

Guidelines for Extraordinary Ministers Of Holy Communion



Updated Fall 2017

St. Patrick Parish
Extraordinary Minister of the Holy Communion
Guidelines

General

Your willingness to serve as an Extraordinary Minister of Holy Communion (EMHC) reflects not only your response to your Baptismal call to serve the people of God, but a commitment to Christ as you share in His ministry as Priest, Prophet and King. As you offer the Eucharist, recognize the Body of Christ in those to whom you offer the Jesus and so ultimately act as the Body of Christ by fully participating in the life of the parish and the wider community. As an Extraordinary Minister of Holy Communion, strive to have an *extraordinary devotion* to Our Lord in the Eucharist through good preparation for Communion (which may include Reconciliation), frequent reception of the Eucharist, and Adoration of Our Lord reserved in the Tabernacle or exposed in the Monstrance.

Extraordinary Ministers of Holy Communion commit to a regular schedule, to prepare properly for your service and to arrive on time dressed appropriately for your assigned Mass. If you are unable to keep your commitment to serve at your scheduled Mass, it is your responsibility to find a replacement.

Before Mass

- Plan on being in the Sacristy at least 20 minutes prior to your scheduled Mass.
- Check off your name.
- Note the position you will be serving in during Mass.
- Note whether a Deacon or concelebrating priest will be present during the Mass.
- Please locate a replacement EMHC from the congregation if one of the assigned ministers has not arrived five minutes prior to the start of Mass.
- Remain in the Sacristy until the pre-liturgy prayer is over and then take your place in the congregation.

During Mass

- Extraordinary Ministers of Holy Communion should exchange the sign of peace and then proceed to the credence table or the table by the music ministry to sanitize their hands.
- The EMHCs will then take the following positions after sanitizing their hands:

- 1 & 2 will stand at the foot of the Sanctuary by the Ambo (please allow sufficient room for the altar servers).
- 3, 4 & 5 will stand on the right side at the foot of the Sanctuary.
- After the priest receives the Precious Blood, step into the Sanctuary.
- The priest, with the help of the deacon (if present), will then communicate the Eucharist to the EMHCs.
- If the deacon is not there, when EMHC #1 receives the Precious Blood, s/he will distribute the Precious Blood from the presider's chalice to EMHC #2 and the Altar Servers. The priest (and deacon) will distribute the Precious Blood from the chalices to 3, 4 & 5, as well as any leaders of music who are in the Sanctuary.
- EMHCs should unfold their purificators to facilitate wiping the rims of the chalices
- The EMHC closest to the musicians (furthest right) will distribute the Precious Blood to the leaders of music.

Communion Stations

- Once the priest has gone to his Communion station
 - EMHC 1 goes to the center aisle. Once s/he has finished distributing the Eucharist, s/he may go assist with the wing side.
 - EMHC 3 & 4 will stand to the right and left of the Sanctuary steps, respectively, on the floor of the Nave.
 - Assuming the priest or deacon do not go to the choir and the wing side, EMHCs 2 & 5 will distribute the Precious Body and Blood to the remaining members of the choir first, and then to those sitting in the disability section of the Church. EMHC 2 will then distribute Communion to the wing from a position opposite the credence table. EMHC 5 will stand back to back with EMHC 4 (who is standing to the left of the Sanctuary] to distribute the Precious Blood to those seated in the win. After EMHC 2 & 5 have finished their line, they are to check the chapel to see if anyone needs Communion there. When they are done, if there is still a significant line in the center, they come to help with the center. EMHC 2 stands on the first step of the Sanctuary several feet away from the person distributing Communion in the center. EMHC 5 turns and stands next to EMHC 4.
- Make eye contact with each person receiving Communion. All those distributing the host say, "**The Body of Christ.**" All those distributing the

Precious Blood say, “**The Blood of Christ.**” These are the only acceptable ways of distributing Communion in English.

- Those distributing the Precious Blood should wipe both the inside and outside rim of the Chalice (pinching the purificator over the rim) after each communicant receives, and then rotate the chalice. Use a different spot of the purificator each time.
- If someone comes up with arms crossed, indicating that they will not receive Communion, but would like a blessing, place your hand briefly on his or her head and say, “**Jesus.**” The name of **Jesus** is a blessing (Acts 4:12, Phil 2:10).

Following Communion

- When Communion is over, EMHCs 3, 4, & 5 consume any of the remaining Precious Blood.
- The priest returns to the Altar. EMHCs 1 & 2 proceed to the Altar and place the ciboria on the corporal on the Altar. Then they proceed to the base of the Sanctuary by the credence table.
- While the priest or deacon brings the Eucharist back to the Tabernacle, please wait with reverence.
- EMHCs 3, 4, & 5 bring their chalices to the Altar for purification. **If a deacon is present, they bring them to the credence table instead.**
- All EMHCs sanitize their hands and then return to their place in the assembly.

After Mass




All EMHCs will assist with clean up and set-up for the next Mass (if appropriate).

After the 4:00PM, 10:30AM and 6:00PM Masses

- Bring all vessels to the Sacristy to be washed and put away.
- After washing and drying the chalices, place them in the closet.
- Put all used purificators and the corporal in the container marked for purificators and corporals in the priest’s vestment closet.
- Put the towel (used for washing the priest’s hands) in the container marked for towels in the priest’s vestment closet.
- Everything gets put away:
 - The chalices, cruet for water, lavabo bowl, pitcher and large paten [looks like a bowl] are stored in the tall closet to the right of the drawers.
 - The decanter, if empty, is stored in the far right hand cabinet above the counter. If the decanter is not empty it is stored in the tall closet to the right of the drawers.

- The empty ciboria are stored in the cabinet adjacent to the one on the far right above the counter
- Place the presider's chalice in the cabinet adjacent to the one on the far right above the counter.
- Place the Tabernacle Key in the cabinet adjacent to the one on the far left above the counter.

After the 8:00AM Mass

- Bring all vessels to the Sacristy to be washed and dried.
- Put all used purificators and the corporal in the container marked for purificators and corporals in the priest's vestment closet.
- Put the towel (used for washing the priest's hands) in the container marked for towels in the priest's vestment closet.
- After washing and drying the chalices, cruet, decanter, and lavabo bowl and pitcher, set them for the 10:30AM Mass.
 - Place 3 clean purificators on the chalices and place them on the credence table 
 - Set the presider's chalice with purificator, pall, chalice veil, burse and corporal 
 - Refill the water cruet and lavabo pitcher; get a new towel for the bowl.
 - Fill the decanter with wine up to the top line 
 - If the Sacristan is not present, check the number of consecrated hosts that are stored in the Tabernacle. NOTE – a full ciborium holds about 200 hosts. An unopened bag is 250 hosts.
 - Bring the refilled large paten and decanter to the gift table by the main entrance of the Church.

Special Cases

Should the Eucharist Fall

- If the Eucharistic Host falls to the ground, it is the responsibility of the Minister of Holy Communion to pick up the Host and consume the Lord.
- If there is a spill of the Precious Blood, the EMHC is to protect the place of the spill so that no one is walking on Our Lord. At the end of Communion, s/he places the purificator over the spill to protect the place, and let's Father know that there has been a spill, so he can care for the Sacred Species appropriately.

Extraordinary Ministers of Holy Communion Sanctuary Positions

Figure 1

These are the positions taken by the EMHCs after the priest receives from the Chalice.

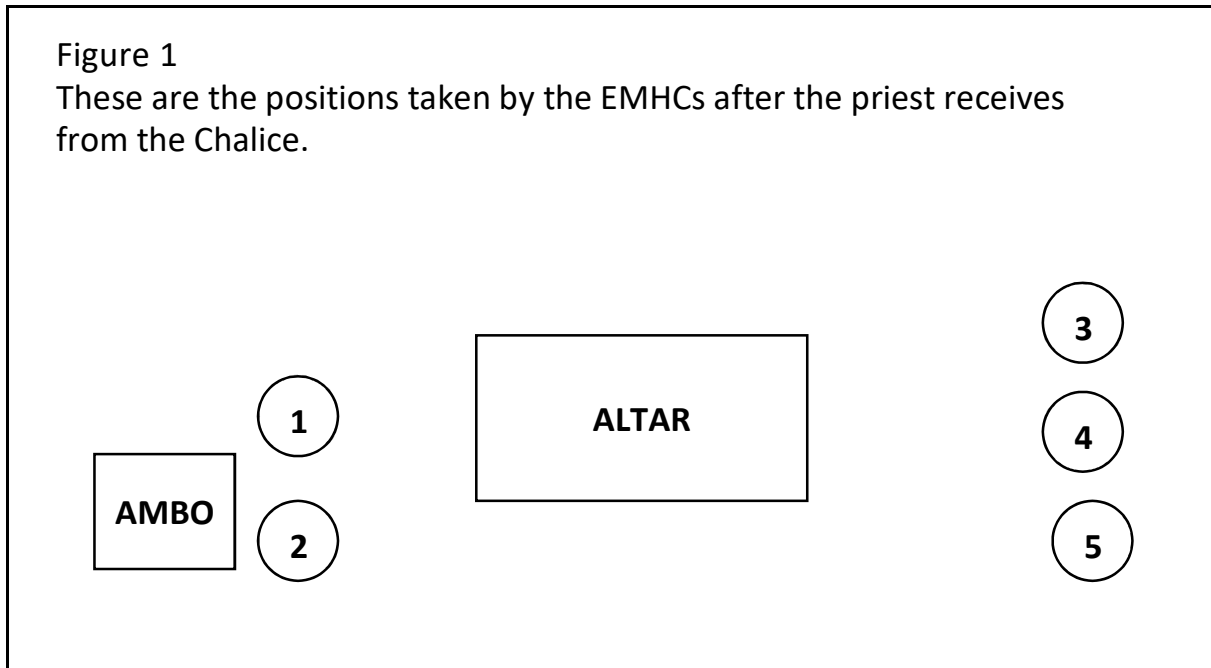


Figure 2

Positions for the distribution of the Precious Body and Blood

