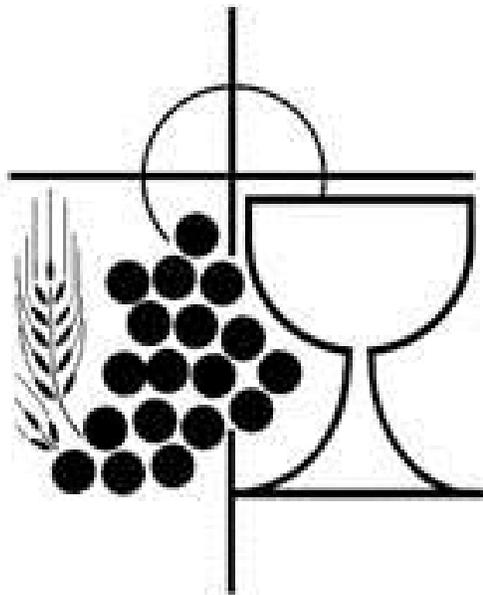


# Extraordinary Ministers of Holy Communion Handbook



Immaculate Conception Church

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I.C.C. Website: [www.iccgregory.org](http://www.iccgregory.org)  
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# Welcome to the Ministry of Extraordinary Minister of the Eucharist!

"The Eucharist constitutes the very life of the Church, for the Lord said, I am the bread of life. No one who comes to me shall ever be hungry, no one who believes in me shall ever thirst."

"In every celebration of the Eucharist there should always be a sufficient number of ministers for the distribution of the Eucharist. Priority is always given to ordinary ministers (bishops, priests, deacons) and auxiliary ministers (instituted acolytes). When there are large numbers of the faithful present and there are **insufficient** ordinary and auxiliary members at hand, special or extraordinary ministers properly appointed beforehand should assist in the distribution of Communion." (HLS #29).

This booklet is designed to assist you in your participation in the Liturgical Ministry of **Extraordinary Minister of the Eucharist** (more commonly known as **Extraordinary Minister**), here at Immaculate Conception Parish.

Your willingness to serve as an **Extraordinary Minister of the Eucharist**, reflects not only response to your Baptismal call to serve the people of God, but a commitment to Christ as you share in the preaching, teaching and leading aspects of the church. You offer the Eucharist, recognize the Body of Christ in those to whom you offer Eucharist and ultimately you act as the Body of Christ by fully participating in the life of the parish and the wider community. Your willingness to commit to a monthly schedule, to prepare properly for your service and to arrive on time dressed appropriately for Mass, further reflects that commitment.

**God bless your efforts!**

# Qualifications

Those invited to serve in this ministry are designated only for service in this parish. Extraordinary Ministers of the Eucharist should not take it upon themselves to bring Communion to a parent, family member, friend or neighbor, unless permission is given from the pastor or his designee, of the parish in which the person resides.

Invitation to serve as an Extraordinary Minister of the Eucharist is a reflection of the diversity of the parish. An invitation to join the ministry does not mean that one is “better or holier than another”, nor is an invitation indicative of a reward of some sort.

Diocesan guidelines for invitation to service in this ministry clearly indicate that an invitation to serve ... not create an elite in the church community.

To be an Extraordinary Minister of the Eucharist you must:

- be a fully initiated Catholic (have received the sacrament of Confirmation)
- be in good standing with the church
- be a registered member of Immaculate Conception
- be of good morale standing and cultivate devotion to the Holy Eucharist and distinguish themselves by Christian life, faith and morals; striving to be worthy of this great office
- participate regularly in the sacramental life of the church and act as an example to the other faithful by piety and reverence for this Most Holy sacrament of the Altar
- be at least 16 years old
- be duly instructed
- act as an example to the other faithful by piety and reverence for this Most Holy Sacrament of the Altar.

## **Extraordinary Ministers should live the Sacrament of Life**

Practice your Catholic faith through a prayerful relationship with God. Take advantage of the sacraments regularly. If you have not been to confession in a while, go before you

start the process of becoming an Extraordinary Minister and continue to go regularly. To accomplish so great a work, Christ is always present in his Church, especially in her liturgical celebrations.

- By his power Christ is present in the sacraments, so that when a man baptizes it is really Christ Himself who baptizes.
- Christ is present in the sacrifice of the Mass, not only in the person of the minister, ... but especially under the Eucharistic species.
- Christ is present in His word, since it is He who speaks when the Holy Scriptures are read in the Church. He is present.
- Lastly, when the Church prays and sings, for He promised: "Where two or three are gathered in my name, the I am in the midst of them."

## **Extraordinary Minister scheduling**

The Extraordinary Minister of the Eucharist (EM) schedule will be updated every three months. Schedules will be posted on the parish website website and posted on the bulletin board in the Sanctuary.

If you are scheduled to serve and cannot, **YOU** are responsible for arranging for a substitute and **YOU** must contact the Sacristan assigned to that mass. The Extraordinary Minister of the Eucharist Contact List will be attached to the schedule.

You must serve at least once a month to remain on the active roster.

A Liturgical Minister should perform only one liturgical ministry at a time, thus if you are performing the function of Extraordinary Minister, you may not also perform the function of Lector at the same Mass.

Holiday schedules for EMs will be by Volunteer Sign-up sheets posted on the board in the Sacristy. Examples are: The Triduum (Holy Thursday, Good Friday, Holy Saturday), Easter, Christmas, Ash Wednesday, Special Feast days, etc.

# **Extraordinary Minister duties before Mass**

If you are scheduled, please arrive no later than fifteen (15) minutes before the mass Starts. If you are not scheduled and you would like to make yourself available as a substitute, please notify the Sacristan.

Before you leave the sacristy, the Sacristan will appoint substitutes to replace those ministers who have not checked in and you will decide who will be doing what during Communion.

## **Processions**

the EMs will process in with the altar servers and the celebrant.

Keeping a 2-3 pew spacing, so as not to run into anyone ,

Process at a normal pace up to the first step of the altar and make a complete stop and bow. Then proceed around and into the first pew.

Ems & Lectors are required to sit in the first row of the left-hand section of pews, near the pulpit.

Order of procession:

- Incense (if any)
- Cross \*
- Candles
- any other Altar Servers
- Extraordinary Ministers
- Lector(s)
- Deacon (if any)
- Priest

\*in special cases such as First Holy Communions, Graduation Mass, Thanksgiving Vigil or any such Masses where there is addition group processing in, they will go in right behind the cross and then followed be the other servers and ministers.

## **Extraordinary Minister of the Eucharist Duties during Mass**

The mass will proceed through the readings, the homily, the Lord's Prayer and the Sign of Peace. After you have greeted the other EMs and the people around you with "Peace Be with You", all Ems proceed to the sacristy as the "Lamb of God" is sung. Once in the sacristy the EMs **must** cleanse their hands with the hand sanitizer provided. Please use only enough to clean your hands.

After your hands have been sanitized then you proceed to the left side of the altar (in front of the statue of the Blessed Mother) the person who is to assist in distributing the Body of Christ lined closest to the tabernacle and those who distribute the Blood of Christ closer to the pulpit.

\*See Diagram A for normal Mass set-up \*

The Priest and Deacon will distribute Communion to the EMs, then the chalice. If there is no Deacon, then one of the minister will distribute the Body of Christ and the others the Blood of Christ.

As the church has asked us to do, bow reverently before you receive the host and chalice.

### **Distribution of the Body of Christ**

The U.S. Conference of Catholic Bishops has stated "The proper and only permissible form for distributing Holy Communion is to offer the consecrated bread by saying, "The Body of Christ" and to offer the consecrated wine by saying, "The Blood of Christ". No other words or names should be added; and the formula should not be edited in any way" (Cf. GIRM, 161; 284-287). Reverently hold up the consecrated host between you and the receiver and looking the receiver in the eye, smile and say "The Body of Christ". Wait for the person receiving communion to say "Amen" and then place it in their hand or on their tongue, depending on which method they prefer. If an adult or child comes up for communion and they have their hands crossed over their chest, place your hand on their upper arm or shoulder and say "Christ's blessing on you"

If you run out of consecrated hosts, tell the person who is the next in line to wait a moment, then go to the priest and let him/her know the situation.

If you have consecrated hosts let over after your line has run out, we do recommend that you wait until everyone has proceeded for communion then return to the Altar.

After the entire congregation has received communion, wait for the priest to return to the Altar and hand him the ciboria.

. Do not congregate around the credence.

After the remaining Body of Christ is placed in the tabernacle then all the EM's return to the sacristy and purify the communion cups. After they have been purified then make your way back to your pew and wait for the prayer after communion.

## **Distribution of the Precious Blood**

Reverently hold up the chalice between you and the receiver and looking the receiver in the eye, smile and say "The Blood of Christ". Wait for the person receiving to say "Amen" and then hand them the chalice.

Make sure the person has a good grip on the chalice before releasing it.

Be especially careful when the person hands the chalice back to you. The exchange should be firm but gentle; not forceful enough to cause a "splash" or a spill. Be even more vigilant when the communicant is a younger child.

After the person has handed the chalice back to you, wipe the place on the chalice where they drank, and turn the chalice a quarter turn.

After the person has handed the chalice back to you, wipe the place where they drank and turn the chalice a quarter turn.

If you run out of Precious Blood, remain in your spot and place the purificator over the top of the communion cup to signify that you have run out of Precious Blood.

After the remaining Body of Christ is placed in the tabernacle return to the sacristy to purify the communion cups.

If you have Precious Blood remaining after all parishioners have received

Communion, proceed to the sacristy consume the remainder of the Precious Blood.

If you prefer not to consume the remaining Precious Blood, offer it to another EM.

**Exception** - "The Precious Blood may not be reserved, except for giving Communion to someone who is sick. Only sick people who are unable to receive Communion under the form of bread, may receive it under the form of wine alone at the discretion of the priest..." (Norms 54)

## **Accidents**

If you drop the Consecrated Host, our calm demeanor at this moment can calm and assure an anxious and embarrassed communicant. Pick up the Host and consume it yourself. If you feel uncomfortable consuming it, hold it in the palm of your hand until after Communion is complete and take it directly to the priest.

After the Host has dissolved in the water dispose of both on the lawn.

If you drop or spill the Precious Blood - **DO NOT PANIC!** Stop what you are doing. Your demeanor will reassure those communicants in line or, in particular, the person who may have caused the spill. Stop serving and place the purificator

over the spill and position yourself over the spill. Have one of the Altar Servers go and grab a purificator and Holy Water to clean the spot where the Host or Precious Blood fell. DO NOT CONTINUE WITH COMMUNION UNTIL IT IS CLEANED.

## Definitions

### **CHALICE**

The cup-shaped vessel or goblet used at Mass to contain the Precious Blood. For centuries it was made of precious material; if it was not of gold, the interior of the cup was gold-plated. Since the Second Vatican Council, chalices may be of other materials. A chalice is consecrated with holy chrism by a bishop. Regilding the inside does not destroy the consecration. Sometimes the word chalice designates its contents. (Etym. Latin *calix*, cup, goblet, drinking vessel, chalice.)

### **CIBORIUM**

A covered container used to hold the consecrated small Hosts. It is similar to a chalice but covered and larger, used for small Communion hosts of the faithful. It is made of various precious metals, and the interior is commonly gold or goldplated. Also synonymous with baldachino as the dome-shaped permanent canopy over a high altar, supported by columns and shaped like an inverted cup. (Etym. Latin *ciborium*; from Greek *kib\_rion*, cup.)

### **CREDESCENCE**

A small table or shelf in the wall at one side of the altar. On it are usually placed the cruets, basin, and finger towel. The chalice, paten, corporal, and veil used in the Mass may also be placed there until the Offertory of the Mass. (Etym. Latin *credere*, to believe.)

### **CRUET**

One of two small bottles or vessels to contain the water and wine used at the Consecration of the Mass. They are presented as offerings of the faithful at the Offertory. The cruets are also used for a priest's ablution after the Offertory and the ablution of the chalice after Communion.

### **HOST**

A victim of sacrifice, and therefore the consecrated Bread of the Eucharist considered as the sacrifice of the Body of Christ. The word is also used of the round wafers used for consecration. (Etym. Latin *hostia*, sacrificial offering.)

### **SACRARIUM**

An excavation or basin, provided with a drain directly to the earth, for the disposal of water that has been used for some sacred purpose and is no longer needed. The name is also given to the baptismal font or cistern. A sacrarium, synonymous with *piscina*, receives the water from the washing of the sacred vessels and linens. It is generally located in the sacristy of a church. (Etym. Latin *piscis*, fish.)

**PURIFICATOR**

A small piece of white linen, marked with a cross in the center, used by the priest in the celebration of Mass. It is folded in three layers and used by the priest to purify his fingers and the chalice and paten after Holy Communion.

**PYX**

Any metal box or vessel in which the Blessed Sacrament is kept or carried. The term is more aptly applied to the small round metal case (usually gold-plated) used to carry a few hosts on visitation to the sick but the larger ciborium is also called a pyx. (Etym. Greek *puxis*, box.)

**SACRISTY**

A room attached to a church, usually near the altar, where the clergy vest for ecclesiastical functions. The sacristy affords storage for sacred vessels, vestments, and other articles needed for liturgical use. The sacarium is usually located there. (Etym. Latin *sacristia*, from *sacrum*, holy, sacred.)

**TABERNACLE**

A cupboard or boxlike receptacle for the exclusive reservation of the Blessed Sacrament. In early Christian times the sacred species was reserved in the home because of possible persecution. Later, dove shaped tabernacles were suspended by chains before the altar. Nowadays tabernacles may be round or rectangular and made of wood, stone, or metal. They are covered with a veil and lined with precious metal or silk, with a corporal beneath the ciboria or other sacred vessels. According to the directive of the Holy See, since the Second Vatican Council, tabernacles are always solid and inviolable and located in the middle of the main altar or on a side altar, but always in a truly prominent place (Eucharisticum Myserium, May 25, 1967, II C). (Etym. Latin *tabernaculum*, tent, diminutive of *taberna*, hut, perhaps from Etruscan.)