

# Guide for Extraordinary Ministers of Holy Communion

## Our Lady of Angels



# Selection Of Candidates

- Those selected to be EM's are to be fully initiated members of the community, of sufficient age and maturity (16 and confirmed), living a good Christian moral life.
- For those who will serve in public ministry of the Church, faith must be supported by visible signs.
- Ministers must have a positive sense of Church and reverence for the presence of Christ in the Eucharist.

# Heart of the celebration.

- Eucharistic Prayer.
- The consummation of the liturgy found in Holy Communion.
- In the gathering, the breaking of bread, in the eating and the drinking, the faithful are joined together as members of Christ's mystical Body, sharing the one life of the Spirit.

# When large numbers of the faithful are present

- The Presider may
  - ◆ need assistance in distributing Holy Communion so that the Communion Rite will not be unduly long.
  - ◆ need assistance when Communion is given under both kinds, that form of Communion that more clearly signifies the Eucharistic banquet.
- Deacons and concelebrating priests assist as ordinary ministers of Communion.
- Instituted acolytes assist if available.

# Other circumstances

- Extraordinary Ministers of Holy Communion, either formally commissioned for a given period of time or temporarily assigned by the presider, will frequently give this assistance.
- EM's bring Communion to the sick, old age, or when other causes prevent them from taking part in the Mass.

# You are a Minister

- You are entrusted leaders in our community
- Genuine ministry is about humble service. The model for all ministry is Christ the Lord who came to serve, not to be served.
- Put aside personal agendas and needs, prejudices and judgments in order to serve the community and give faithful testimony to Christ's presence in the Eucharist.

# Questions

- Why have you agreed to serve as an Extraordinary Minister of the Holy Communion?
- What do you hope to gain in your understanding of the theology and function of the ministry?

# Training and ongoing formation

- Each parish should have in place a continuous training program for those who serve in this ministry.
- Training should include: education, formation and support at least once a year.
- Safe Environment training for those 18 and over is also an annual requirement for all EM's. Fernando Santos is the staff person responsible for Safe Environment.
- Names of all those trained as an EM are presented to the Bishop at the end of February 2020. You will be able to serve until February 2021.

# Scheduling

- Schedules are set up for two months at a time.
- October/November just went out. The next schedule will start with the First week of Advent and go through January.
- Keep the schedule up to date with dates you are not available to serve. You can do this months in advance.
- Peggy Vera is the staff person who coordinates the scheduler. You will receive automated emails of your schedule once every two months as well as weekly reminders the week you serve.

# Responsibilities

- Arrive early. Plan to arrive 20 to 15 minutes prior to the start of Mass and sign in at the table in the foyer.
- If you are late don't be saddened if you aren't serving. The Mass Captain needs to have people in place.
- If unable to serve, you can request a sub online up to one day before the day you are to serve.
- If you can not make it, try to call or text someone.
- If you are at Mass, not scheduled to serve but willing to do so, let the Mass Captain know.
- At 10 minutes 'til, we gather in the back room for a prayer before Mass.

# Procedures: Attire

## Simplicity, modesty and dignity

- First, and most importantly, know that you are a leader in our community.
- Dress in a way that conveys that you are a leader and are coming to serve.
- Blue jeans, athletic shoes, shorts, or T-shirts are inappropriate. Women: shoulders should be covered.
- Your clothing should never distract from your ministry.
- Most people in the assembly will spend much energy looking at you.

# Procedures: Reverence

- EM's should show reverence for the Eucharist. That reverence is reflected in their demeanor at Mass (full, active and conscious participation at liturgy).
- Remember the four ways Jesus is present at Mass. Who can tell me what they are?
- Please see that **your hands are clean**. No strong cologne, perfumes or aftershave.
- If anything unplanned happens, proceed as normal, acting slowly and reverently. The assembly will not even notice.
- Be friendly, reverent, responsible and flexible. It is OK to smile!

## Procedures: During Mass

- EM's sit with the assembly. It is a powerful sign of unity seeing them come from the assembly and returning to it after having served.
- Host Position '4' carries the cross in the procession at the beginning and end of Mass.
- Cup positions come forward during the "Lamb Of God" so you are facing the Alter at the beginning of the third "Lamb of God."
- Ministers of the bowl may go back to the gifts table and purify their hands and come forward at the beginning of the third "Lamb of God."

# Positions and Gestures

- All EM's will pick a position when they sign in before Mass. Choose bowl or cup and location.
- Cup position F follows Father to provide the Precious Blood to those not able to come forward.
- The Bishop's Conference of the United States has determined that the faithful should bow their head before receiving under either or both species.
- This gesture expresses our reverence and honor to Christ who comes to us as spiritual food.

# Giving the Bread: “The Body of Christ”

- In giving Communion, the minister holds a host above the vessel, looks at the communicant and says in a clear voice “The Body of Christ.”
- The communicant responds: ”Amen.”
- The communicant can receive either in the palm of the hand or on the tongue.

# Giving the Cup: “The Blood of Christ”

- The minister holds the cup up slightly and says in a clear voice while looking at the communicate: “The Blood of Christ.”
- The minister gives the cup to the communicant who takes it entirely into his/her hands, drinks from it and returns it to the minister.
- The minister then wipes the rim of the cup with the purificator, gives the cup a quarter turn and offers it to the next communicant.

# Children receiving

- Children are encouraged to receive Communion under both species. As with adults, they should be properly instructed.
- Also they should take direction from their parents about receiving the Precious Blood from the cup.

# Intinction

- Although described in the Norms for the Distribution and Reception of Holy Communion Under both Kinds in the Dioceses of the United States of American, the practice of receiving Communion by “Intinction” is discouraged in the United States.
- This practice seems to stand in contrast with Jesus’ command :”take and drink.”
- We will allow the rare intinction but we will need to address with the communicant if they persist.

# Accidents with the Eucharistic Bread

- The minister has several options. Hold the host in the same hand as the vessel. Never replace it in the vessel, give to the next communicate, or consume at that time. After communion, you may bring the dropped host to the altar, consume it yourself or notify the Priest/Deacon. If not consumable, it may be dissolved in a bowl of water, which is then poured into the sacrarium.

# Accident with the Precious Blood

- The minister should cover the spillage with a purificator. Obtain, or ask someone to obtain the purificator from the credence table. After Mass, the area should be washed with a damp clean purificator. Clean (damp) towels should be used if the area is large. The cloths are rinsed then wrung into the special sink. What's the name of the sink?

# After Communion

- Once your line is finished, check to see if you are needed at any other position. If not, return your cup or bowl to the credence table.
- The reverence due the Precious Blood demands that it be fully consumed after Communion is completed. EM's should make their way toward the credence table before consuming remaining Precious Blood.
- Vessals are to be taken to the credence table where the Priest or Deacon will purify the vessals. Any remaining hosts are placed in the tabernacle by the Priest.

# PLEASE REMEMBER

- If you are the first EM finished, relieve the Deacon. Take his cup and give him your cup/bowl so he can go to the credence table and start purifying the vessels.
- Do not put your purificator in the cup when handing to the Deacon. This is unsanitary for the Deacon who must purify the cup. And it is difficult for the Alter Linen team to remove wine from the purificators.
- Everyone participates in cleaning up after Mass so the cups/bowls are ready for the next Mass.
- Do NOT immerse the cups in water. They have a screw seal that cannot get wet.

# Ministry to the Sick and Homebound

- The EM's becomes a vital link between the parish community and the member who is hospitalized or homebound.
- Must be empathetic and compassionate.
- It is important that they are sensitive to the communicant's needs, i.e., spiritual, emotional, and material, as they may have to inform the parish staff of the person who may be in need of sacramental anointing, reconciliation or a pastor visit.
- Contact Mary Walker for information. Her contact information is always in the bulletin.

# Questions



# Finally

Thanks for coming and thank you for all that you do for Our Lady of Angels Parish. Your rewards will be great in heaven. Current EM's may leave and New EM's should stay for additional training and practice.

