

St. Mary

Extraordinary Ministers of Holy Communion

Service at Mass

The people of God have called you to service as an Extraordinary Minister of Holy Communion for the benefit of the whole community. By accepting this ministry, you are accepting a position of responsibility to God and to the faith community of St. Mary. This set of instructions has been prepared to help you in your ministry. Please save these instruction sheets so that you can refer to them to refresh your memory about the movements and locations for serving Holy Communion.

- Extraordinary Ministers of Holy Communion (EMHC) are expected to be well dressed. Please try to follow the Dress Guidelines for Adult Liturgical Ministers.
- Please come early (about 20 minutes before Mass starts) and **SIGN IN** at the table on the right side of the vestibule.
- If you cannot make your assigned time, please find someone to take your place in advance of your scheduled time. The schedule produced by Ministry Scheduler Pro makes this as easy as a click of a mouse. If you do not use the internet, you will be sent an updated phone list of EMHC's so that you can telephone them to seek a substitute.
- EMHC's who are serving should find a place in the front pews of the section that is close to the tabernacle (east side of the church).
- If you move away from the parish or you simply no longer want to serve, please notify the parish office and tell them to notify the EMHC coordinator. You can email the coordinator directly using Ministry Scheduler Pro.

Order of Holy Communion

In the following description, compass points are used to indicate direction. To orient yourself, when you enter the church from the gathering plaza, you are facing north. The tabernacle is east of the altar and the choir is west of the altar.

- In these descriptions and diagrams, Sacred Host ministers will be identified with the letters A, B, C and D (and later as α and β). Precious Blood ministers will be identified with numbers 1, 2, 3, 4, 5, 6, 7 and 8 (and later as Γ and Δ).
- When the community begins singing the "Great Amen" at the end of the Eucharistic Prayer, the four Sacred Host ministers (A, B, C, and D) will get up from their pews and stand in front of the tabernacle. The Precious Blood ministers (1, 2, 3, 4, 5, 6, 7 and 8) will line up in front of the first pew facing the sanctuary. (Fig. 1)

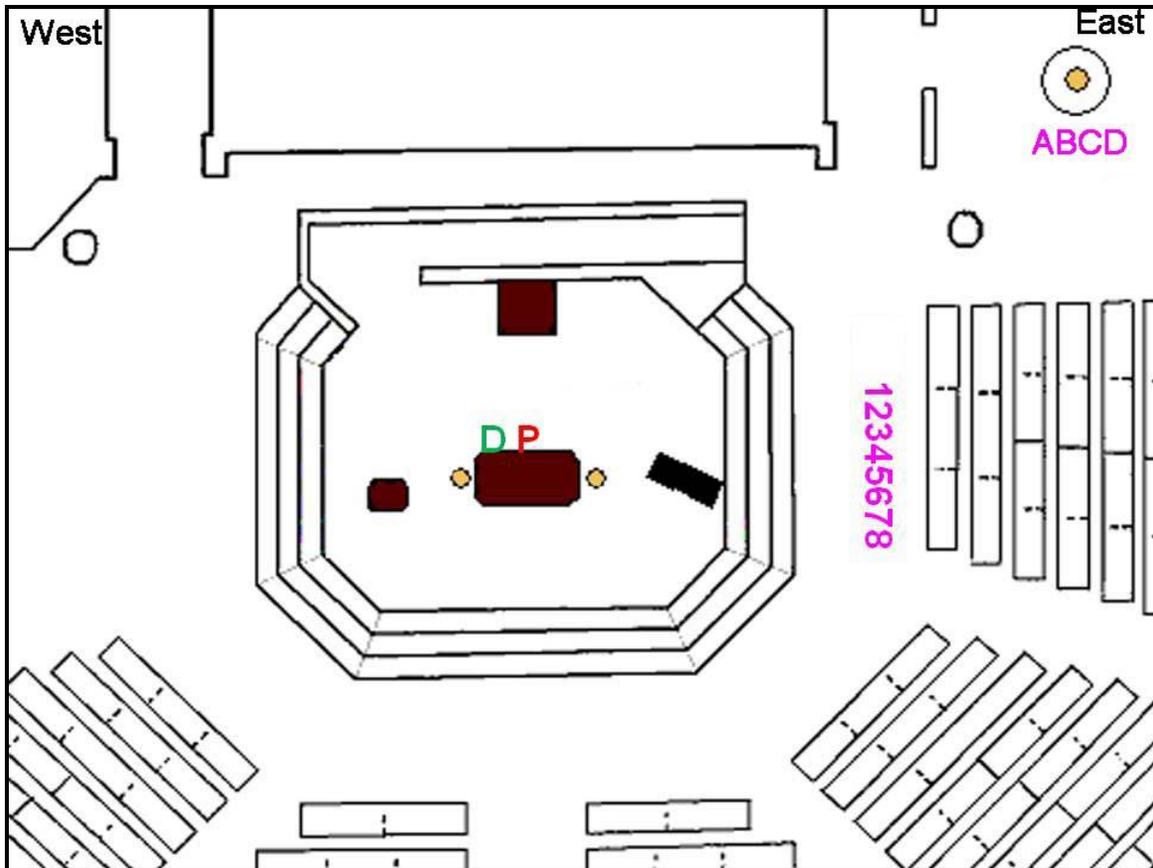


Figure 1: Positions that EMHC's take at the Great Amen. Numbers refer to Precious Blood ministers and letters refer to Sacred Host ministers. P and the green D refer to the priest and the deacon/instituted acolyte, respectively.

- After the "Our Father", a Sacred Host minister opens the tabernacle, genuflects, and retrieves **ALL** of the ciboria (not the lunette). Then all four Sacred Host ministers take their places at the north end of the line of Precious Blood ministers (Fig. 2). (Leave the tabernacle open to signify that the Blessed Sacrament is exposed).

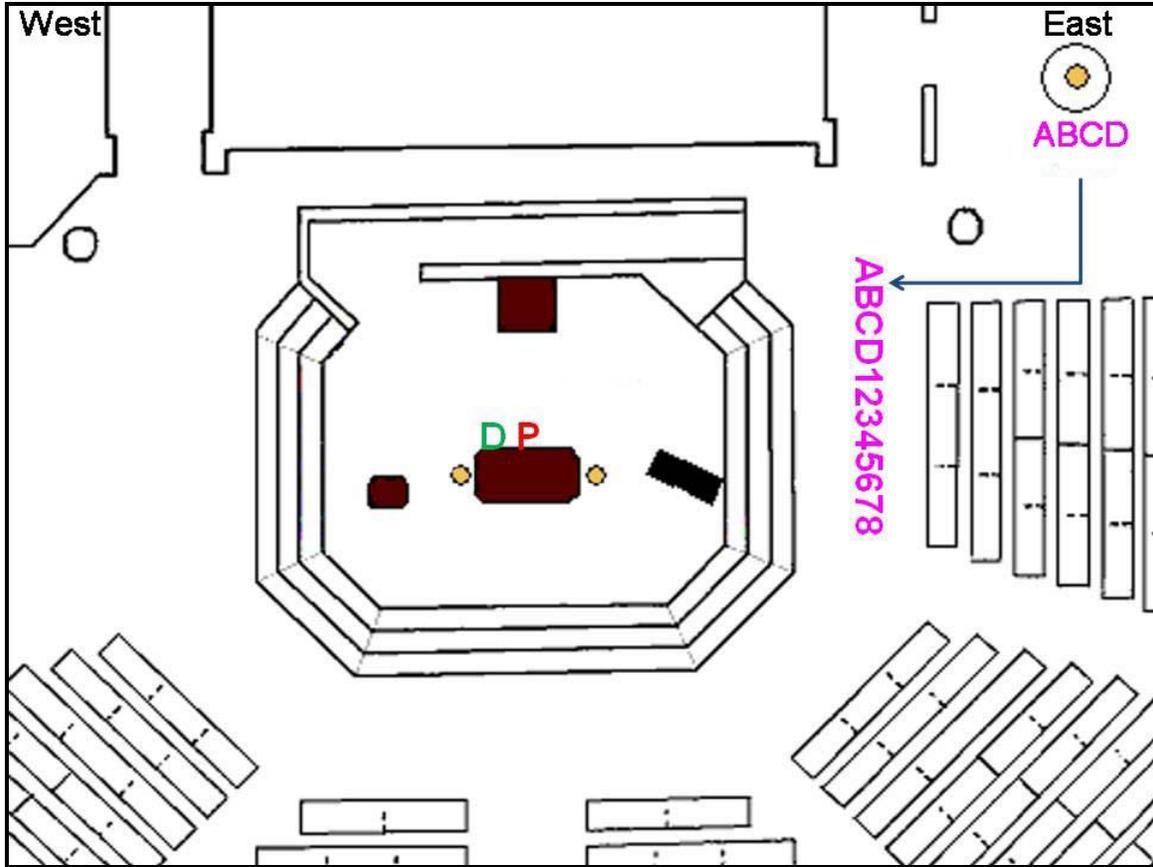


Figure 2: Position of EMHC's before ascending into the sanctuary.

- At the "Lamb of God" the Sacred Host ministers lead the line up the stairs of the sanctuary. (Take the ramp, if you need to use it.) Take the ciboria and give them to the priest or the deacon/instituted acolyte or place them on the **west** side corporal (by the deacon). The other Sacred Host ministers and the Precious Blood ministers form a line for communion across the back of the sanctuary. Sacred Host ministers bringing up the ciboria will join the communion line on the **west** end (Figs. 3 and 4).

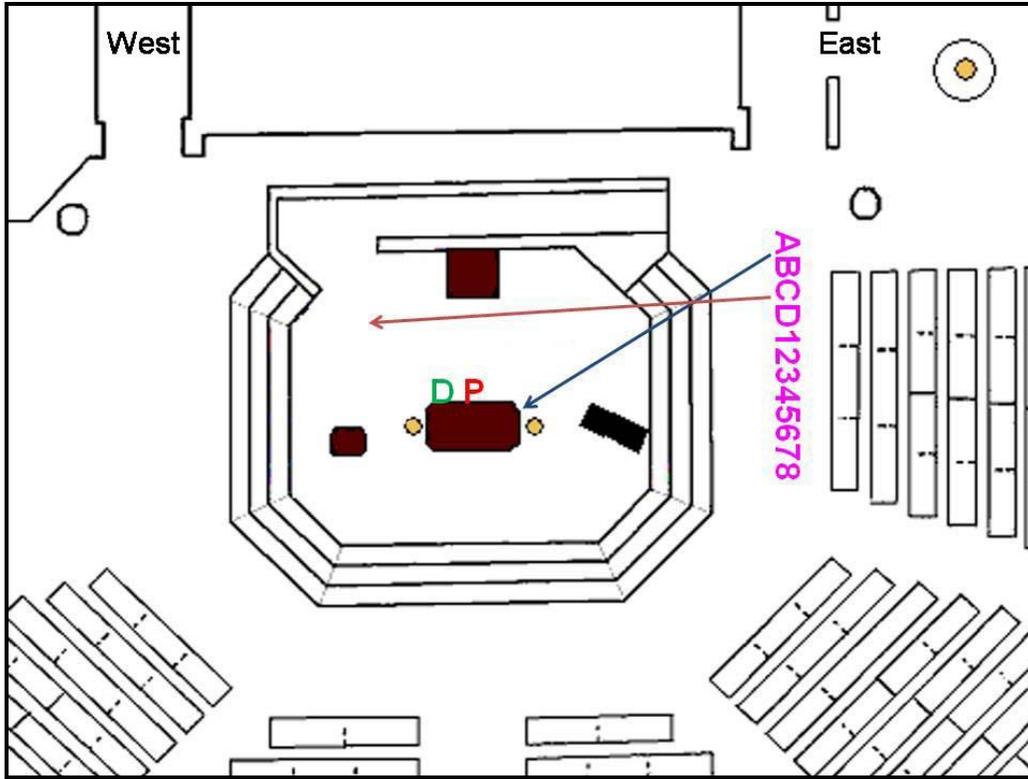


Figure 3: Movement of EMHC's into the sanctuary during the Lamb of God.

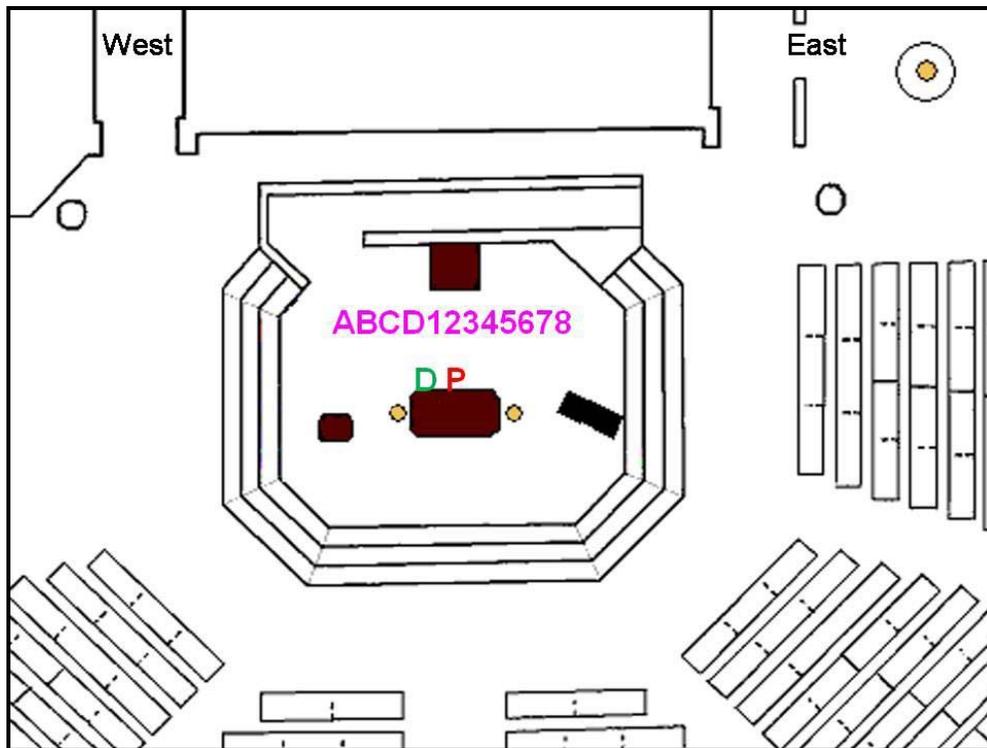


Figure 4: Liturgical ministers in position to receive communion.

- After the fraction rite, Father will take communion and give communion to the deacon/instituted acolyte. He will begin serving communion to the EMHCs and will be followed by the deacon/instituted acolyte with the chalice. The deacon/instituted acolyte will offer communion from the chalice to the four ministers of the Sacred Host. Father and/or the deacon/instituted acolyte will successively take a chalice/cup and purificator from the altar and offer communion to every other Precious Blood minister. After receiving the Precious Blood, the ministers with cups will offer the Precious Blood to the minister next to them. After everyone has been offered communion in both forms, each Sacred Host minister will receive a ciborium/bowl and those Precious Blood ministers who do not have a cup or purificator will receive them before taking their positions to offer Holy Communion to the people.
- When the priest and the deacon/instituted acolyte go down to give communion, Sacred Host ministers A and B will go to the side aisle **west** of the sanctuary standing **far enough away from the steps that people can walk behind them** (Fig. 5). Precious Blood ministers 1, 2, 3 and 4 will go down the **west** steps and go to their positions by circling around toward the front of the sanctuary (Fig. 5). Minister 1 **stands near the front pew** and ministers 2, 3 and 4 **stand close to the steps**. Sacred Host ministers C and D will go to the side aisle **east** of the sanctuary standing **far enough away from the steps that people can walk behind them** (Fig. 5). Precious Blood ministers 8, 7, 6 and 5 will go down the **east** steps and go to their positions by circling around toward the front of the sanctuary (Fig. 5). Minister 8 **stands near the front pew** and ministers 7, 6 and 5 **stand close to the steps**. Anyone who has difficulty going down the steps should take the ramp. Note that Precious Blood ministers 2 and 3 and 7 and 6 are half way between the corners and are standing back to back. At the 12:00 PM mass on Sundays, Precious Blood ministers 1 and 8 are eliminated. N.B.: If for some reason you need to be in a particular place, let us say to serve your own family members, get into that position when you first line up (Fig. 2). It causes immense confusion to everyone else, if you do not take your position as shown in going from Fig. 4 to Fig. 5.

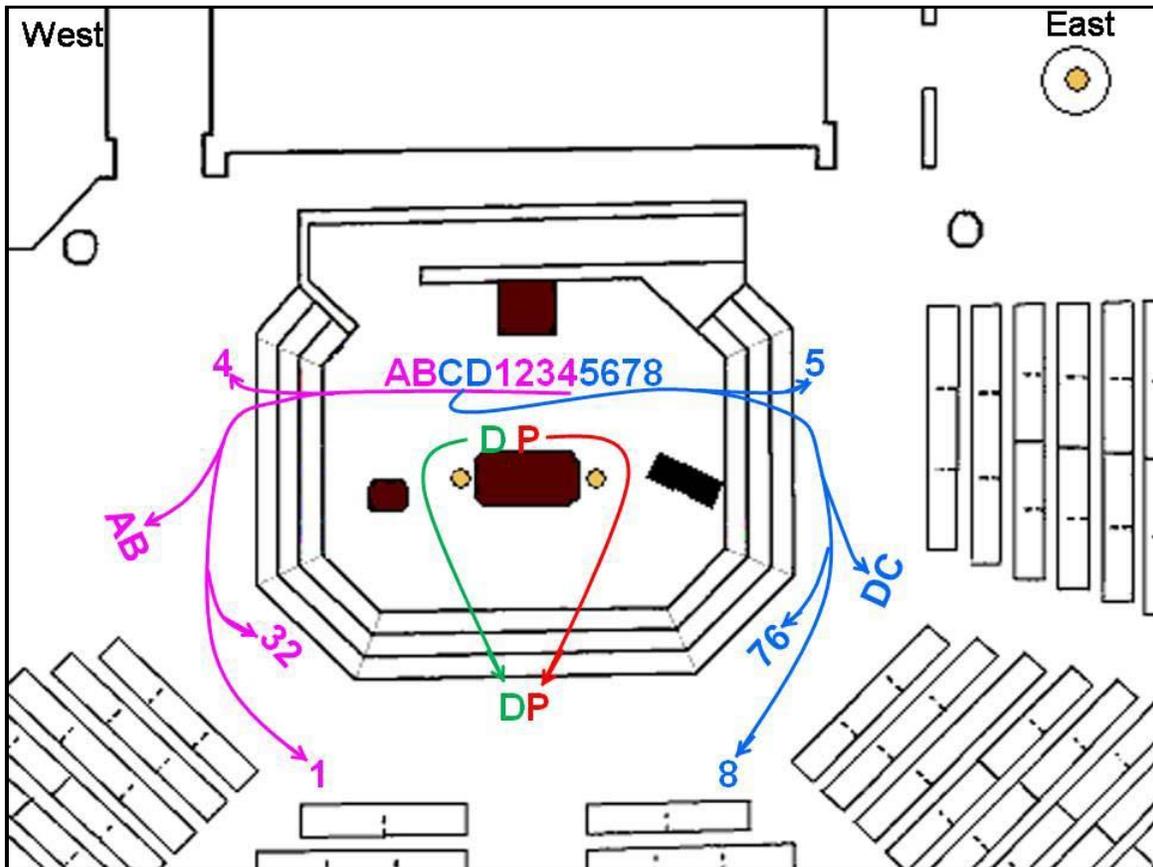


Figure 5: Positions for EMHC's for the distribution of Holy Communion. Arrows point to where ministers begin and where they go.

- When either side aisle has no more communicants, two Sacred Host ministers should go to positions α and β (Fig. 6) to assist with communion at the center aisle. Leave enough space so that the communicant in front of you is not blocking the line. The other two Sacred Host ministers should stand behind the altar and hold their ciboria/bowls to be prepared to relieve any other Sacred Host minister (including the priest or deacon/instituted acolyte) who happens to run out of consecrated hosts. Likewise, two Precious Blood ministers should take positions Γ and Δ (Fig. 6) to assist at the center aisle. The other Precious Blood ministers should stand behind the altar and hold their cups to be prepared to relieve any other Precious Blood minister who happens to run out of consecrated wine.

until all the vessels have been removed. Before washing, **ALL** vessels should be rinsed in the sacrarium. Remove any rings you are wearing or wear rubber gloves to avoid scratching the chalice. Then one minister will wash the vessels with soap and water in the regular sink and others will dry them and place them in the cabinets. Do not rinse or wash the lids of the ciboria. Ministers who are not needed should stand aside silently.

- After communion, the priest or deacon/instituted acolyte will transfer remaining Sacred Hosts to one or two ciboria and will hand them to ministers. They will return to the tabernacle, place the ciboria in the tabernacle, genuflect, and close and lock the door. They may return to their pews.
- The ministers in the sacristy should remain there until the recessional hymn has started and the recessional procession has started walking down the aisle.