



ST. EDWARD CHURCH & SCHOOL

A Roman Catholic Community

MANUAL FOR



EXTRAORDINARY MINISTERS OF
HOLY COMMUNION

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Pastoral Norms

What is an Extraordinary Minister of Holy Communion?

The ordinary ministers of Holy Communion are bishops, priests, and deacons. If the number of the faithful necessitates that more ministers distribute communion than the available ordinary minister, the pastor may ask members of the faithful to assist in the distribution of communion. These laypeople are the extraordinary ministers of Holy Communion. Sometimes, these ministers may be called, “Eucharistic Ministers,” but this term should be avoided. Eucharistic ministers are those members of the clergy who consecrate the Eucharist, bishops and priests, rather than those who participate in the distribution of Communion.

Extraordinary Ministers of Holy Communion may also be asked to assist the priests and deacons in bringing Holy Communion to the homebound and hospitalized.

Qualifications

A suitable candidate should have a devotion to the Eucharist and possess the ability, time, and willingness to serve in this capacity. The individual must have received the sacrament of confirmation and be a registered member of St Edward Parish. Since the Extraordinary Minister of Holy Communion is a steward of the parish, it is important that the candidate possess a serious and mature faith commitment. The person embodies in his or her daily life what he or she says: “The Body of Christ; the Blood of Christ.” Not only do they share their faith with others; by their reverence for God and care for others, they call forth faith and invite others to a deeper relationship with the Lord.

Selection

Prospective candidates volunteer to be Extraordinary Ministers of Holy communion. All candidates are required to attend a training session and familiarize themselves with this manual. At the pastor's discretion, a candidate may be admitted to begin serving during the course of the year before attending the training session. In that case, the candidate will be expected to attend the next training session available.

Commissioning

The formal commissioning and re-commissioning of our Extraordinary Ministers of Holy Communion takes place annually in October.

Formation, Training, and Development

Formation of Extraordinary Ministers of Holy Communion is an ongoing process. For those beginning their ministry and for those continuing their service, instruction and training in the following areas will be provided:

- Theology and history of the Eucharist
- Procedures for Extraordinary Ministers of Holy Communion
- Spirituality for Communion Ministry
- Ritual for Communion to the Sick

Coordination of Liturgical Ministers

The pastor determines the number of ministers required in order to provide for the liturgical needs of the weekend Masses and the pastoral needs of Communion to the sick. A member of the parish staff is responsible for scheduling, maintains a current roster of Extraordinary Ministers of Holy Communion, and communicates information to the various liturgical ministers in a timely fashion.

Schedules will be sent out periodically by email. Copies of the schedules will also be located in the sacristy and may be picked up at the parish offices during business hours.

If a liturgical minister is unable to serve at his/her assigned Mass, it is the minister's responsibility to call someone to substitute. If possible, please allow for ample time to find a replacement—if you send an email only a day before or hours before you are scheduled to serve, it is highly unlikely you will find a substitute. Also, if you are unable to find a replacement, please inform the other liturgical ministers who are serving that day by email or phone. Contact information for all liturgical ministers will be provided when each schedule is sent.

Liturgical Norms

General Expectations in Brief

- When giving the host or the chalice, say only “The Body of Christ” or “The Blood of Christ.” Do not add anything to this including the communicant's name or “this is...” at the beginning.
- When walking with the Blessed Sacrament, remember that you carry God in your hands. Walk with care, and do not rush.
- Never consume the remainder of the precious blood while walking.
- The ministers of the cup are expected to either consume the remainder of the precious blood in their communion cups or have another minister consume the blood. Communion cups are not to be returned to the credence table with the precious blood still in them. There is no need to dry the cup with the purificator since it will be purified by the priest or deacon.

Role

The Extraordinary Minister of Holy Communion has a distinct role in the liturgical celebration. Even though the minister may serve in other liturgical ministries, he or she should serve in only one ministry at a particular Mass.

Proper Attire

The ministers should dress neatly, in a way consonant with the dignity of their role. Good taste and common sense are the best guides in this area. Shorts or tank tops are never acceptable. Appropriate dress is a sign of the reverence the minister has for the Eucharist and for the importance of the ministry.

Guidelines

The following are some general guidelines to keep in mind as you go about your ministry:

Blessings

According to the official Book of Blessings, “Laymen and laywomen, in virtue of the universal priesthood, a dignity they possess because of their baptism and confirmation, may celebrate certain blessings, as indicated in the respective orders of blessings, by use of the rites and formularies designated for a lay minister. Such lay persons exercise this ministry in virtue of their office (for example, parents on behalf of their children) or by reason of some special liturgical ministry or in the fulfillment of a particular charge in the Church, as is the case in many places with religious or catechist appointed by decision of the local Ordinary” (18).

Extraordinary Ministers of Holy Communion are encouraged to bless those in the community who come forward who cannot receive Holy Communion (e.g., young children or others who have not received

their First Communion or are in need of the Sacrament of Reconciliation). Individuals who wish to receive a blessing will come forward with their hands crossed over their chest. Please use the following words of blessing, “May the Lord bless you”, and **do not place your hand on the person, touch them, or make the sign of the cross** as that sign is reserved for clergy in a liturgical service.

Accidents

In the process of distributing communion, it is inevitable that, on occasion, an accident may occur. If you are distributing the hosts, and one should fall, first, reassure the person in front of you. Then, simply bend down on one knee and pick up the dropped host. Be careful not to spill anymore hosts in the process. You might have to stop traffic before you can bend down. Do so courteously, remembering that Jesus is also present in the members of the assembly whom you are stopping. If you do not feel comfortable consuming the host, keep it in the hand you are not using until you return to the credence table. Then, inform the priest of the situation.

If you spill some of the precious blood, and if you can manage the cup with only one hand, bend down on one knee and wipe the precious blood off the floor with your purificator. If the cup is too full for you to manage gracefully, ask the next adult in line to hold the cup while you take care of the spill. If necessary, that person can continue to hold the cup while you go to the sacristy to retrieve more purificators. If you can get the attention of one of the altar servers, you may call him over to get you additional purificators. You should leave a purificator over the place where the spill occurred so that it can be properly cleaned with fresh water after Mass.

Intinction

Intinction is the practice whereby a communicant dips the Host into the Precious Blood. In the Roman Catholic Church, self intinction is not

permitted. However, when an individual comes forward and attempts to intinct, Extraordinary Minister of Holy Communion should not embarrass the individual or refuse him or her access to the cup. After Mass, notify the priest, who may be able to offer instruction to the person. The best way to handle the situation is through long-term and consistent catechesis.

Procedures for Mass

Before Mass

Extraordinary Ministers of Holy Communion should arrive for their assigned Mass at least 15 minutes prior the Mass. This is very important for the prayerful and smooth functioning of the liturgy and allows any issues that might arise to be addressed in a timely manner.

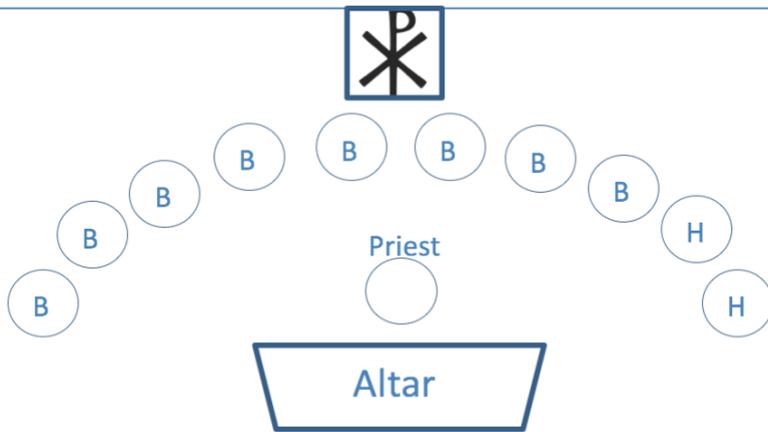
Upon arrival, please sign in on the Minister form/chart outside the sacristy door. Where you sign on the form determines what you will be ministering (host or chalice), as well as the location in the church. Please take note of these two aspects. If you sign up to take a host station, put on a cross with a white cord. If you are distribute the chalice, put on a cross with a red cord.

Try to maintain an atmosphere of reverence and peace in the sacristy while you are waiting for Mass to begin. If there need to be adjustments with assignments for ministers, please let the liturgical coordinator handle it. All roles should be clarified before Mass begins and not in the sanctuary during Mass.

Be sure to use hand sanitizer before Mass.
It is located on the table in the sacristy.

The Communion Rite

During the sign of peace please come forward to the bottom of the sanctuary steps. Five EMHCs will line up on the left and 5 on the right. The two ministers of the hosts need to be on the right side as you face the altar. Remain standing in these positions until the priest has consumed the Blood from the chalice. Once he places the chalice down come up into the sanctuary and form a semicircle behind the priest.



B = EMHC Chalice with Blood

H = EMHC Ciborium with Hosts

After all EMs have received their chalice or ciborium, proceed to your assigned station.

After Communion

When communion is finished bring the chalice to the credence table to the right of the risen Jesus. Please consume any remaining Precious Blood or ask the Priest or deacon to consume the Blood. Do not wipe or dry the communion cups when you return. The priest or deacon will properly purify the vessels. This is a task reserved to priests, deacons, and instituted acolytes.

Never return a communion cup to the credence table with the precious blood still in it. Either you, another Extraordinary Minister, or the priest or deacon must consume the precious blood before the vessel is returned to the credence table.

The two EMHCs with the hosts should bring the ciborium to the altar for the priest or deacon to consolidate and repose in the tabernacle.

After returning the chalices and ciborium please take your original places at the bottom of the steps and wait for the Eucharist to be reposed. Please bow when the priest genuflects and then return to your seats.

Thank you for your service to God and to St. Edward's parish!

Appendix I: Rite for Holy Communion in the Home

Norms

This rite is taken from *Holy Communion and Worship of the Eucharist Outside Mass*. Whenever an Extraordinary Minister of Holy Communion brings communion to the sick or homebound, this rite should be used for the distribution of communion.

The Eucharist must be carried in a pyx (no handkerchiefs, etc.) to the person receiving communion. There should be no stops between the church and the location of the person to receive communion unless absolutely necessary.

If, for whatever reason, the person you are visiting cannot receive communion at that time, the Eucharist **must** be immediately returned to the parish and the tabernacle. Under no circumstances can the Eucharist be left in the car, carried around while running errands or brought home for future use or distribution.

Introductory Rite

EMHC: Peace to this house and to all who live in it.

The minister then places the Blessed Sacrament on the table, and all adore for a moment.

My brothers and sisters,
to prepare ourselves for this celebration,
let us call to mind our sins.

A pause for silent reflection follows.

All: I confess to almighty God,
I confess to almighty God
and to you, my brothers and sisters,

that I have greatly sinned,
in my thoughts and in my words,
in what I have done and in what I have failed to do,
through my fault, through my fault,
through my most grievous fault;
therefore I ask blessed Mary ever-Virgin,
all the Angels and Saints,
and you, my brothers and sisters,
to pray for me to the Lord our God.

EMHC: May almighty God have mercy on us,
forgive us our sins,
and bring us to everlasting life.

All: Amen.

Short Form of the Liturgy of the Word

*The short reading from Scripture may be read by
either the minister or one of those present.*

John 6:54-58

A Reading from the Holy Gospel According to John.

Whoever eats my flesh
and drinks my blood
has eternal life, and I will raise him on the last day.
For my flesh is true food,
and my blood is true drink.
Whoever eats my flesh
and drinks my blood
remains in me
and I in him.
Just as the living Father sent me
and I have life because of the Father,

so also the one who feeds on me
will have life because of me.
This is the bread that came down from heaven.
Unlike your ancestors who ate and still died,
whoever eats this bread will live forever.”

The Gospel of the Lord.

All: Praise to you, Lord Jesus Christ.

Holy Communion

EMHC: Now, let us pray to the Father in the words our Savior gave us.

All: Our Father...

Then the Minister holds up the Host before all present saying:

EMHC: Behold the Lamb of God.
Behold Him who takes away the sins of the World.
Blessed are those called to the supper of the Lamb.

All: Lord, I am not worthy
that you should enter under my roof,
but only say the word,
and my soul shall be healed.

*The Extraordinary Minister of Holy Communion
then gives communion to any who are to receive.*

EMHC: The body of Christ.

Communicant: Amen.

*After communion, the EMHC makes sure
that the pyx is clean (if there are no more
hosts for additional communion visits),
and pauses for a period of silent prayer.*

EMHC: Let us pray.

God our Father, almighty and eternal,
we confidently call upon you,
that the body [and blood] of Christ
which our brother (sister) has received
may bring him (her)
lasting health in mind and body
We ask this through Christ our Lord.

All: Amen

Conclusion

*The minister invokes God's blessing and,
crossing himself, says the following.
Note that an Extraordinary Minister
of Holy Communion does not give a blessing
by making the sign of the cross over the person
who has received communion.*

Each person present makes the sign of the cross on himself.

EMHC: May the Lord bless us,
protect us from all evil,
and bring us to everlasting life.

All: Amen

