives from the cup, **dry both sides of the rim with the purificator. Then turn the cup ¼ turn.** Unfold the purificator to allow for a clean surface as necessary.
- ❖ If a parishioner comes to your line with arms crossed or a child comes with their parent, you may give a simple blessing using the outer edge of the hand and the middle, ring, and pinky finger. Touch their head or shoulder and say “Bless You”. The thumb and index finger is reserved for distributing the host. Note: Be sure to place the Precious Body back in the ciborium before giving a blessing. Do not bless while simultaneously holding the Precious Body.
- ❖ We have some parishioners who are allergic to the gluten found in our altar bread—some may come to the Body of Christ with arms crossed for a blessing then receive the Precious Blood. After Mass, try to find these individuals and alert them to the fact that we have low-gluten altar bread. We ask that parishioners wanting to receive low-gluten hosts tell the sacristan before Mass.

The sacristan will place the low-gluten host in a special “pyx” and send down with the gifts. These individuals will be directed to go to the Priest’s line and then tell the Priest when receiving the Body of Christ.

- ❖ Note that self-intinction of the Bread is not permitted in the Archdiocese of Galveston-Houston. If a person approaches this way, just place your hand over the cup and ask the communicant to consume the host.
- ❖ Be aware of communicants not consuming Precious Body. Indicate to usher or sacristan that Precious Body was not consumed.

5. What to do when...

If you are in a FRONT station and your ciborium becomes low:

Check to see how many communicants are in line. If there are only a few, 5 or 6, break the host in half and communicate those remaining (**this is the only time you can do this without the Sacristan’s direction**). If you have a long line of communicants go to the Priest for more hosts. If the Priest has to go to the altar to get more hosts, do not follow him to the altar. Remain on the floor until he returns.

If you are at stations 7 or 8 and your ciborium empties: ,

Check to see how many communicants are in line. If there are **only a few**, 5 or 6, break the host in half and

communicate those remaining (**this is the only time you can do this without the Sacristan's direction**). If there are still many communicants in line, return your ciborium to the altar and return to your seat. You are **NOT** to go to the clergy to refill your vessel. The Usher will direct the remaining line to the front as the clergy should be the last to communicate the assembly.

If your cup becomes empty:

Cover with purificator, place on floor credence table or altar credence table and return to your seat. **Do not stuff the purificator in the cup because this can wick up the Precious Blood which needs to be laundered in a special way.**

If your cup still contains precious blood:

Walk to closest credence table, consume or ask someone to consume for you, cover the cup. **Do not stuff the purificator in the cup.**

If your line of communicants runs out:

Cup Ministers look around you, if you see that other Cup Ministers have left their station and there are remaining communicants in their line, go there.

If Cup Ministers are still distributing, take cup to credence table, consume and go to your seat. * (If a sacristan asks you to move to a different station, follow their directive first)

If you have a spill:

In case of a spill, **place purificator on spill**, step in front of the purificator, ask next communicant to wait, look to Sacristan who will give you a new purificator. (The Sacristan should be watching for any issues throughout distribution of Communion)

- ❖ Sacristan will hand you a new purificator.
- ❖ Sacristan will wipe up Precious Blood with another wet purificator.
- ❖ If Sacristan has not assisted you, talk with them immediately following Mass.
- ❖ If someone next to you spills the Precious Blood, do not try to help them, just continue distributing to your line.

6. Distribution to the Infirm:

❖ For Sun 5pm Mass, there is a designated infirm ministers.

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❖ These two ministers will meet the Lead Usher at the cross section and this usher will lead them to the infirm.

❖ When Cup 1A and Bread 8+ have finished communicating the infirm, they will return to their stations to continue with distribution of communion.

- ❖ **For Sat 5 pm, Sun 9am, & 11am Masses:** Cup 6, 6A and Bread 6, 6A communicate the Choir first. (See Appendix B)
- ❖ Cup 6A & Bread 6A after choir has finished communicating, communicate the Infirm.
- ❖ Cup 6 and Bread 6 will return to assigned spot.

7. After Distribution:

- ❖ Return ciboria to altar and return to your seat.
- ❖ Return cups to one of the credence tables, cover with purificator and **return to your seat.** ***Do not linger at credence tables.
- ❖ PLEASE MAINTAIN A REVERENT ATMOSPHERE AT THE CREDENCE TABLE, WE ARE STILL IN THE PRESENCE OF CHRIST'S SACRED BODY AND HIS PRECIOUS BLOOD.
- ❖ Deacon will take Reserve to the Tabernacle. In the absence of a Deacon, the Sacristan/Acolyte will do this.

8. Purification:

After Mass, Acolyte, Sacristan, Bread Minister 1 and Cup 6 (or last Cup Minister) return to the Credence table and bring all vessels to the Sacristy for purification. Sacristan will assist the Acolyte if he needs help.

Glossary of Terms

Ambo a place for Proclaiming the Word of God

Ciborium a container for the Eucharistic bread with a loose fitting cover (if hinged, tight cover=pyx)

Chalice main vessel used through the Eucharistic prayer

Credence tables we have an altar credence table and a floor credence table. These hold extra cups and bowls for communion, purificators, bowl and towel for handwashing, pitchers, etc. Place for all vessels after communion until purification.

Monstrance During exposition of the Blessed Sacrament, this vessel houses the lunette with the Body of Christ encased in glass. Usually in the shape of the sun with rays extending out on all sides.

Narthex Whether called narthex, vestibule, foyer or lobby, this area is rightly given careful attention by ushers. Here the people make the transition from the outside to the liturgical action, from the world as experienced every day to the transformed world promised in the sacraments.

Purificator cloth functions as a liturgical napkin. It is used to wipe the lip of the chalice and cups after each

communicant partakes of the Precious Blood; used again for drying wine vessels after they have been cleansed.

Pyx term used to signify a container that holds Eucharistic bread for reservation. They keep the Eucharistic banquet fresh and available for the absent, the sick and the dying.

Sacrarium or piscine, a basin usually covered, with a drain pipe having no joints or elbows, that leads directly into the earth. This allows the reverent disposal of baptismal water or water used in ritual purifications.

Sacristy space that holds sacred vessels, priest and server vestments and sacrarium

Sanctuary “area should be clearly marked off from the body of the church.....and should at the same time form a complete and organic unity, clearly expressive of the unity of the entire holy people.” The design is no longer intended to keep laity out, but to allow enough open space for the rites, to give a kind of breathing space around our holiest symbols, those central focal points of holy action. The altar, ambo and chair are reserved for the holy actions and are to be set off from all other interactions. Our area is slightly elevated.

Tabernacle designates the locked container or safe in which the Eucharist is reserved.

Liturgical Calendar



White, the color of joy and victory, is a festive color and is used for the seasons of Easter and Christmas. It is also used for the feasts of Our Lord, Mary, All Saints, Chair of Peter, Conversion of Paul, the Nativity of John the Baptist, St. John the Evangelist, the angels, and for saints who are not martyrs. It is also a reminder of the resurrection and can therefore be used at funerals.



Red (the color of fire and blood) is used on the days when we celebrate the passion of Jesus, Passion (Palm) Sunday and Good Friday. It is also used for the birth feasts of the apostles and evangelists and for the celebrations of martyrs. Red (the color of fire) recalls the Holy Spirit and is used on Pentecost and for the sacrament of Confirmation.



Green, seen everywhere in plants and trees, symbolizes life, anticipation, and hope and is used during Ordinary Time. Ordinary does not mean ordinary in the sense of routine or basic. Ordinary means the weeks/months between the special seasons (i.e.: Christmas, Lent, Advent and Easter).



The colors violet or purple in Advent help us to remember that we are preparing for the coming of Christ. Lent, the season of penance, repentance, and renewal, also uses the colors violet or purple.



Rose is an optional color and may be used on the Third Sunday of Advent, Gaudete Sunday, and on the Fourth Sunday of Lent, Laetare Sunday. It expresses the joy of anticipation for Christmas and Easter.

Notes and Additional Resources

1. Catechism of the Catholic Church

<http://www.vatican.va/archive/ENG0015/INDEX.HTM>

2. Constitution on the Sacred Liturgy -

http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19631204_sacrosanctum-concilium_en.html

3. General Instruction of the Roman Missal

<http://www.usccb.org/prayer-and-worship/the-mass/general-instruction-of-the-roman-missal/>

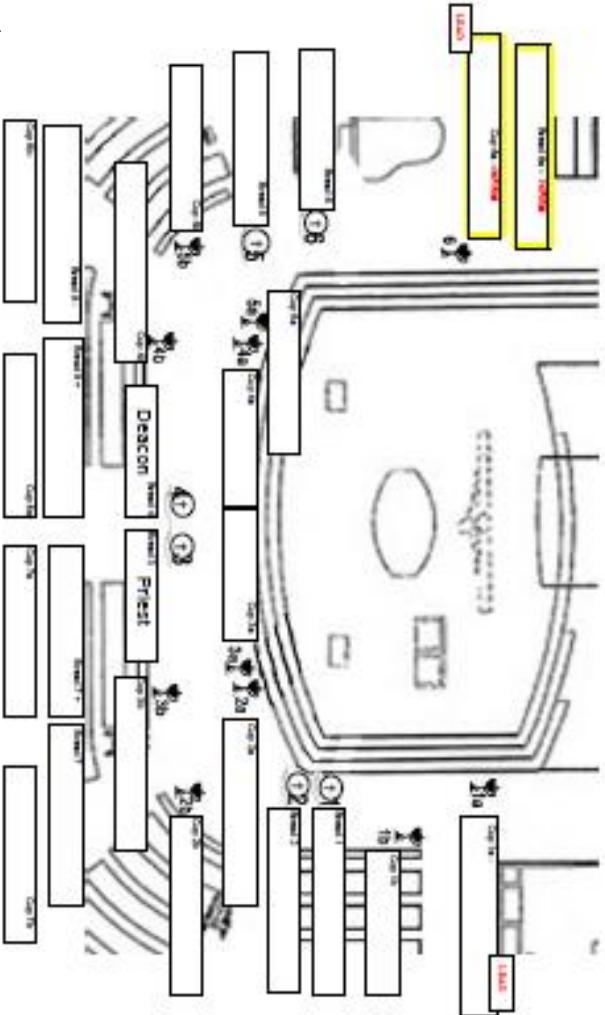
4. Guide for Extraordinary Ministers of Holy Communion

Laughlin, Corinna, et al. *Guide for Extraordinary Ministers of Holy Communion*. Liturgy Training Publications, 2013.

Appendix A

LITURGICAL MINISTERS SIGN-IN

Date: September 28, 2014
 Theme: 5. Ann Sedulor



Stations 7 & 8 are in aisle in front of windows 8 & 9. For Ann, 11am and 5pm Sunday Masses are needed

Ushers:
 1st _____
 2nd _____
 3rd _____
 4th _____
 5th _____
 6th _____
 7th _____
 8th _____
 9th _____
 10th _____
 11th _____
 12th _____
 13th _____
 14th _____
 15th _____
 16th _____
 17th _____
 18th _____
 19th _____
 20th _____
 21st _____
 22nd _____
 23rd _____
 24th _____

Family for Gifts
 Greeters:
 1 _____
 2 _____
 3 _____
 4 _____

Candles:
 1 _____
 2 _____
 3 _____

Lectors:
 1 _____
 2 _____

Sacristans:
 1 _____
 2 _____

Mass Coordinator
 1 _____
 2 _____

Notes