

SAINT JUDE PARISH

EXTRAORDINARY MINISTERS OF HOLY COMMUNION



GUIDELINES

Effective Date: September 1, 2019

ARRIVAL FOR MASS

1. Extraordinary Ministers of Holy Communion (EMHC) should arrive at least 15 minutes before the scheduled service. Arriving less than 10 minutes before mass starts causes confusion. By that time the other ministers and/or the Celebrant will be looking for substitutes.
2. Coats and purses are to be hung in the closet in the sacristy. Do not leave valuables or large amounts of money in purses in the sacristy.
3. Spend a few minutes in the church in prayer for personal spiritual preparation. We need to prepare ourselves for mass and the reception of Holy Communion before we share Eucharist with others.
4. Make sure there is a full team to serve. Recruit as needed. All those who are serving must be dressed appropriately (see: *Dress Code* later in this document).

Even if you are not on the schedule, please come to mass prepared to serve if needed. Speak to one of the ministers when you arrive so that they will know where you are sitting in case you are needed.

PREPARATION

EMHC should greet people as they arrive. Do not congregate in the Sacristy. It is important to take a moment to agree on specific positions for Communion time and also to agree on genuflecting versus bowing (both ministers should take the same action). Everyone needs to know his or her proper station for Distribution of Communion **PRIOR** to mass. This critical step will prevent confusion during Communion.

When ready, line up as follows:

1. Cross bearer
2. Altar servers
3. EMHC
4. Reader
5. Deacon (if present)
6. Celebrant

When lined up for procession, kindly abstain from conversation. In those situations where there is no Cross Bearer or Altar Servers to lead, please wait until the assembly begins to sing before starting to process into the church. The processions should always be slow and dignified. When ministers arrive at the altar steps, they genuflect to the Tabernacle behind the altar and then proceed immediately to their seats. Those who cannot genuflect are asked to bow to the Tabernacle. Ciboria ministers should proceed to the front pew on the choir side.

After the sign of peace, ministers should use the hand sanitizer in their pew.

At Communion time, after the Celebrant consumes the Blood of Christ

- All ministers should immediately rise and proceed to the front of the altar,
- Make a profound bow as a group and proceed into the sanctuary to receive the Holy Communion. See the diagram on last page for correct positions for the reception of Communion.

Please NOTE:

- Reminder that EMHCs need to lead by example, especially when we are serving.
- Do not pick up vessels from the altar or place vessels on the altar. Allow the Celebrant or Deacon to do it. Wait for the priest or deacon to hand you your vessel. Do not approach the altar unless told to do so by the Celebrant.
- Ministers are not to distribute Communion to another serving minister unless specifically told to by the Celebrant. You may distribute to the Readers and Altar Servers, if requested to do so.
- If you are carrying a vessel with the Eucharist, you do not bow when crossing the altar. Nor should you genuflect before the Tabernacle.
- We display Reverence by bowing our heads before receiving Holy Communion and by the way we proceed to our assigned positions.

CIBORIA MINISTERS

After receiving their sacred vessels, EMHCs reverently and without haste go to their Communion stations.

Watch for any signals from an usher that indicates a communicant who needs to receive Communion in his or her seat.

Ciborium Minister No. 1

When handed a ciborium by the priest or deacon, please go directly to the music ministry to distribute Holy Communion to them.

Ciborium Minister No. 2 (and 3 and 4 when present)

- When handed a vessel by the priest or deacon, please go to your distribution stations.

*See **Lineup at Distribution Charts** attached for positions of ministers during distribution of Communion.*

When distributing Communion, the EMHC holds up the Consecrated Host as each communicant approaches and, addressing the communicant, says, "The Body of Christ." When the communicant responds "Amen," the minister places the Host on the communicant's tongue or in the communicant's hand. Do not address the communicant by name or offer a personal greeting.

It is critical that the communicant consume the consecrated host immediately. Allow the communicant to receive in the hand and make a right or left-hand turn. If they take more than a step and you don't see his or her hand coming up to their mouth to consume the consecrated host, stop them while they are still near you and request that they consume the Holy Eucharist in your presence. This is especially important at Christmas and Easter.

If someone approaches you with their hands folded over their chest, you may say something like "May you receive the Lord Jesus in your heart". Do not make the sign of the cross or touch the person. Only ordained clergy should confer a blessing.

For those who choose to receive the Eucharist on the tongue: Placing a host flat onto the tongue doesn't work as well as approaching the tongue from above. Consider this process for placing Eucharist on the tongue: Consider putting your hand above the host, rather than below it. This allows you to 'drop' the host onto the tongue.

Do not place a consecrated host on a hand that is gloved or when an article of clothing or a bandage covers the hand.

If a communicant comes forward carrying a child in his or her arms, Communion should be received on the tongue to reduce the chances that the consecrated host will be broken or dropped.

If a consecrated host is dropped on the floor it should be picked up immediately, in a dignified manner, and as long as the host is intact, it can be held in the left hand until the

EMHC has completed the distribution. When returning the ciborium to the Deacon or the Celebrant at the altar, the EMHC may then hand over the host at that time. (If the consecrated host has fallen out of the communicant's mouth, please let the Deacon or the Celebrant know so that it may be disposed of in a reverent manner and not consumed.)

If you are running low on consecrated hosts, it is permissible to fracture (break) hosts, but do this over the ciborium to prevent fragments from falling.

If you run out of consecrated hosts, ask the person in line to wait and go to the Celebrant or Deacon and ask them to pour some of the hosts into your vessel. Use your hand to prevent spills. If necessary, you may lift them out by hand but be careful. Pouring is preferred so we avoid touching the hosts as much as possible.

- If you have finished distributing and another line remains long, please go to a position indicated on the attached map, standing next to the pew to avoid blocking the traffic flow, and help with distribution.
- Otherwise the EMHCs remain at their stations until the Celebrant and the Deacon have completed their distribution of the Holy Eucharist and re-enter the sanctuary with them.
- Proceed to the left side of the altar and hand the vessels to the Celebrant or Deacon
- Use the ablution dish on the side table.
- Wait as a group, below the steps, in front of the altar until the reserve host has been reposed
- Bow to the altar and return to your pews.

During Mass, EMHC must not approach the Tabernacle.

EMHCs, who bring Communion to the homebound will place the appropriate number of hosts in their pyx and place the pyx on the Offertory table before Mass. They will retrieve their pyx after mass. EMHC should not present a pyx at the distribution of Holy Communion during mass.

MASSES WITH EXTRA PRIESTS and DEACONS

If there are additional priests or Deacons at the mass, they have the responsibility to distribute Communion. By Church law, this responsibility takes precedence over the ministry of the EMHCs. As a result, not all of the EMHCs may be required to distribute. When there are visiting clergy, the ministers may be requested to come up to the altar and receive and then escort the visiting priest / deacon to his position. At that point the minister should sit down. If, after distributing Communion, the visitor appears to be unclear as to what to do the EMHC should go up and escort the clergy to the proper place. Do not take vessels from the clergy, unless asked to do so.

END OF MASS

1. Line up along the front pews.
2. When the Celebrant genuflects to the Tabernacle, the ministers should genuflect or bow to Tabernacle as well.
3. Continue to sing while recessing in the same order in which you're processed.
4. After the recessional, retrieve all of the already purified vessels from the sanctuary and return them to the sacristy; these include:
 - a. The priest's chalice & paten (which may also include the chalice veil, burse, purificator, corporal, and tabernacle key)
 - b. Tray with water & wine cruets
 - c. One or more empty ciborium
 - d. One or more communion plates ("Pie plates"), if used.
5. Place all of the vessels on the counter between the two sinks
6. Top off the water cruet using the bottled water from the refrigerator. Do not use tap water. (Tap water has too many minerals and may over time damage the vessels.)
7. Top off the wine cruet using the wine from the refrigerator
8. Leave everything on the counter between the two sinks. If you have any questions, do not hesitate to ask Fr Henry.

DRESS CODE

Men are requested to wear jacket and tie. Women may wear skirts, dresses or pants. However, the outfit should be at least business casual (no jeans, shorts or flip-flops). Tops may **not** be sleeveless or revealing. Skirts must be of proper length.

SCHEDULES

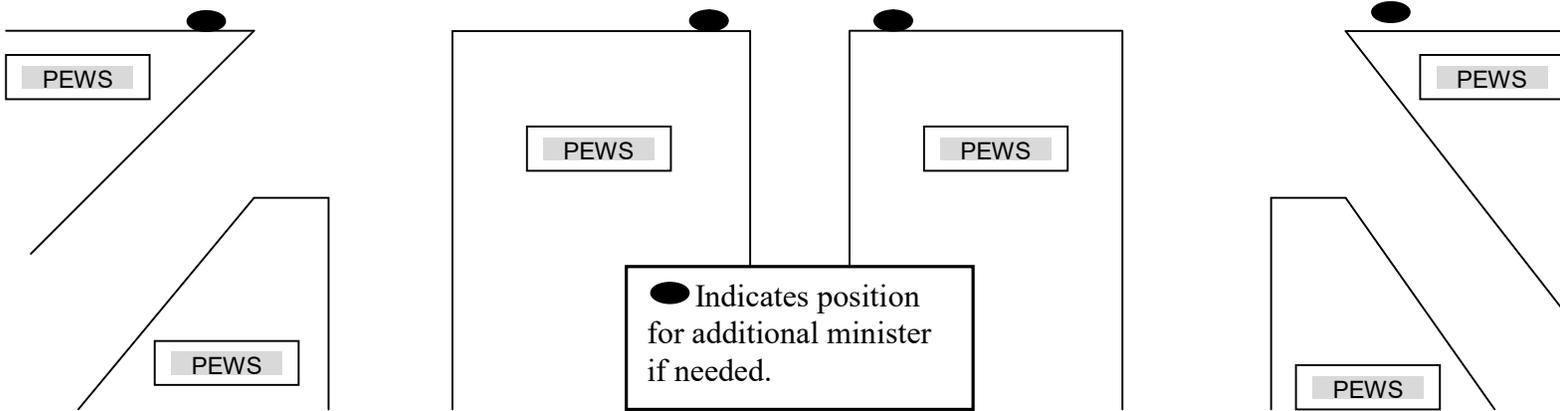
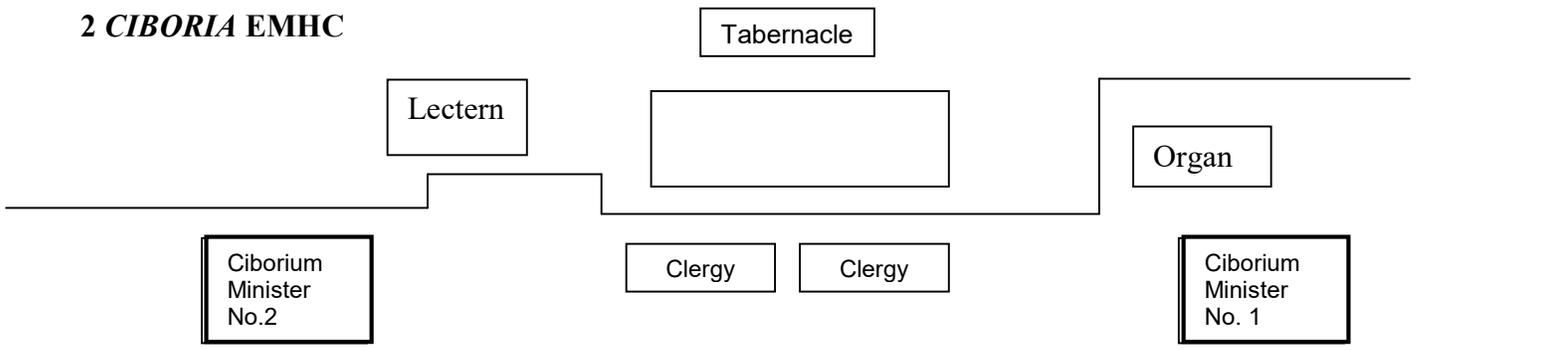
1. The schedules are completed two months at a time. They are published 2 weekends before the new schedule starts. We send out an email at the beginning of month one when scheduling months two and three. For example, a message will be sent at the beginning of March indicating that we are starting to work on the schedule for April and May. The email will ask for dates that you are not available to serve. Our contact information is on the bottom **of** the schedules and also at the bottom of this document. Announcements are made at the end of mass when the schedules are available.
2. Schedules are sent by email to those who have requested to receive them in that format. Also, you will be able to download the schedule from the parish website

www.stjuderc.com. There is also a copy of the schedule posted in the sacristy and copies in the sacristy for people who do not have email. When you get the new schedule please update your calendar with your mass assignments. This will reduce the likelihood of you missing an assignment.

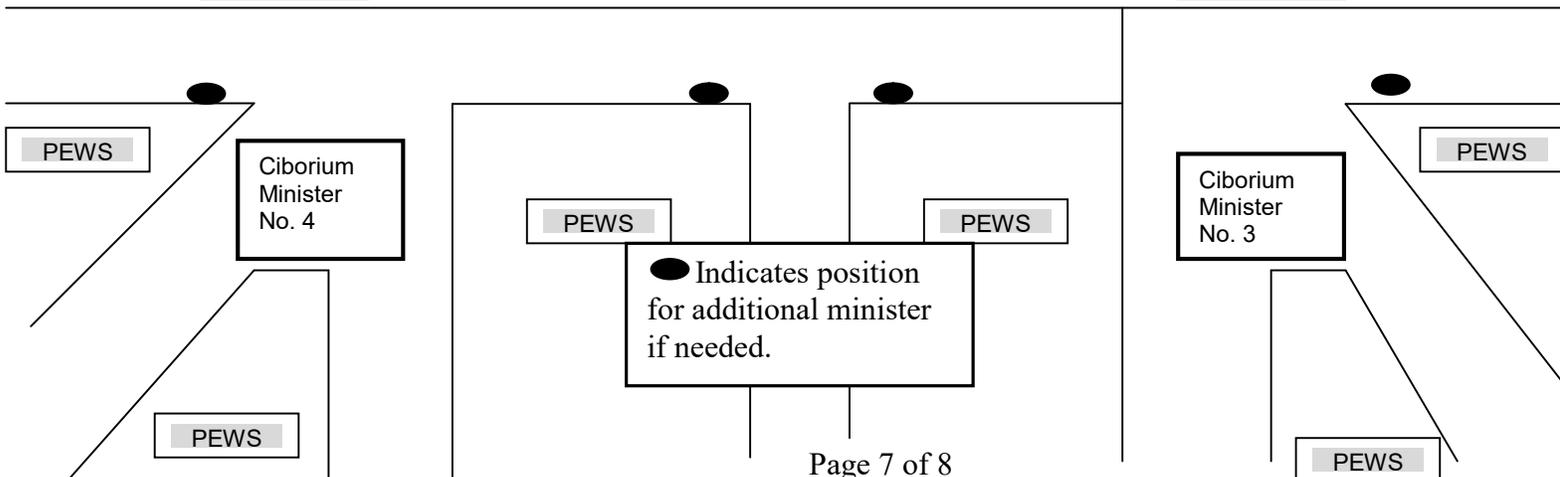
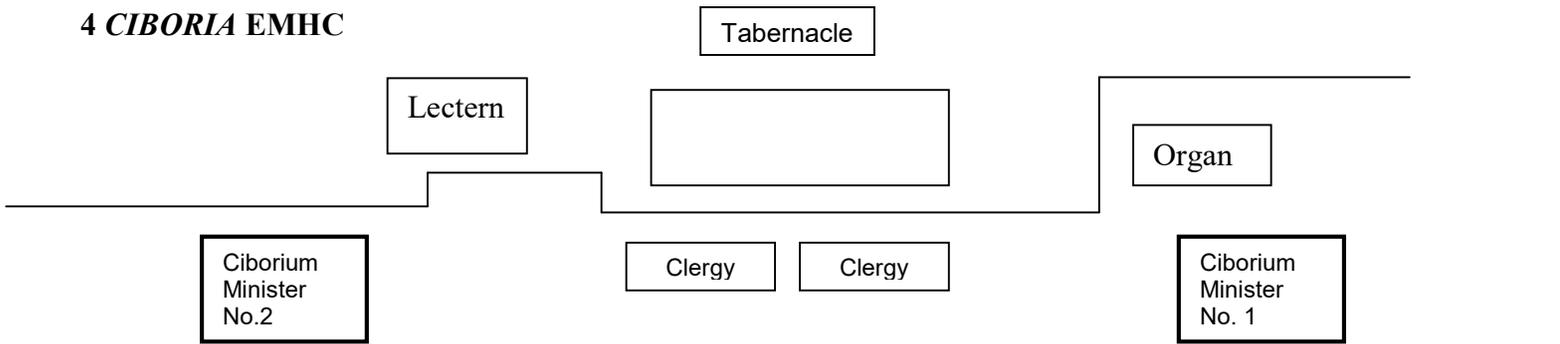
3. We maintain a master list of all the ministers with their home phone numbers and email addresses. This is distributed to all ministers and can be used when you need to find a substitute for a mass. The email addresses are not shared other than among the other Eucharistic Ministers.
4. If a minister is unable to serve at the scheduled time, he/she is to find a substitute (offer to exchange for another time). You may use the email list but do not send a message and assume you are done. You are responsible for finding a sub. Check future weekends and call or email offering to swap masses. When a sub is obtained, if possible, please update the schedule in the Sacristy to show the change. If you do not find a sub contact one of the people on your scheduled mass and tell them, you were unable to find a sub.

LINEUP AT DISTRIBUTION OF COMMUNION

2 CIBORIA EMHC



4 CIBORIA EMHC



Altar
Servers

Reader

Altar

4
3
2
1

Ciboria
Ministers

C

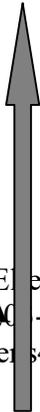
B



1 2 3 4

Ciboria
Ministers

Doug & Ellen Stevens
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Position A –
Processing in

Position B – In the pews

Position C – Standing
at the altar for reception
of Communion

Ciborium Minister 1	Ciborium Minister 2
Ciborium Minister 3	Ciborium Minister 4