

ST MARY MAGDALENE CATHOLIC CHURCH

OUTLINE OF EMHC DUTIES

(Revised 12/15/14)

This guide is designed for you to use as a sort of checklist or brain storming aid to help you walk through the various aspects of distributing Holy Communion at Mass. Other documents which may be useful to you can be found on our new Extraordinary Minister of Holy Communion webpage (<http://www.st-mm.com/>, **Parish Ministries, Mass/Liturgy, Extraordinary Minister of Holy Communion submenu**).

BEFORE MASS

1. Begin to prepare at home, dressing to reflect your respect for the ministry, for the sacred space, and for the people you are serving.
2. Arrive at Church at least 15-20 before Mass to both sign-in, and prepare yourself interiorly for your ministry. If you are, for any reason, unable to serve at a Mass assigned to you, find a replacement from among other EMHCs before the day of your Mass.
3. Sit near the Sanctuary.
4. Do not perform another ministry during the Mass, unless an emergency situation exists.

PREPARING FOR HOLY COMMUNION

5. Participate in the Mass fully, consciously, and actively.
6. Make all verbal and sung ritual responses with faith and enthusiasm.
7. **AFTER THE SIGN OF PEACE**, proceed to the steps of the Sanctuary.
8. Cleanse your hands with the sanitizer jel at the cleaning stations.
9. Form 2 lines: Ministers of the Body line up on the Choir side of the Sanctuary steps; Ministers of the Blood on the Altar Servers' side.

APPROACHING THE ALTAR

10. **AFTER THE PRESIDER HAS CONSUMED THE BODY AND BLOOD OF CHRIST**, approach the Altar and proceed behind the Altar to form a tightly knit horseshoe: Ministers of the Body on the Choir side (left) of the Altar; Ministers of the Blood on the Altar Servers' side (right) side of the Altar.

RECEIVING COMMUNION AT THE ALTAR

11. Receive *The Body of Christ* from the Priest.
12. Receive *The Blood of Christ* from Deacon (Acolyte, if no Deacon).
13. Receive a Ciborium with the Precious Body from the Priest, if you are a Minister of The Body.
14. Receive a Chalice with the Precious Blood from the Priest or Deacon, if you are a Minister of the Blood.
15. Once you have received your Vessel, proceed reverently to your Communion Station.

DISTRIBUTING COMMUNION

- 16.** Offer The Eucharistic Bread to the communicant with the specific words, "**THE BODY OF CHRIST.**" **Please do not use any other form.**
Note: If a child or adult comes to you for a blessing, please do not make the sign of the cross over them or touch them in any way. Just say something like, "God be with you." Only Bishops, Priest, or Deacons give the formal blessing of the Church if present at Mass.
- 17.** Offer the Chalice to each communicant with the words, "**THE BLOOD OF CHRIST.**" **Please do not use any other form.**
Note: Position yourself a sufficient distance from the Minister of the Body of Christ to ensure a smooth flow of the Communion procession.
- 18.** After each communicant has received the Precious Blood:
 - A.** carefully wipe the lip of the Chalice, both inside and outside, with a Purificator using the entire surface of the purificator so that the same spot is not used repeatedly to wipe the chalice;
 - B.** turn the Chalice 1/4 of a turn before ministering to the next communicant.
- 19.** When you have completed ministering the Sacred Host or the Precious Blood, check to see if other EMHCs need assistance.
Note: If you assist in distributing the Sacred Host at other stations, stand next to the first pews facing the aisles. This allows communicants to pass between you and the other ministers distributing the Sacred Host, maintaining the flow and avoiding criss-crossing. Do not forget to distribute Communion to the liturgical musician.
- 20.** Once all of the Precious Blood in your Chalice has been consumed, cover your Chalice with your purificator, and place the Chalice on the corporal at the Credence Table (in the work sacristy).
- 21.** If you run out of Sacred Hosts before everyone has received, go to the another EMHC, if available, or to an Ordinary Minister (Deacon, Priest) for additional Sacred Hosts, then return to your station and continue distributing the Sacred Host.
- 22.** If you drop a Host, pick it up immediately and consume it then, or after distribution is over.
- 23.** If you spill the Precious Blood, clean the area immediately with water and a Purificator. Then cover the area with an extra Purificator. Get help from the Sacristan or Usher, if needed.

AFTER COMMUNION

- 24.** Return the Vessels to the work sacristy as follows:
 - A. If you are a Minister of the Precious Blood and you have remaining Precious Blood:**
 1. Turn toward the altar and consume the remaining Precious Blood prior to returning chalice to the work sacristy.
 2. Process to the credence table in the work sacristy with your purificator covering the chalice. If there is congestion due to people lining up for communion, stand on

the first step until you can move freely to the work sacristy. NOTE: If you are stationed on the Altar Servers' side of the sanctuary, go directly to the work sacristy. If you are stationed on the Choir side of the sanctuary, go to the work sacristy through the rooms behind the altar.

3. Place your chalice on the corporal and cover the sacred vessel with your purificator.
4. Then, prayerfully return to your seat.

B. If you are a Minister of the Precious Blood and your chalice is empty:

1. Proceed directly to the credence table in the work sacristy with your purificator covering the chalice. If there is congestion due to people lining up for communion, stand on the first step until you can move freely to the work sacristy. NOTE: If you are stationed on the Altar Servers' side of the sanctuary, go directly to the work sacristy. If you are stationed on the Choir side of the sanctuary, go to the work sacristy through the rooms behind the altar.
2. Place your chalice on the corporal and cover the sacred vessel with your purificator.
3. Then, prayerfully return to your seat.

C. If you are a Minister of the Sacred Host and you have remaining consecrated bread:

1. Return to the altar and place your bowl on the corporal.
2. Wait for the sacred vessel to be emptied by the Priest or Deacon and handed back to you. Then take your bowl to the credence table in the work sacristy and place it on the corporal. NOTE: Do not stack the bowls to avoid getting fragments of Hosts on the bottom.
3. Use the finger bowl and purificator on the credence table to clean and dry your fingers.
4. Then, prayerfully return to your seat.

D. If you are a Minister of the Sacred Host and your bowl is empty:

1. Proceed directly to the credence table in the work sacristy.
2. Place your bowl on the corporal.
3. Use the finger bowl and purificator on the credence table to clean and dry your fingers.
4. Then, prayerfully return to your seat.

AFTER MASS

25. If designated by the Sacristan to do so, retrieve the purified Vessels from the Credence Table after the purification process and properly wash and store them.