

Extraordinary Ministers of Holy Communion Guidelines

Thank you for your generosity in serving as an extraordinary minister (EM). To assist you in fulfilling this important ministry, please read and learn the following information.

I. Preparation

- a. Begin preparation prior to arriving at the church
- b. Be sure to wash your hands prior to the beginning of Mass
- c. Dress Code
 - i. Men:
 1. Wear slacks. Do not wear shorts or denim-wear.
 2. Wear a collared shirt, button-up or pullover. Please do not wear t-shirts, tank tops, or clothing with loud advertisements or logos.
 3. Wear clean dress shoes. Do not wear tennis shoes.
 4. Be clean shaven or have a well-groomed beard or moustache.
 5. A suit with tie is appropriate and welcome.
 - ii. Women:
 1. Wear a dress, skirt or dress slacks. Do not wear shorts.
 2. Wear an appropriate shirt or blouse. Please do not wear tops that reveal the upper arms, midriff, or that are low cut in the chest.
 3. Wear clean dress shoes.
 4. Do not wear obtrusive bracelets, big rings or any other jewelry that can be a distraction to those receiving the Eucharist.
- d. Do not be in a state of rush, arrive at least 15 minutes early to check in with the sacristan in the sacristy and take your place in the pew.
- e. Be attentive to the following:
 - i. Do not walk through the sanctuary to get to the sacristy. Please use the side door.
 - ii. The sacristy is an extension of the church. Please avoid loud or inappropriate conversation. Please do not bring food or drink into the sacristy.
- f. If you are ill, please find a replacement.

II. During Mass:

- a. Offertory
 - i. Please assist the sacristan with the collection. The four EMs should walk to the front, divide themselves amongst the four sections, take the basket from the floor in front of the section, and work back through the pews while helping to pass the basket.
 1. Please ensure that the cry rooms are offered the basket.
 - ii. After the collection is done, the money should be placed into the sealable money bag on the table in the back. The sacristan will assist with this, and then some of the EMs will help carry forward the offering of wine, bread, and the collection.
- b. As soon as the Lamb of God begins, move to the steps on the left side in front of the sanctuary.
 - i. Remember to move in unrushed movements, keep respectful silence. Do not continue the kiss of peace with the other ministers as you approach the altar or once in the sanctuary. Your mind and body should be preparing to enter the Holy of Holies.

- c. Once the priest communicates, bow to the altar in unison and enter the sanctuary, forming a line behind the altar while facing the congregation. The priest will distribute the host to the Eucharistic Ministers and the altar servers. Consume the consecrated host immediately; do not wait for anyone else to receive.
- d. The priest, assisted by the deacon, will distribute chalices with the Precious Blood.
- e. The priest will ask one of the EM's to distribute the Precious Body.
- f. As soon as the priest begins to move to the place of distribution (the front steps of the sanctuary), two chalice-bears will go to each side. The EM who is distributing the host will stand next to the priest, taking whichever side he leaves open.
 - i. The proper words for distributing the Eucharist are, "The Body of Christ," or "The Blood of Christ." Please do not preface the phrase with "this is" or "receive." Also, do not mention people's names.
 - ii. Those not receiving communion: simply extend your hand towards them, although not touching them, and say, "May God be with you." Do not bless in the Name of the Father, the Son and the Holy Spirit, and do not make the Sign of the Cross over them.
 - iii. After distribution, if there some of the Precious Blood remains, walk to the altar without bowing, face the center of the altar, and consume the rest of the Precious Blood. If you choose not to consume the remainder, return the chalice to the corporal on the altar. If your chalice is empty, place it directly on the corporal on the credence table.
 - iv. After your service, please return to your pew.
- g. During distribution, watch that the host taken is consumed. If you notice anyone walking away with the host without consuming it, please go to them immediately, and politely ask them to consume it or return it to you.
- h. Be aware of people who wish to intinct (dip the host into the Precious Blood). This is not allowed. If you catch it about to happen, simply cover the cup with your hand and politely ask the person to consume the host directly.
- i. Spills:
 - i. If a spill of the Precious Blood occurs, step back, place your purificator on the place of the spill, take your cup to the altar and return to the spill to soak up the spill with the purificator. After Mass, seek assistance from the sacristan or priest to soak up the spill.