

Holy Family Catholic Church
Procedures for Extraordinary Ministers of Holy Communion

The following are for Sunday Masses; adapt as necessary for weekday Masses. These procedures will be in effect as of July 13, 2013.

1) Before Mass begins

a) Lead EMs should arrive early to ensure the following:

- i) That all necessary preparations have been made, including but not limited to the following:
 - (1) Check the ciboria in the tabernacle; note the amount of consecrated hosts and leave key on shelf beneath tabernacle. All reserved consecrated hosts are to remain in the tabernacle.
 - (2) Set up gifts table in back of church:
 - (a) Sufficient ciboria for Mass with unconsecrated hosts. 4 ciboria are needed in total, depending on the Mass (including the ciboria with reserved consecrated hosts in the tabernacle). Please let the priest or deacon know the total you put out and what is in the tabernacle.
 - (b) Carafe filled with sufficient wine for Mass
 - (3) Place an extra purificator on the altar.
 - (4) On the credence table on Mary's side:
 - (a) Communion chalices and purificators (4-6, depending on the Mass)
 - (b) Water cruet filled with *distilled* water (can be found in sacristies), empty lavabo bowl, hand towel (may be used more than once)
 - (5) On the credence table on Joseph's side:
 - (a) Priest's chalice with purificator, paten with priest's Host, pall
 - (b) 2 finger bowls and purificators; hand sanitizer
- ii) That all Communion stations will be covered; this includes knowing whether there might be concelebrating priests or a deacon at Mass that day.
- iii) That ministers are assembled in the sacristy for prayer 5-10 minutes before Mass begins.
- iv) That a prayerful spirit is maintained in the sacristy at all times.

- b) All other ministers:
- i) Arrive at least 20 minutes before Mass begins.
 - ii) Go directly to the priests' sacristy (off the narthex). Please sign in on *both* the schedule and on the assignment board.
 - iii) Check with the lead EM to see if there is anything special happening that day. (The lead EM should be listed first in bold on the schedule sheet.)
 - iv) If there are additional priests or deacons who will be distributing Communion, please do not be offended if you are asked to step aside that day. Ordained clergy are the *ordinary* ministers of Holy Communion, but we are still grateful for the assistance you offer the parish.
 - v) If you are not scheduled, be prepared to help if needed; please "check in" with the Lead EM to let him/her know that you are available.
 - vi) Please maintain a spirit of reverence at all times, keeping voices down in the sacristy and participating fully in Mass
- c) *All* ministers should be dressed according to diocesan norms (separate sheet) – coats and ties for men, modest dress for women. Remember to follow the example of John the Baptist ("he must increase, I must decrease") – never draw attention to yourself, but to the One in whose name you serve, Jesus Christ. Dignity and modesty are the watchwords here.
- d) Ministers should be seated so as to be able to reach the sanctuary easily and in a timely manner.
- 2) **Always Remember the 1st Rule of Liturgy:** "Move slowly, and always act as if you know exactly what you're doing." This serves several purposes:
- a) It allows you to act with the dignity that is yours as a Catholic Christian, bringing to the liturgy a noble simplicity and a simple nobility. Walk deliberately, and maintain good posture. Only do one thing at a time: for example, do not drink from the chalice until you have both the purificator and the chalice securely in your hands, and hold the chalice *with both hands*. Avoid distractions while distributing Communion.

- b) It helps to ensure that if anything goes wrong, you don't panic – take a deep breath if needed, then take the necessary steps to correct the situation. If a Host is dropped, carefully kneel down to retrieve it, *and consume it* as reverently as possible. If the chalice spills, immediately lay down your purificator to clean the spill, and cover the affected area so that it may be washed later; get help as necessary, and don't worry if the line is held up.
- c) Ministers of Holy Communion need to attend to *both* the sacredness of the Blessed Sacrament and the service of the assembly. Do your best to keep them in balance.
- d) Be attentive to the different preferences of each priest-celebrant, and be able to adapt to various practices.

3) At the Priest's Communion

- a) At the conclusion of the prayer, "Lord, I am not worthy", ministers line up at the foot of the altar. When all are assembled, they bow and enter the sanctuary.
- b) Ministers should line up in the sanctuary as follows:
 - i) Ministers of the Host should stand in a line behind the priest.
 - ii) Ministers of the chalice should stand on the side of altar where they will be serving.
 - iii) The altar servers will stand between the ministers of the Host and the ministers of the chalice.

4) Distribution of Communion to the Ministers

- a) The priest will distribute Communion under the species of bread to all the ministers (including servers), beginning on Mary's side. Meanwhile, the deacon will offer the chalice to each server and minister of the Host after the priest.
- b) After finishing the distribution of the Host, the priest will then offer the Precious Blood to the ministers of the chalice. After this, ministers of the Host will receive their ciboria. The deacon will assist as needed, after he has finished distributing the chalice to the other ministers. ***As soon as you have received and have been handed your vessel, begin to walk to your station.***
- c) Distribution of Communion begins when the priest has reached his station.
- d) Be aware that in the absence of a deacon, you may be asked to assist the priest in this process.

- e) Some notes on the reception of Holy Communion
 - i) Remember that *you cannot give what you have not received*. If for some reason you are unable to receive Communion under one or both species, find a replacement for that day, or at least receive what you yourself will be distributing.
 - ii) When receiving the Host, please be careful that no fragments fall from your hand.
 - iii) When receiving from the chalice, **never hold the chalice with just one hand; reverently consume the Precious Blood using both hands.**

5) Distribution of Communion to the Assembly

- a) The proper formula for the distribution of the Host is simply, “The Body of Christ”; for the chalice, “The Blood of Christ.” Please do not use personal names.
- b) As the communicant approaches, hold up the Host or chalice at eye level, looking through it to the person in front of you, say the formula, and carefully and reverently place the Host or chalice in the communicant’s hand. If the communicant receives on the tongue, hold the ciborium under the chin to avoid dropped hosts.
- c) It is not our practice to offer Communion by intinction. If someone approaches the chalice station and seeks to dip the Host in the chalice, simply place your hand over the chalice and say politely, “That is not our custom here.”
- d) While it is the norm in the United States to receive Communion standing, you are *not* to refuse those who kneel.
- e) Ministers of the chalice should carefully receive the chalice back from the communicant, wipe the inside and outside lip with their *unfolded* purificator, and turn the chalice a quarter-turn before offering the chalice to the next communicant. After several people have received from the chalice, use a *different part* of the purificator to wipe the chalice.

f) Ministers to the handicapped

(1) Chapel Side: After distribution of Holy Communion to those in the Chapel and the wing, return to the front and assist until main body of the church is complete, then, work with the usher to see where you need to go to serve the handicapped (**HOST ONLY**) You should only serve those who are unable to come forward in procession and, when applicable, their caregivers. No servers will assist you during this.

(2) Choir Side: The ministers on the Choir side should *immediately* distribute Communion to the Organist (Host only), then to the choir, then to the handicapped sitting in the front row of the choir area. Then they should then go to their normal stations near the choir and distribute to the rest of the people. When complete, return to the front and assist until main body of the church is complete, then if needed, the usher may direct you to other handicapped in your area (**HOST ONLY**) (At 5:30 Vigil Mass, ministers in the choir area may be asked to serve the handicapped in other parts of the church.) No servers will assist you during this.

- g) When finished, check to see if any of the other ministers need assistance. If a minister has run out of hosts or Precious Blood, simply take the minister's place and allow him/her to return to the sanctuary.
- h) Extraordinary ministers should never go into the gathering space to distribute Communion – the expectation is that those who are not disabled should approach the altar for Communion. Exceptions can be made at Christmas and Easter; in these cases, ministers will be assigned to this location.
- i) If you are distributing hosts and are in danger of running out, first try to see if another minister can assist you. If that is not feasible, then you may consider breaking hosts as a last resort.
- j) Should individuals present themselves or their children for a blessing during the Communion procession, ministers may trace the sign of the cross on the person's forehead, *without saying anything*.
- k) Should individuals approach the Communion station who do not appear to be familiar with proper reception of Communion, ask if they are Catholic. If so, prompt them to say, "Amen." If not, make the sign of the cross over them. If they receive the Host without consuming it, politely ask them to do so. Ministers of the chalice should also be aware of communicants who do not consume the Host.

After Communion

When you have finished serving (or have run out), return to the sanctuary.

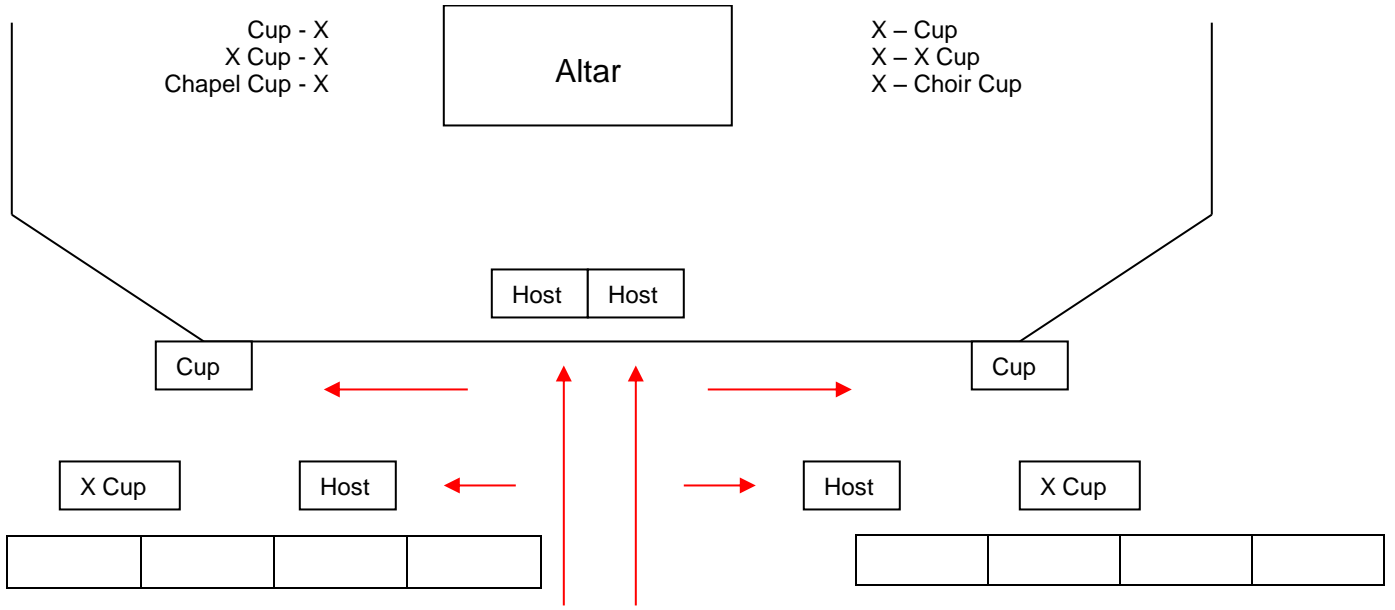
- l) Ministers of the Host: Go the altar on Joseph's side and hand your ciborium to the priest; if the priest has not returned, please wait for him or the deacon. Then purify your fingers at the credence table on Joseph's side, bow to the altar as you leave the sanctuary, and return to your seat.
- m) Ministers of the chalice: When you have finished serving the congregation, return to the credence table on Mary's side and hand your chalice to the deacon. If there is any of the Precious Blood remaining, consume it (**Both Hands**) before handing your chalice to the deacon. Do *not* drink from the chalice while walking to the credence table. If there is too much for you to consume by yourself, hand the chalice to the deacon or the priest to assist you. After handing the chalice to the deacon, fold the purificator and place it on the table. Remember to bow to the altar as you leave the sanctuary, and return to your seat.
- n) If there is a concelebrant or deacon, he will purify the chalices. If not, simply place the chalice on the credence table, fold the purificator and place it neatly on top of the chalice. Never stuff purificators into the chalice. The priest will purify these vessels at a later time.

6) Ministers to the Homebound

- a) In order to emphasize the connection between the Mass and our ministry to the sick and homebound, we give out hosts to these ministers at the end of Holy Communion.
- b) When all the ciboria have been returned to the altar, the priest will signal to you to approach the altar from Joseph's side and stand at the corner with your *opened* pyx. If you have not served at Mass, but are coming from the congregation, please stand at the foot of the sanctuary on Joseph's side and wait until the priest invites you up. Tell the priest how many hosts you need and stand reverently as he fills your pyx.
- c) Please be prepared to go to the altar when the priest has finished distributing Communion; if you wait too long, the hosts may have already been returned to the tabernacle by the time you approach the priest.
- d) When you have received your hosts, remain standing by the altar and wait for the priest to dismiss you with a blessing.
- e) If you are serving as an Extraordinary Minister at Mass and are also bringing Communion to the homebound, leave your pyx at the corner of the altar on Joseph's side when you first enter the sanctuary so that the priest knows you will need hosts.
- f) You should proceed to your place of ministry as soon as practicable. Don't stop for coffee or run errands on the way. If there must be a delay, be attentive to the fact that you bear the Blessed Sacrament and should act accordingly.
- g) Ministers to the homebound must have passed a criminal background check. Please go to the church office to begin the process.
- h) NB to all Extraordinary Ministers: You should *not* place hosts in pyxes in the Communion line. If anyone requests this, ask them to see the priest after Mass.

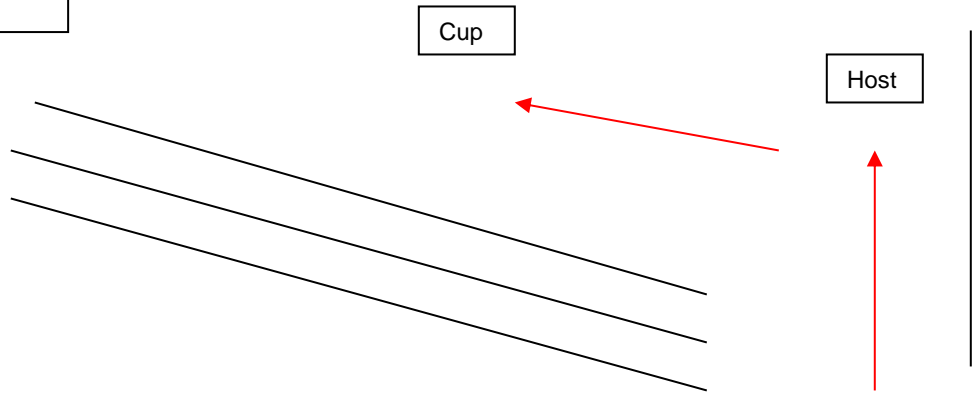
Main Part of the Church

X = Cup
O = Host



Chapel Side of the Church

Chapel EMs to serve handicapped in chapel, then work with usher for remaining handicapped.



Choir Side of the Church

Organist/Choir is served first. Then front pew, then rest of choir and wing will come forward.

