

# NEIGHBORS NORTH CATHOLIC COMMUNITY TRAINING SHEET: EXTRAORDINARY MINISTERS OF HOLY COMMUNION

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## I. Mission

- Purpose: assist clergy and help the sick
- Sacred duty, handling sacred vessels
- Extraordinary ministers: means not ordinary, but there to help in case the Mass would not be orderly and reverent. Priests are the ordinary ministers: ordained.

## II. General Guidelines

- Extraordinary ministers of Holy Communion (EMHCS) are commissioned for a specific community: this training is just for Neighbors North.
- Be reverent + relaxed
- Always let clergy hand you the vessels instead of taking them directly from the altar
- Bow from the waist when passing the altar
- Genuflect when passing the tabernacle or approaching it
- Altar is the priority during Mass (bow), tabernacle outside of Mass (genuflect)
- Keep hands folded if not carrying anything
- Let clergy/staff correct other ministers
- Kneeling after the Lamb of God is the norm, but we will stand together at this time
- Tabernacle key is sacristan's responsibility; we do not need to handle the key

## III. Care of Vessels

- Carry one vessel at the most in each hand; always carry the presider's chalice with two hands
- Vessels will be washed after the last Mass of the weekend at each parish (except for Saint Sebastian – Linda will continue doing this)
- If you want to wash them more often, you can, but know that you will be waiting for the clergy to come back to the sacristy and purify after Mass. We cannot purify the vessels ourselves.
- Priests and deacons will purify the presider's "set" during Mass, everything else after
- EMHCs can wash, clergy can purify. Purifying: getting particles of the Eucharist off of vessels. Washing: using soap and water to wash vessels. Purifying always happens before washing.

## IV. Distributing to Music Ministry

- Choir ministers find ministers for themselves; parish EMHCs (you!) minister to children's choir
- Music EMHCs go to music only, then put their vessels back in the sanctuary

## V. Captains

- Follow Priest with chalice if there is no deacon: first to receive Communion if no deacon

## VI. Weekday vs. Sunday

- Weekdays and Holy Days on volunteer basis
- Check in with Priest on weekdays to see if you are needed (come prepared, 15 minutes early)
- 20 minutes early on Sundays
- Sit near the front – left side if Precious Blood, right if Precious Body, on the end (not center)

## VII. Logistics

- Same for all Masses (see diagram later in packet)
- Move to bottom of the first step at Lamb of God (no need to bow)
- One line on each side for each species (Body and Blood)
- Captain stands on the end of the line closest to the side wall, music EMHCs closest to the center in Precious Blood line (ambo side of the sanctuary)
- EMHC closest to side wall leads line around back/side up the sanctuary steps (or the ramp) **after** Priest puts the chalice down: do not start moving until he receives **both** species
- Make a wide arc: Blood on ambo side, Body on clergy side, without blocking back altar
- Altar servers join ends of lines, closest to congregation, music EMHCs stand inside the arc
- No deacon: captain receives both species, then helps distribute Precious Blood
- Deacon: music EMHCs receive first, then receive their vessels, then go straight to music
- After music, everyone receives both species from ambo side to clergy (CB1 to cross-bearer)
- No deacon: captain follows Priest, helps distribute, and ends up next to crucifer
- Receive vessels after **everyone** receives both species
- Everyone **but** music and back EMHCs waits for clergy to go down steps before moving
- If you have to cross the sanctuary to get to your spot: Blood crosses up top behind the altar, Body ministers cross down below in front of the altar
- Do not bow when holding the Sacred Species
- Distribute Communion immediately when you reach your spot

## VIII. Distributing Communion

- Cover ciboria and chalice as you walk, hold at chest level
- Blood
  - Say only “The Blood of Christ”
  - Say “Amen” quietly if communicant doesn’t
  - Do not make the Sign of the Cross with the chalice or add words
  - Wipe inside and outside of chalice after each person, rotate, keep purificator folded
  - Remain in prayer
  - Return chalice immediately when finished, unless the way is blocked
  - Take chalice to credence table, put purificator on top (not inside)
  - Wait for all other chalice ministers, help consume Precious Blood that is left over
  - Consume slowly and reverently

- Body
  - Say only “The Body of Christ”
  - Let communicant decide if they want to receive on the hand or tongue
  - Make sure that communicants consume the Host!
  - Same guidelines as chalice (see above)
  - Return all ciboria to side of altar once way is clear, hand to clergy when finished
  - Do not stack ciboria (avoid scratches)
  - If you have particles on your hands, use the small (ablution) bowl by the tabernacle
- No intinction in Diocese of Pittsburgh is permitted
- Eastern rites give Communion young, so you may run into young Catholics who receive
- Spills and drops on the ground
  - Politely excuse yourself
  - Put a purificator down if it is Precious Blood, then get water to soak, pick up with second purificator, dab with third, wash all in the sacrarium, wring out, put in laundry
  - Host: pick up, check for particles, let clergy consume (not yourself!), soak and dab, wash purificator, wring out, put with laundry
- Bow to the altar after you drop your vessel off, go down the back way, and return to your seat

## IX. Going to the Tabernacle

- Deacon or Priest goes to tabernacle, unless he asks for help – then an EMHC goes
- Approach sanctuary at Lamb of God, bowing at bottom step, then going to tabernacle altar
- Genuflect, open the tabernacle, and take ciboria over to the Priest
- Close the tabernacle door, genuflect, and join the other EMHCs in line
- After Communion: wait at the side of the altar (not behind it)
- Take ciboria back one at a time, unless the Priest hands you more than one at a time
- Let the Priest or deacon consolidate the Hosts
- Close and lock the tabernacle, genuflect, and return to your seat (bow after coming down steps)

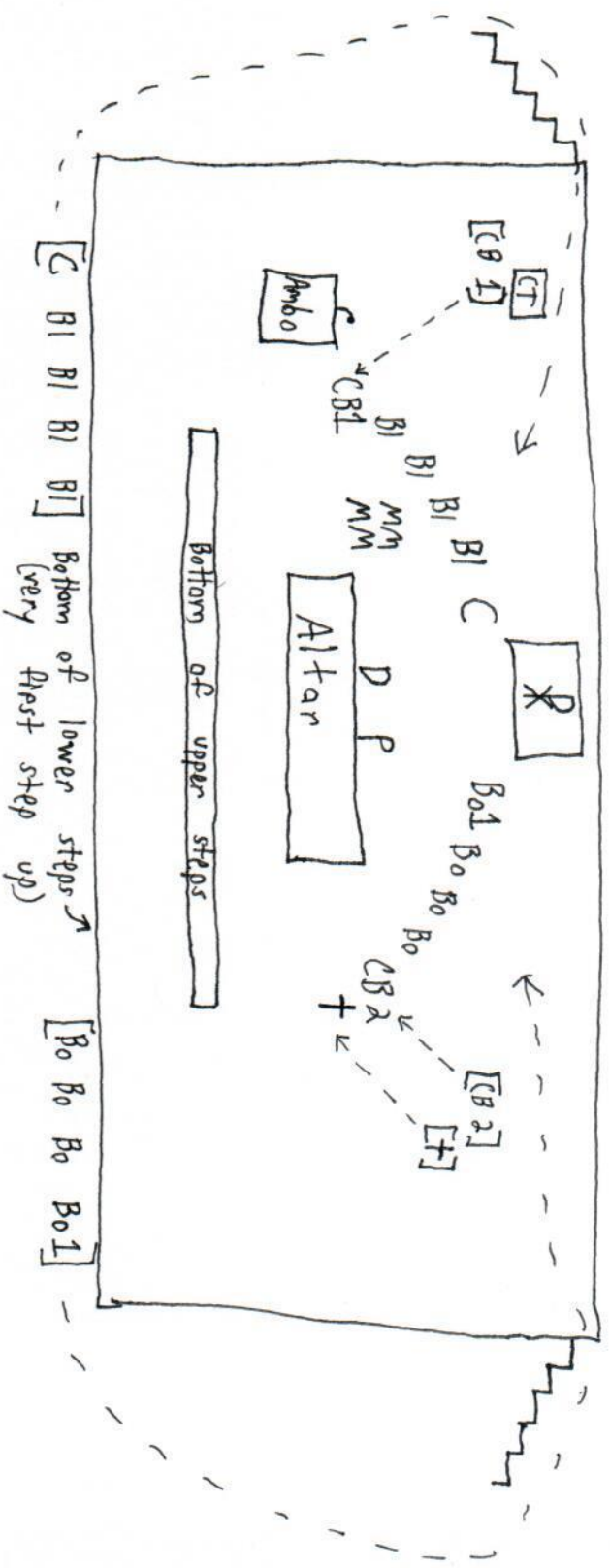
## X. Washing

- Only for last Sunday Mass at the parish (unless you personally decide that you want to wash more often)
- Two EMHCs will wash (one washes, one dries with a clean purificator)
- Wash in the sacristy after altar servers bring back vessels and the clergy come back to purify
- Maintain silence and reverence
- While waiting for the clergy to purify, you can still wash out the flagon or cruet of wine, pour the wine back into the bottle using a funnel, and wash out the glass cruet and bowl
- After the clergy purify: Soak and wring out used purificators, wash ciboria + chalices, put away
- Never submerge the vessels in water!
- Use soap for chalices but not for ciboria
- Use warm water and always wash vessels over the sacrarium (the covered sink), not regular sink
- Dry with a clean purificator
- Laundry team will wash purificators (not EMHCs); we just put them with laundry

## XI. Dress Code: business casual on weekdays, Sunday best on Sundays and feasts

# Extraordinary Ministers of Holy Communion Sanctuary Diagram

"Ambro Side" "Clergy Side"



## Key

- CT - Credence Table
- CB1 - candle-bearer 1
- CB2 - candle-bearer 2
- + - Cross-bearer
- MM - Music Ministry
- B1 - Blood Ministers
- Bo - Body Ministers
- C - Captain
- D - Deacon
- P - Priest
- T - Tabernacle
- Back steps (or side steps in the back of the sanctuary if no ambro)

[ ] - indicates places during the Lamb of God  
 no [ ] - indicates places to go to right after the priest puts his chalice down after consuming  
 ---> indicates where to go to get to spots

\* P and D distribute to MM first, then follow the arc starting at CB1 and ending at +. ONLY after that do EMHCs besides MM receive their vessels.  
 \* If no D, P goes to C first, who follows him w/ Precious Blood

## Liturgical Ministry Questionnaire (Please print neatly)

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

### What ministries are you being trained for?

Note only those ministries you are attending a training for and want to be scheduled for. This sheet is meant to help us put you with the Masses you prefer.

### Weekday Masses

\*Please mark your preference with a 1 being the least desired and an 11 being the most desired Mass time. If you cannot serve at a Mass, do not mark it at all.

- I prefer not to serve on weekdays.
- 7:00am Monday (St. Athanasius)
- 12:00pm Monday (St. Sebastian)
- 8:00am Tuesday (Incarnation of the Lord)
- 12:00pm Tuesday (St. Sebastian)
- 7:00am Wednesday (St. Teresa of Avila)
- 12:00pm Wednesday (St. Sebastian)
- 7:00am Thursday (St. Athanasius)
- 12:00pm Thursday (St. Sebastian)
- 7:00am Friday (St. Teresa of Avila)
- 12:00pm Friday (St. Sebastian)
- 8:00am Saturday (St. Athanasius)
- ← **Sacristans only:** check the box if interested
- 9:00am Friday (St. Sebastian, Holy Cross Academy Students Mass)

## Sunday and Vigil Masses

\*Please mark your preference with a 1 being the least desired and a 9 being the most desired Mass time. If you cannot serve at a Mass, do not mark it at all.

I prefer not to serve on Sundays or Vigil Masses

4:00pm Saturday (St. Athanasius)

4:00pm Saturday (St. Teresa of Avila)

5:00pm Saturday (St. Sebastian)

8:00am Sunday (St. Sebastian)

8:30am Sunday (Incarnation of the Lord)

9:00am Sunday (St. Teresa of Avila)

10:00am Sunday (St. Sebastian)

10:30am Sunday (St. Athanasius)

11:00am Sunday (St. Teresa of Avila)

## How often do you want to serve?

Daily

A few times a week

Weekly

Monthly

Every two months

Other (please explain) \_\_\_\_\_

**Which parish do you belong to, if any?** \_\_\_\_\_

**Any other preferences (keeping family together, etc.)**

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