



Extraordinary Ministers of Holy Communion



Revised February 2017

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Liturgical Participation

United States Conference of Catholic Bishops

With excerpts from Vatican II: The Conciliar and Post Conciliar Documents

The celebration of Mass is an act of the whole assembly gathered for worship. This action, lies at “the center of the whole of Christian life” (General Instruction of the Roman Missal [GIRM], no. 16)

Roles in the Liturgy are exercised by lay people who place their time and talent at the service of the liturgical assembly as acolytes (altar servers), lectors, extraordinary ministers of Holy Communion, cantors, choir members, instrumentalists, leaders of song, and ushers. Others contribute their time and talent to planning and organizing the Liturgy; to keeping the church and the vestments, vessels, and appointments clean and well ordered; or to providing decorations that reflect the spirit of the liturgical feast or season. This variety of offices and roles is desirable and should be maintained.

A wide variety of services needs to be performed, and it is preferable that different individuals exercise those services so that the talents and gifts God has placed within the Christian community are fully used and that these roles of service are not monopolized by a few.

All the baptized need to understand that part of their duty regarding the Liturgy is to accept some responsibility for the Liturgy, to place themselves and their God-given talents at the service of the liturgical community whenever possible.

Not all members of the parish community will have the time, energy, strength, or ability to serve in these roles. However, individuals must be careful not to excuse themselves too easily. What is important is that all understand that the celebration of Liturgy is not just the responsibility of the pastor, although he is delegated by the bishop to oversee the liturgical life of the parish. Pastors need the help of people who are serious about living out their baptismal right and responsibility to worship.

Those who come together for Liturgy do not have the luxury of acting as spectators, waiting for all to be done for them. “Full, conscious, and active participation” in the Liturgy (as commended by the Second Vatican Council) is not only their right but also their duty and their responsibility.

The Liturgy, then, is about the action of God’s own people, each with different offices and roles. When we play our roles in the Liturgy with our bodies, minds, and hearts fully engaged, we make to God a perfect sacrifice of praise.

Overview

The Most Holy Eucharist is the sacrament by which Jesus Christ shares Himself as God and as Man with everyone who receives Him: He offers himself to His Heavenly Father as the most appropriate offering and invites every human being present to do the same. The faithful around the table are animated by the graces of the sacrament to growth in belief and understanding of God and so live a life ever so close to the intent of the Father.

Contact Information

Director of Lay Pastoral Ministry
Sarah Beams
Extraordinary Minister Coordinator
John Deeken (09:30 Mass)
Extraordinary Minister Trainers

Qualifications

Any confirmed Catholic adult of good moral standing (this includes a valid sacramental marriage in the Catholic Church) wishing to serve as an Extraordinary Minister of Holy Communion are welcome to sign up for this ministry.

Training is required prior to serving at Mass. Please contact one of the current Extraordinary Ministers or the Rectory if you are interested in becoming an Extraordinary Minister. You will be contacted by someone regarding the process and to setup training to acquaint you with your role as Extraordinary Minister.

In order to be properly disposed to receive communion, Extraordinary Ministers of Holy Communion, like all other Catholics, should not be conscious of grave sin and should have fasted for one hour. It is encouraged that all Extraordinary Ministers of Holy Communion receive the Sacrament of Reconciliation regularly.

Extraordinary Ministers of Holy Communion should in every way demonstrate by **their reverence for the Holy Eucharist that they truly believe that this is not just bread and wine, but the very Body and Blood of the risen Lord.** One should not accept this obligation of responsibility unless he or she is willing to carry it out with deep faith, and an awe inspired sense of God's presence. Your respectful silence, grace-filled movement, and care with the Sacred Species are observed by all the people.

CLOTHING: The way a minister dresses conveys a message to the congregation and speaks about the importance of his/her ministry. Extraordinary Ministers of Holy Communion are asked to dress respectfully for this ministry. Men are to dress in a shirt with a collar and women should wear modest clothing. The

receiver of Holy Communion should be taken in by Jesus he/she receives and not be distracted by the person who offers him/her Communion.

Scheduling

All Liturgical Ministers are scheduled using the Ministry Scheduler Pro application. When you sign-up and are trained to become an Extraordinary Minister of the Eucharist, you will be given access to Ministry Scheduler Pro, which will allow you to:

- Enter Contact Information (Phone Number, Email)
- Enter Mass Preference Times
- Enter Can't Serve Dates (for quarterly scheduling)
- View Masses you are scheduled (with the opportunity of requesting subs if you are unable to attend a mass you are schedule)
- View opportunities to substitute for other ministers that are unable to attend their upcoming service or sign-up for other opportunities to serve (i.e. Holy Days of Obligation)
- Schedule reminders for when you are assigned to be a Minister of the Eucharist.

You will receive links to videos and documentation on how to use Ministry Scheduler Pro once you are trained. Additionally, software for your phone is available to allow you perform many of the above-mentioned tasks on your phone.

Quarterly, you will be emailed asking you to update your contact information, mass preference times, and can't serve dates in preparation for running the next schedule. Please pay attention to those emails and target dates as once that end date has passed for updating your information, the only way to change your schedule is to request a sub.

If you don't have access to email or uncomfortable using the on-line system, please contact your minister leader to make them aware so arrangements can be made to contact you regarding scheduling issues.

Pre-Mass Preparation

Please arrive at least 15 minutes before Mass and go to the table outside the **Bride's Room** to select a Ciborium or Cup lanyard. Lanyards on the table are needed for the current mass, while lanyards in the basket are already assigned. On one side of the lanyard will be your role and on the other side the location you will be standing. If you have any questions, regarding your role or your positioning please ask the **Lead Minister**, who should be standing near the table.

If you are later than 5 minutes before Mass, the **Lead Minister** will likely start looking for replacements so we know we are covered. (Please understand that if you get there less than five minutes beforehand, replacements might have been

found for you). If you're are not scheduled and it is less than five minutes before Mass, please check with the **Lead Minister** to see that all the lanyards have been taken.

All Ministers

The schedule will be sent to each Minister via email at the start of the quarter available on the parish website (<http://www.sacredhearteureka.org>), available through the Ministry Schedule Pro Web Site, and through the Ministry Scheduler Pro applications for Android and Apple. Arrangements will be made with those parishioners that don't have online access to receive the quarterly schedule.

All Ministers are responsible for being present at their scheduled time. If you are unable to attend, you are responsible for indication you need a substitute in Ministry Scheduler Pro or contacting your Ministry Leader.

Lead Minister

The Lead Minister will be responsible to ensure that all positions for Extraordinary Ministers of Holy Communion are filled, and if need be, recruit from the congregation if pre-assigned Extraordinary Ministers of Holy Communion are missing.

The Lead Minister should be the first to arrive for Mass.

Mass Responsibilities

After the "Sign of Peace"

At the Sign of Peace, after you offer peace to one another in the pew quickly, quietly, and reverently proceed to the Altar, disinfect your hands and then line up at the bottom of the steps.

After the Priest and Deacon receive Holy Communion come up the stairs to the side of the Altar. Please draw as close to the Altar as possible. The priest or deacon will first give you the Body of Christ and then he will give you the **Cup** along with a **Purificator** or **Ciborium**.

After you received Communion, proceed to your distributing stations. Unless there is only one priest or deacon at any given Mass, if you distribute the Body of Christ, your position will be the middle aisle. If you are giving out the Body of Christ in the middle aisle, it is important that you stand against the back step, and shoulder to shoulder. This greatly expedites the flow of people to the Eucharistic Ministers on the sides.

Those giving out the Precious Blood in the transepts will move to their second position after everyone in the transept has received. For all who minister the cup, as a general norm, please spread as far as away from the other Ministers

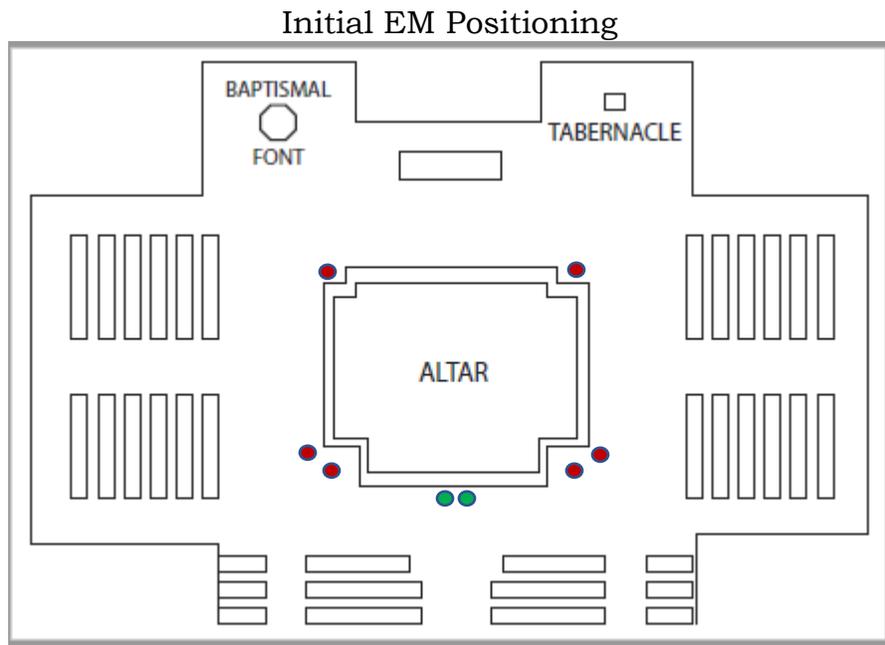
as you can. This helps avoid backups, which either slows Communion down or demotivates people from taking the cup.

See diagram below for position of Extraordinary Ministers.

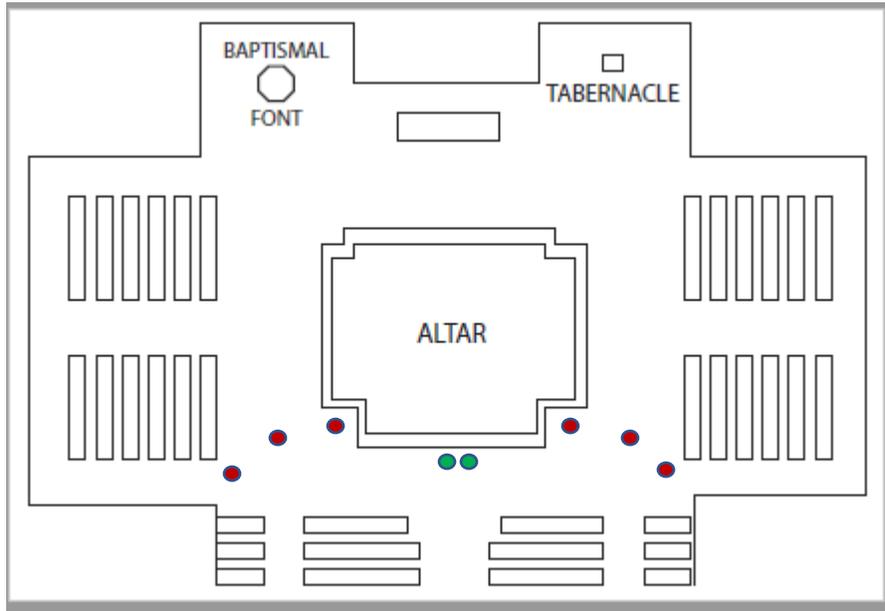
Holy Communion for Saturday 5:00pm, Sunday 9:30am / 11:30am Mass

Required Ministers

- Ciborium 1
- Ciborium 2 – (Note: If Deacon is present, he will assume this role)
- Cup 1
- Cup 2
- Cup 3
- Cup 4
- Cup 5
- Cup 6



Second EM Positions

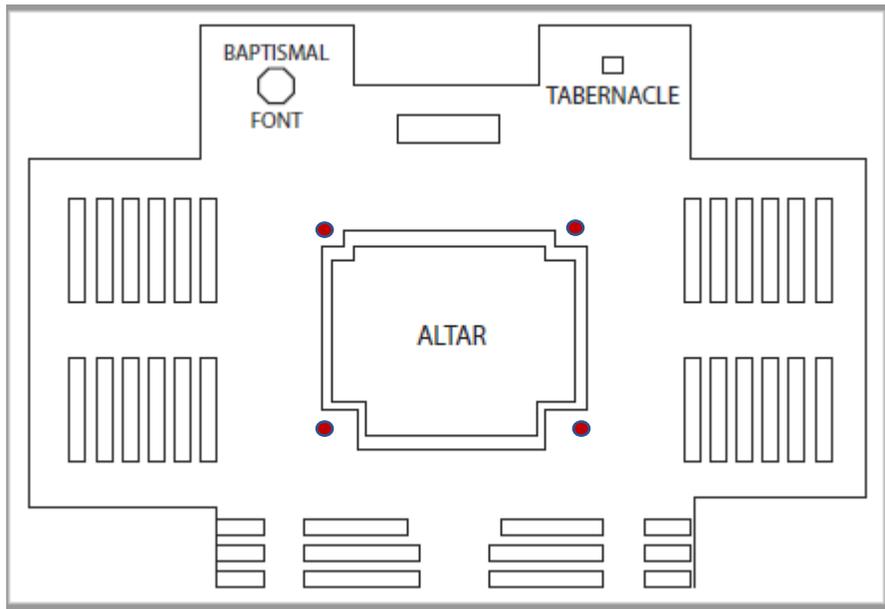


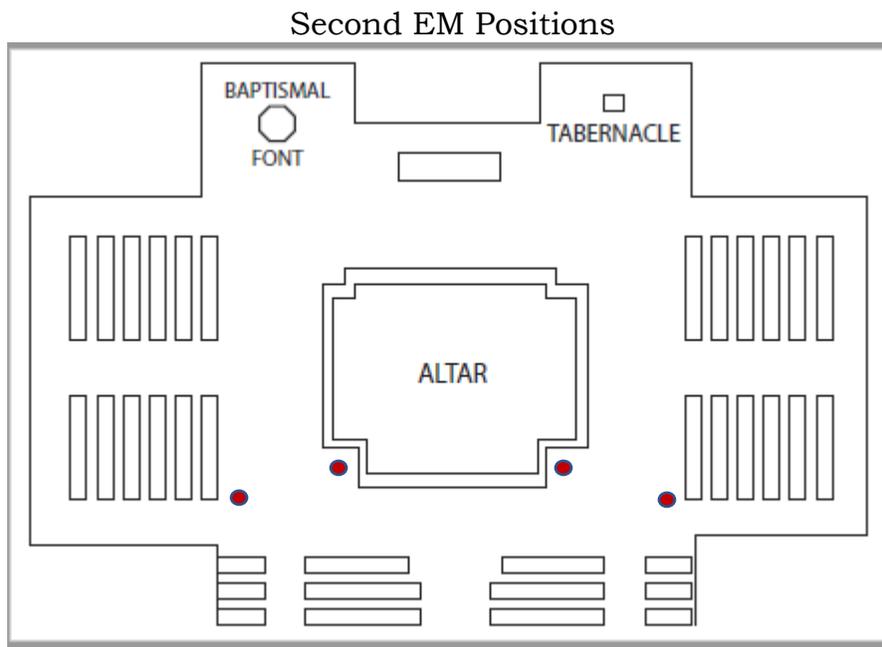
Holy Communion for the Sunday 7:30 a.m. Mass

Required Ministers

- Cup 1
- Cup 2
- Cup 3
- Cup 4

Initial EM Positions





For the distribution of the *Precious Body*, the Minister holds up the host and says to the communicant, "The Body of Christ." Wait for the communicant to respond with "Amen". If the communicant fails to respond, say "Amen" for them. Do not alter the words. Place the *host* reverently in the person's hands or on the tongue of the communicant.

For the distribution of the *Precious Blood*, each minister shall offer the cup saying, "The Blood of Christ." Wait for the communicant to respond with a bow and "Amen". If the communicant fails to respond, say "Amen" for them. Do not alter the words. Pass the chalice to the communicant. When the person has received from the chalice, carefully take the chalice back. Wipe the rim of the cup with the **Purificator** and give the chalice a quarter turn for the next communicant.

If you are unsure about whether a child has received First Holy Communion, ask the parent if they have (To avoid confusion, you may ask if the child may receive today).

If some people are unable to come to the front for Holy Communion because of illness and are wheelchair bound, please make sure that they are looked after.

After the Distribution of Body and Blood

If you run out of the Precious Blood, place your **Purificator** over the top of your **Chalice**, so people in line know you are out and return to the **Credence** Table and place your **Chalice** and **Purificator** there. If you have extra Precious Blood, after Communion, return to the Credence Table and consume the

remainder. Either way when you are finished, please place your lanyard on the Credence Table Basket and return to your pew.

Non-Communicants Approaching for a Blessing

We ask you to please give a blessing to those not receiving Communion. If someone crosses their arms, or someone is not yet of age to receive Communion, we want them to feel the love of Christ who said “Let the children come to me.” Please do not make the Sign of the Cross. Simply place your hand briefly on – or above – their head and or shoulder. You can bless them quietly without words, or simply say, “may God bless you” or another brief phrase like “May you know that God is with you”. Be aware of situations where parents with young children in their arms may only want a blessing, and not communion; and are not able to cross arms. Be alert to circumstances and do not draw attention to the person.

Special Circumstances

Should a host fall to the ground, you may let the communicant retrieve the host and consume it. If they do not, you should retrieve it and place it in the hand that you are using to hold the *ciborium* or communion plate. When finished serving, return the *ciborium* to the altar and offer the dropped host to other Ministers of Communion or inform the priest about the situation and he will consume the host.

If the *Precious Blood* is spilled, spread the *pacificator* and place over the top of the spill to be wiped up after Mass. Ask the communicant to wait while you obtain a clean *purificator* and continue serving. These are delicate situations; if it is handled in an efficient manner, it will likely go unnoticed by others.

Conclusion

The preceding pages of this handbook may be overly detailed to those who are active in the ministry for many years, but it serves both new and established Ministers to help create a more standard process. By striving for procedural consistency among Extraordinary Ministers of Holy Communion, the assembly will feel more at ease, enabling them to be free from distractions and enter more deeply into the celebration.

At times, you will make mistakes in these procedures. What is most important is to maintain an attitude of reverence and worship towards the real presence of Jesus in the Eucharist and be warm and hospitable to members of the congregation.

Glossary of Terms

Altar – The table in the sanctuary at which the bread and wine are prepared and transformed into the Body and Blood of Christ.

Ambo (Lectern/Pulpit) – The platform where the readings and homily take place.

Baptismal Font – A stand with a basin or pool containing water in the area of church where Baptism takes place.

Bells – Rung during the consecration of the Mass.

Book of Gospels – The book which contains the Gospel readings.

Chalice – The metal cup (either gold or silver) used to hold the wine that will be consecrated and distributed to the assembly at Mass.

Ciborium – A metal container with a lid used to store consecrated hosts in the tabernacle.

Communion Cups – Goblets used for distribution of Holy Communion.

Corporal – The large, square white cloth which is placed on the altar underneath the chalice and platen.

Credence Table – The table located to the left of the Altar, used to hold the purificators, chalices, and other items needed for the celebration of Mass.

Cruets – Water and wine containers.

Finger Bowl and Towel – Used for the rite before Eucharistic prayer.

Flagon (Pitcher) – The pitcher used to hold the wine which will become the Blood of Christ during the consecration.

Gift Table – The table in the back of the center aisle where the bread and wine are placed before Mass begins.

Lectionary – The book which contains the Scripture readings.

Nave – area where the gathered faithful sit during Mass

Pall – A piece of cardboard or plastic which is covered by linen and used to cover the chalice.

Paschal Candle – The tall candle which is blessed and used during the Easter season, baptisms, and funerals.

Pews – The bench-like seats in the main body of the Church.

Presider's Chair (Celebrant Chair) – The chair in which the priest sits.

Processional Cross/ Crucifix – The cross carried in and out of the Mass.

Purificator – A long narrow piece of folded linen cloth, which sometimes has a small cross sewn on. It is used by the priest and Eucharistic Minister to wipe the chalice after a person takes a drink from it.

Pyx – The small metal container which is used to hold consecrated host(s) when visiting the sick or homebound.

Sacramentary – The book of prayers and instructions used by the priest during the liturgy.

Sacristy – The room next to the Sanctuary where the priests, altar servers, and other ministers prepare for the Mass. There are two sacristies at Most Sacred Heart Parish; the Priests located on the south side of the **Vestibule/ Narthex** and the Servers sacristy located through the door and to the right of the south transept.

Sanctuary – The raised area in the front of the church. It is considered a holy and special area because this is where the sacrifice of the Mass is offered and where the word of God is read. It should be approached with great respect.

Tabernacle – The gold “safe” in which the Blessed Sacrament (Consecrated Host) is stored.

Taper – implement used to light and extinguish candles.

Thurifer – The person who carries the censer and incense boat. The Thurible is the censer and the Boat contains the incense placed by the priest/deacon on the coals in the Thurible.

Vestibule/ Narthex – The back of the Church where the main entrance doors to the Church are located.

Vestments – Vestments are what the priest and altar servers wear during Mass.

Alb – A long white linen robe worn by the priest and altar servers.

Cincture – A cord made of silk or cotton with tassels on the ends. It is used around the waist to secure the alb so that it will not interfere with walking.

Stole – A long strip of cloth worn by the priest around his neck and shoulders.

Chasuble – Colored vestment worn only by the priest.

Color of Vestments and Altar Cloth: The color of vestments gives expression to the mysteries of our faith and is like a calendar for the church year.

White – Masses of Easter, Christmas season, Feasts and Memorials of Jesus, Mary, the Angels, Saints who were not martyrs, Weddings, and Funerals, symbolizes Purity, Holiness, Joy, Triumph, and the Resurrection.

Red – Used on Passion Sunday (Palm Sunday), Good Friday, Pentecost, feasts of the Apostles, Evangelists and Martyrs. Red symbolizes the Holy Spirit and the blood of martyrs.

Green – Used during Ordinary time, symbolizing Life, Growth and Hope.

Violet – Used during Lent and Advent, symbolizing Penance, Atonement and Expiation.

Gold – More festive than white, which may be used on more solemn days such as Easter and Christmas, and also symbolizes Joy, Triumph and the Resurrection.

Items Used for Special Celebrations

The Monstrance – The Monstrance looks like a sun burst with a glass center. The back of the Monstrance has a small door. The inside holds a glass container called the Luna. The priest puts a consecrated host in the Luna, and places the Luna in the Monstrance. The Monstrance is then placed on the Altar for Benediction or Exposition of the Blessed Sacrament.

Incense, Incense Boat, Censer/Thurible - Incense is perfumed grains that are burned during special occasions. An Incense Boat is the container that holds the unburned incense. The Censer/Thurible is a metal container that holds hot coals. It has a top with air vents and a long chain so that it can be carried. Incense is scooped out of the incense boat and sprinkled on the hot coals in the censer. When the incense is burned in makes smoke.

The Aspergillum and Container – the Aspergillum, or sprinkler, usually looks like a ball on a handle. The priest puts the Aspergillum in a container of Holy Water, so that water will get inside the Aspergillum through little holes. The priest then walks through the church and blesses everyone by sprinkling them using the Aspergillum. This is used on special celebrations.

The Ministers at Mass

Priest – Specially ordained men who consecrate and offer the Body and Blood of Jesus at Mass. They forgive sins, perform baptisms, marriages, funerals, run the parish and lead the people closer to God. Their ordination to the priesthood can be traced to the Apostles who were the first priests after Jesus.

Deacon – A Deacon is like a priest in training. He can assist in preaching, perform baptism, marriages, and help run the parish. He does not offer mass or hear confessions.

Altar Servers – A young boy or girl, or an adult who is specially trained to assist the priest at mass.

Eucharistic Minister – A person who is specially conferred by the Bishop to assist the priest in giving communion. They also can bring communion to people who are sick at home or in the hospital.

Lector – The person who reads the Epistles (first and second readings) and the Prayers of the Faithful at mass.

Sacristan – The person whose ministry is the care of the sacristy, sanctuary, vestments, sacred vessels, etc.

Usher/Greeter – Individuals assisting those attending Mass to find appropriate/available setting.

Bishop – A Bishop is higher than a priest, he's like their boss. He has the authority to ordain priests. This authority is given to him by the Pope.

Cardinal – A Cardinal is a high church official ranking next in line to the Pope. He assists and advises the Pope, consecrates Bishops and elects the Pope.

Pope – The Pope is the supreme authority of the Catholic Church. He is sometime called “Pontiff” and “Holy See”, and will be the leader of the church until he dies.

Most Sacred Heart Church Layout

