

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Ministry Guidelines to be observed based on the instructions and directions from the Vatican, U.S. Bishops, Local Bishop and the Pastor from time to time.

GENERAL INSTRUCTIONS

1. It is instructed in the document “Redemptionis Sacramentum” the term Extraordinary Ministers of Holy Communion is to be used always, referring to the laity who assist in the distribution of Holy Communion.
2. Extraordinary Ministers of Holy Communion are appointed for a period of three years.
3. They will be required to attend one workshop/updating per year to qualify for ongoing ministry.
4. All practicing Catholic lay persons at least 16 years of age, who have received the Sacraments of Baptism, Confirmation and Communion, are living lives in conformance with the teachings of the Catholic Church, and have a humble willingness to serve our Lord in this ministry may serve. However, they also have to undergo proper theological, spiritual, liturgical and pastoral formation and practical training before they are commissioned as Extraordinary Ministers of Holy Communion.
5. They are to strive to be worthy of the great office cultivating devotion to the Holy Eucharist by, for example, participating in Adoration. They should always exemplify appropriate reverence for the Most Holy Sacrament of the Altar.

6. Bishops, Priests and Deacons are the Ordinary Ministers of the Eucharist. When one of these ordained ministers is serving at a Mass, they are expected to distribute Holy Communion, and some scheduled Extraordinary Ministers of Holy Communion may have to forego their service for that particular Mass.
7. Proper reverence to be shown while receiving Communion in the United States is a bow of the head when receiving the Host and when receiving the Precious Blood from the Chalice. Extraordinary Ministers of Holy Communion show reverence when they receive Communion from the Priest. They are not to bow their heads each time they distribute the Host or Chalice.
8. The proper formula for distributing the Host is **“The Body of Christ.”** For distributing the Chalice, the formula is **“The Blood of Christ.”** Always use only the proper formula.
9. An Extraordinary Minister of Holy Communion should never deny Communion to anyone at Mass. Concerns about reception by someone should be brought to the Priest’s attention after Mass.
10. Only Priests and Bishops are allowed to say the words of consecration and pray the words of the Eucharistic prayers.
11. First Communion may only be received from a Priest and always at Mass.
12. Unconsecrated hosts and wine are to be always kept in the cabinet provided in the Sacristy.

DON'TS

1. Don't use the term "Eucharistic Ministers" anymore.
2. **Do not add person's name to the formula for distributing Communion or change the wording of the formula in any way.**
3. Non-ordained ministers do not wear vestments which are proper to Priests and Deacons.
4. **Lay ministers are not allowed to take by themselves or pass from one to another either the Host/Ciborium or the Chalice.**
5. Make sure you do not distribute unconsecrated hosts or wine during Mass.
6. Do not place unconsecrated hosts in the Tabernacle. Do not leave unconsecrated hosts/wine anywhere in the Chapel or Church.
7. Deacon or laity are not allowed to recite any part of the Eucharistic Prayer other than the acclamations assigned to them.

ATTIRE... APPEARANCE... ATTITUDE

1. Extraordinary Ministers of Holy Communion should show greatest reverence for the Most Holy Eucharist by proper attire and demeanor and the reverential manner in which they handle the consecrated bread and wine. This should be observed during Sunday Mass, as well as daily Mass, always and in all seasons.
2. They have to wear appropriate and dignified clothing. Male lay ministers may wear a dress shirt, dress slacks and dress shoes with socks. According to the Norms and Guidelines for Extraordinary Ministers of Holy Communion (EMHC) in the Diocese of St. Augustine and The General Instructions of the Roman Missal, Third Edition, men should wear suits or sport coats and ties. Women may wear a dress or dress slacks with dress blouse or top (**with shoulders fully covered**) and dress shoes; proper attention should be given to the length of the skirt and neckline, these should not be such that they draw attention to the minister.
3. Dignity decorum and reverence should be seen in our movements in the Sanctuary and while holding the Ciborium and Chalice. **Always use two hands to carry Ciborium or Chalice reverently.**

DON'TS

1. Don't wear shorts, jogging suit/shirt, athletic footwear or sandals while serving at the Altar.
2. Women are not to wear dresses with hemlines too short. Women are not to wear high "platform shoes" because of the danger of slipping on the steps into the Sanctuary.
3. **If you are not properly dressed, please don't come up to serve on the Altar on Sundays and weekdays at all times and in all seasons.**
4. Do not carry the Ciborium or Chalice carelessly with one hand and walk fast while serving.
5. You need **not** bow to cross when you are taking the Eucharist to either side of the Church.

PROCEDURES FOR DISTRIBUTING COMMUNION IN THE CHURCH

1. The schedule for Extraordinary Ministers of Holy Communion will be e-mailed to you or if you do not have e-mail your copy can be picked up in the Bride's Room. A copy will always be displayed on the bulletin board in the Bride's Room.
2. Next to your name on the schedule will be a number that corresponds to a numbered station on the church diagram (attached). Your assigned station will change each time in rotation so that you can become familiar with all positions.
3. The EMHC with *their name in italics and the word "Captain"* next to their name is designated as the Mass Captain. The Mass Captain is responsible for taking attendance. If someone is absent ten minutes prior to Mass, the captain is responsible for finding another EMHC in church and asking them to serve. **Therefore you should always come to Mass prepared and appropriately dressed to serve if needed.** If not scheduled, please check in with the Captain to see if you are needed.
4. The EMHC with the letters "DS" next to their name, is the "Designated Substitute". The DS must check in with the Captain and remain in the Bride's room until all other EMHC have checked in. If someone does not arrive on time, the Captain will assign the DS their position. If the originally scheduled EMHC arrives after they have been replaced, the Captain will notify them that their service is no longer needed at that Mass and they may join the rest of the congregation.
5. If you are unable to serve on your assigned date, **you are responsible for finding a replacement.** To avoid this, always notify the EMHC coordinator by e-mail of any dates you know in advance you will be unable to serve. Of course, last minute occurrences are unavoidable. In those cases, e-mail all EMHC by sending a "reply all" e-mail asking for a sub. Keep monitoring the e-mail until you know a volunteer has

agreed to take your position. **If you agree to serve for someone, please mark your schedule and calendar so you do not forget.**

6. When you are scheduled to serve, please **arrive in Bride's Room no later than fifteen minutes prior to Mass.** Check your name off on the schedule in the Bride's Room so the Captain will know that you are present and then proceed into the church. I would suggest on those days that you not sit too far back in the church nor in the middle of a pew, it will delay you arriving at the foot of the altar.

RECEIVING COMMUNION AND RECEIVING THE SACRED VESSELS

1. After Father has received Communion, proceed reverently and **without delay** to the foot of the altar. After all the EMHCs have arrived there, they bow in unison and proceed up the ramp. Chalice Ministers stay on the lectern side and Ciboria Ministers cross to the other side. Father will distribute Communion to the deacon, if present, then to the Altar Servers, and then to the Chalice Ministers. He will then hand a chalice to each of the Chalice Ministers.
 2. As Father gives Communion to the Ciboria Ministers, one or two of the chalice Ministers come across to offer the chalice to them and to the Altar Servers. (Note: if a Deacon is present he will do this.) Father, assisted by a deacon, will give each minister of the Body of our Lord a Ciborium.
 3. After Father has taken up his Ciborium and started down the sanctuary steps, all Ministers proceed to their assigned stations. **Never proceed to your assigned station before Father.** Remember if you are assigned an even number (2, 4, 6, 8), Father may go to your station to distribute Communion, if so, go to his normal station (center aisle, right, marked "Fr.").
- Note: that Father will have the Pyx containing low-gluten hosts with him.**

DISTRIBUTION OF HOLY COMMUNION

1. If you are a minister of the Body of our Lord, after the communicant approaches and makes a sign of reverence, **raise the Host slightly** and say, "The Body of Christ." Following the communicant's "Amen," place the Host in the communicant's hand or tongue.
2. The Host Ministers are advised to make sure that those who receive the Host in their hand place the Host in the mouth and not walk away with Host in hand. If this happens, you should ask the person to consume the Host and make sure they do.
3. If you are a minister of the Blood of our Lord, after the communicant makes a sign of reverence say, "The Blood of Christ." After the communicant responds with "Amen," gently hand the chalice to the communicant. When you receive the chalice back, **wipe the rim that touched their lips both inside and out, turn it a quarter turn and also move the Purificator a bit to an unused section before you offer it to the next communicant.**

Note: the ONLY words the EMHC are to say are either "The Body of Christ" or "The Blood of Christ." Do NOT add, change or omit any of these words.

4. **Intinction:** Dipping the Host into the Precious Blood in the Chalice is not permitted in the United States. If a Communicant attempts to do that, the Extraordinary Minister of Holy Communion needs to cover the Chalice with the Purificator and say gently, "this is not permitted."

5. When you are approached by a child or adult who does not want to receive communion—(this is usually indicated by crossed arms)—without saying anything, you may make a sign of the cross on their forehead by using fingers **other than your index finger and thumb** which are used in administering the Body of Christ. **(This is because particles of the Host may cling to your fingers and should not be inadvertently transferred to the forehead of the person not wishing to receive Holy Communion.)** One suggestion is to do this with the knuckle of one of your fingers.
6. In any event, **do NOT make the sign of the cross while *holding* a consecrated host in the hand.** EMHCs do not give blessings in the context of the Liturgy.
7. When you run out of Hosts, you may go to the Priest or other Host Minister near you, who may place some Hosts in your Ciborium slowly and carefully.
8. **When the Precious Blood is finished, the Chalice Minister should go and place the Cup covered with Purificator on the Credence Table and go to the ramp to wait for other Ministers to finish.**
9. If any minister who finishes serving notices there are more than six people still in line to receive, he/she may proceed to nearby position and offer to serve.

EMERGENCIES

1. If a Host is dropped from the Communicant's mouth and if he/she doesn't pick it up and receive it, the Minister should calmly pick it up and go to the Tabernacle side and place it on a Purificator nearby. After Communion, dissolve it in water and pour the water in the Sacrament. (Usually Priest or Deacon will take care of the dropped Host after you place the dropped Host on the Purificator).
2. If the Cup is dropped or the Precious Blood is spilled, Purificators should be used to wipe the area as thoroughly as possible. Clean the Purificator with water, pour the water in the Sacrament and put the Purificator in the wicker basket.

AFTER COMMUNION

1. After communion, all Ministers return via the lectern side of the altar. **(Never walk in back of the altar to return your vessel)**. Place all of the Ciboria on the corporal on the altar. The priest and/or deacon will consolidate the Hosts and place back in the Tabernacle. Clean your fingers in the ablution cup that is in the back wall of the sanctuary immediately to the left of the table holding the tabernacle. **Do NOT clean them in the bowl that the priest used to clean his fingers in preparation for the consecration.**
2. Chalice Ministers return to the position from which the chalice was received, and while facing the altar, consume the remaining consecrated wine – if you can. If you cannot for any reason, ask one of the other Ministers to help you and **place the chalice on the Credence Table**. All EMHCs return to the ramp and when everyone is on the ramp proceed to the foot of the altar, bow in unison, and return to their seats.

PURIFICATION AND CLEANING OF THE SACRED VESSELS

1. The Sacred Vessels are first **purified** to remove from them any particles of the consecrated host or drops of the consecrated wine. **Purification of the Sacred Vessels is done by the Priest, Deacon or instituted Acolyte only! This will be done after Mass. The priest or deacon will place the vessels on a tray on the credence table, covered with purificators.** The Captain will be responsible for carefully and reverently taking the tray to the sacristy and leaving it there. After Mass, the priest, deacon or instituted acolyte will purify the vessels.

RESOURCES

General Instruction of the Roman Missal: <http://www.usccb.org/prayer-and-worship/the-mass/general-instruction-of-the-roman-missal/>

Norms for the Distribution and Reception of Holy Communion under Both Kinds in the Dioceses of the United States of America:
<http://www.usccb.org/prayer-and-worship/the-mass/norms-for-holy-communion-under-both-kinds/index.cfm>

Redemptionis Sacramentum:

http://www.vatican.va/roman_curia/congregations/ccdds/documents/rc_con_ccdds_doc_20040423_redemptionis-sacramentum_en.html

Scripture References:

Mt. 26:26-28

Mk. 14:22-24

Lk. 22:17-20

Lk. 24:30-31, 35

Jn. 6: 22-71

1 Cor. 10:16

1 Cor. 11:23-26

Catechism of the Catholic Church:

611, 790, 1088, 1323, 1329, 1335-1340, 1373-1377, 1382, 1390-1394, 1406, 1413, 1416, 1846, 2120

Diocese of St. Augustine Resources:

General Norms For Liturgical Ministers:

<http://www.dosafl.com/wp-content/uploads/2015/02/GeneralNormsforLayLiturgicalMinisters2010.pdf>

Norms and Guidelines for Extraordinary Ministers:

<http://www.dosafl.com/wp-content/uploads/2015/02/NormsExtraordinaryMinisters2010.pdf>