

## Ministry of Extraordinary Minister of the EUCHARIST (at Mass)

### **Qualifications:**

The Liturgy Coordinator, after consultation with the pastor, issues an invitation in the name of the pastor to those parishioners that have deemed to be appropriate members of the ministry.

Those invited to serve in this ministry are designated only for service in this parish. Extraordinary Ministers of the Eucharist should not take it upon themselves to bring Communion to a parent, family member, friend or neighbor, unless permission is given from the pastor or his designee, **of the parish in which the person resides.**

Invitation to serve as an Extraordinary Minister of the Eucharist is a reflection of the diversity of the parish. An invitation to join the ministry does not mean that one is “better or holier than another”, nor is an invitation indicative of a reward of some sort. Diocesan guidelines for invitation to service in this ministry clearly indicate that, as an invitation to serve ... not create an elite group in the church community.

### **To be an Extraordinary Minister of the Eucharist you must:**

- be a fully initiated Catholic (have received the sacrament of Confirmation) • be in good standing with the church
- be a registered member of Saint Catherine of Siena Parish
- be of good morale standing and cultivate devotion to the Holy Eucharist and distinguish themselves by Christian life, faith and morals; striving to be worthy of this great office
- participate regularly in the sacramental life of the church and act as an example to the other faithful by piety and reverence for this Most Holy sacrament of the Altar
- be at least 18 years old
- be duly instructed • act as an example to the other faithful by piety and reverence for this Most Holy Sacrament of the Altar.

### **Extraordinary Minister scheduling**

The Extraordinary Minister of the Eucharist (EM) schedule will be updated every month. Schedules will be e-mailed, posted on the website and posted on the bulletin board in the Vestibule and the Sanctuary.

If you are scheduled to serve and cannot, YOU are responsible for arranging for a substitute and YOU must contact the EM coordinator(s).

If you cannot serve on a regular basis and would like to be on the substitute roster, please let the EM Coordinator know. You must serve at least once a month to remain on the active roster.

**A Liturgical Minister may perform only one liturgical ministry at a time**, thus if you are performing the function of Extraordinary Minister, you may not also perform the function of Lector at the same Mass.

Mass Coordinator will notify the EM Coordinator of EMs who are habitually absent. The EM Coordinator will contact these ministers and either rearrange their schedule or remove them as appropriate.

Holiday schedules for EMs will be by Volunteer Sign-up sheets posted on the board in the vestibule. Examples are: The Triduum (Holy Thursday, Good Friday, Holy Saturday), Easter, Christmas, etc. Occasionally, a request for EMs at other services is received. An e-mail will be sent out asking for volunteers.

### **Attire**

“Bodily demeanor (gestures, clothing) ought to convey the respect, solemnity and joy of the moment when Christ becomes our guest.” Catechism of the Catholic Church 1387b

Your respect for the Ministry should be reflected in your appearance and attire. Appropriate attire includes being properly groomed, wearing modest clothing, or clean, nicely creased trousers with a shirt or nice sweater; pants suit or skirt or slacks with blouse/sweater. **Please note: no jeans or shorts at any time! Jewelry or clothing which would be distracting to the Assembly should not be worn.** Wear your “Sunday Best”.

### **Extraordinary Minister duties before Mass**

If you are scheduled, please arrive no later than twenty (10) minutes before the mass starts and check in with the Mass Coordinator at the vestibule.

If you are not scheduled and you would like to make yourself available as a substitute, please notify the Mass Coordinator.

While gathering in the vestibule before Mass, you should be “Ministers of Hospitality” to those who come to worship. Offer friendly greetings to people as they come in.

To be part of the prayer with the Deacon and/or Mass Coordinator should remain in the vestibule after checking in. The Presider, Deacon, Mass Coordinator or any one of the ministers may offer the prayer.

The Mass Coordinator will appoint substitutes to replace those ministers who have not checked in and/or designate a replacement as necessary. Ministers who arrive late should not join in procession.

### **PROCESSIONS**

Process at a normal pace up to the front of the railing and then move left and right far enough so that everyone will have room. Face the altar and bow when the celebrant does. After you bow, you may go to your pews.

## **Extraordinary Minister of the Eucharist Duties during Mass**

The mass will proceed through the readings, the homily, the Lord's Prayer and the Sign of Peace. After you have greeted the other EMs and the people around you with "Peace Be with You", all EMs must proceed and line up at the front of the railing, making sure not to cover the Altar.

After the "Lamb or God" and once the presider has consumed the Precious Blood, the Deacon will generally nod at the EMs thus indicating that the EMs should proceed to the altar. In the absence of a deacon, the EM's may proceed after the presider has consumed the Precious Blood.

The Priest and Deacon will distribute Communion to the EMs, then the chalice. If there is no Deacon, the Presider will distribute the Precious Body and Blood to the EMs at the altar. As the church has asked us to do, bow reverently before you receive the Precious Body and Blood. The Priest will distribute the sacred vessels to the Ems. EMs should then move to their respective stations.

### **Distribution of the Body of Christ**

The U.S. Conference of Catholic Bishops has stated "The proper and only permissible form for distributing Holy Communion is to offer the consecrated bread by saying, "The Body of Christ" and to offer the consecrated wine by saying, "The Blood of Christ". No other words or names should be added; and the formula should not be edited in any way" (Cf. GIRM, 161; 284-287).

Reverently hold up the consecrated host between you and the receiver and looking the receiver in the eye, smile and say "The Body of Christ". Wait for the person receiving communion to say "Amen" and then place it in their hand or on their tongue, depending on which method they prefer.

If an adult or child comes up for communion and they have their hands crossed over their chest, **place your hand on their upper arm or shoulder and say "Christ's blessing on you"** or another appropriate blessing. **Do not place your hand on the head of a child or an adult.** This can be offensive to some people and it is a health concern. EMs should **not make the sign of the cross** as part of the blessing, as they (EMs) are not ordained ministers.

If you run out of consecrated hosts, tell the person who is the next in line to wait a moment, then go to the Mass Coordinator and let him/her know the situation. If you have consecrated hosts let over after your line has run out, we do not recommend that you double up on a line.

After the entire congregation has received communion, give your ciboria to the Deacon/Priest.

### **Distribution of the Precious Blood**

Reverently hold up the chalice between you and the receiver and looking the receiver in the eye, smile and say "The Blood of Christ". Wait for the person receiving to say "Amen" and then hand them the chalice. Make sure the person has a good grip on the chalice before releasing it. (3)

Be especially careful when the person hands the chalice back to you. The exchange should be firm but gentle; not forceful enough to cause a "splash" or a spill. Be even more vigilant when the communicant is a younger child.

After the person has handed the chalice back to you, wipe the place on the chalice where they drank, and turn the chalice a quarter turn.

If you run out of Precious Blood, place the purificator over the chalice and remain in your station until all in the congregation have received Holy Communion.

If you have Precious Blood remaining after all parishioners have received Communion, you can consume Him yourself at your station. If you prefer not to consume the remaining Precious Blood, offer it to another EM or the Deacon.

### **Accidents**

If you drop the Consecrated Host, your calm demeanor at this moment, can calm and assure an anxious and embarrassed communicant. Pick up the Host and consume it yourself. If you feel uncomfortable consuming it, hold it in the palm of your hand until after Communion is complete and take it directly to the sacristy. Place the Consecrated host in the measuring cup and fill the cup with water. After the Host has dissolved in the water dispose of both into the soil.

**If you drop or spill the Precious Blood - DO NOT PANIC!** Stop what you are doing. Your demeanor will reassure those communicants in line or, in particular, the person who may have caused the spill. Stop serving and place the purificator over the spill and position yourself over the spill. Have the Mass Coordinator or another EM notify the Deacon or Priest. They will clean up the spill appropriately.

### **Clean Up**

After mass is complete, help with the purification of the ciboria and chalices used in the mass and set up for the next mass, if applicable.

Go to the credence and take the tray containing the chalices, into the sacristy.

The purifiers used during communion and the towels used to wipe off priest's hands during the washing are placed in the designated location for appropriated washing.

*This information is a work in progress, if you have other suggestions to this procedure please advise the Liturgy Coordinator.*

*We are in the process of creating a Training Manual for EMEs and Lectors...stay tune*

*Thank you for offering of your time and God Bless you all,*

*Deacon Albert – Liturgy Coordinator*

925 324-3589

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## **Prayers for the Extraordinary Minister**

Blessed are you, God of all creation! I thank you for calling me to serve your holy people. May I see you in them. May they see you in me. Grant this through Christ our Lord. Amen

God of Love and Mercy. With reverence and humility I approach the Eucharist and this ministry. Grant me the grace To help others encounter you in this sacrament. I ask through you son, Jesus Christ our Lord. Amen

O You who clothe the lilies, Who feed the birds of the sky, And lead the lambs to pasture And the deer to the waterside, Who multiplied loaves and fishes, Who said: "I am the bread of life. No one who comes to me shall be hungry; No one who believes in me shall ever thirst." Do come to us now and feed our minds and hearts. Amen