



## St. Francis of Assisi

### EXTRAORDINARY MINISTER OF THE EUCHARIST GUIDELINES

From *Sacrosanctum Concilium*, the Constitution document of Vatican II, describes the Holy Eucharist “as the source and summit of our spiritual lives. It also teaches that God makes Himself truly present during the Mass in the Eucharist, the spoken Word, the ministers and the people gathered” #7

From the General Introduction to the Roman Missal:

#95 ” In the celebration of Mass the faithful form a holy people, a people of God’s own possession and a royal Priesthood, so that they may give thanks to God and offer the unblemished sacrificial Victim not only by means of the hands of the Priest but also together with him and so that they may learn to offer their very selves.” And #97. “The faithful, moreover, should not refuse to serve the People of God in gladness whenever they are asked to perform some particular service or function in the celebration.”

#### **ARRIVAL:**

We ask that you arrive 15 minutes early and sign in, in the ministers' sacristy (please remember your position and responsibility). After you have signed in, go to church and be seated. No special seats are assigned, but it is probably best if you sit close to the altar, especially if you are bringing up a tray at the Offertory. If not assigned for the Mass you are attending, please check the sign-in sheet in the ministers' sacristy 5 minutes before Mass and sign in where needed.

VERY IMPORTANT! Remember what position you signed for, and what duties might go with this position. This is essential to keep things going smoothly! Please do not sign up for the same position every week. We ask that you rotate your position. This allows others, as well as yourself, to become acquainted with different positions and helps to ensure that all spots are filled at every Mass.

**Please ensure that the Tabernacle/chalice tray (TT) position and Paten (PL) position are filled. THESE POSITIONS SHOULD BE FILLED FIRST AND MUST BE COVERED FOR EVERY MASS SO THAT FILLED CHALICES AND PATENS ARE ON THE ALTAR FOR THE OFFERTORY. THE RESERVED CONSECRATED HOSTS ARE ON THE ALTAR PRIOR TO THE DISTRIBUTION OF COMMUNION. If there is a deacon at the Mass, he will sign in and distribute Precious Blood in the Center Section.**

#### **COMMUNION PREPARATION:**

Following the Prayers of the Faithful, as the altar server prepares the altar, the ministers signed in as the "Tabernacle/Chalice-Tray" (TT) minister and the minister signed in for the “Patens” (PL) minister should proceed to the credence table to get the trays holding the chalices/purificators and the patens.

**TT** - Remove the cloth from the top of the chalices and place the cloth on the cart next to the credence table. While the deacon or server is finished setting the altar with the priest’s chalice and missal, the trays should be carried to the altar. Chalices/purificators are removed from the tray, placed on the altar cloth on the tower side of the altar (right as you face the congregation), and the tray is returned to the credence table. Please handle the chalices by the stem not the lip.

**PL** - The patens are placed on the choir side of the altar (left as you face the congregation), and the tray is returned to the credence table. FYI: all patens from the tray are to be placed on the altar even if they are empty. (3 or 5 depending on the Mass)

The ministers then return to his/her seat until the beginning of the "Our Father." At the beginning of the "Our Father," the person designated to bring the reserved hosts from the Tabernacle (TT) should do so. The key to the tabernacle should be retrieved from the cart on the side near to the credence table. Please move cautiously but efficiently to bring the reserved hosts to the altar (at the Lamb of God, place on the altar on the left side of celebrant, or hand to the celebrant). It is suggested that this person sit on the "tower" side for Mass. Leave the key in the tabernacle and after returning reserved hosts to the tabernacle, the key is returned to the sacristan's cart.

#### **COMMUNION RECEPTION:**

At the Lamb of God, the ministers will leave their pews and line up in front of the small brick wall under the ambo. Use the "separation" line on the altar floor to provide a definite break between the ministers of the hosts (left side of the altar) and ministers of the precious blood (right side of the altar). After the celebrant (and deacon) receive Communion, the ministers move forward to the base of the altar platform.

The celebrant and deacon (if present) will distribute the host and Precious Blood to each of the ministers. When there is no deacon the first minister of the Precious Blood will step onto the altar to receive the Body and Blood from the celebrant. The minister will then follow the celebrant and distribute the Precious Blood to the other EM's.

The celebrant will distribute chalices and the patens to the ministers.

#### **DISTRIBUTION:**

When it is time to go to your station, ministers, except for "choir side" ministers, should proceed to their RIGHT, following a line until you get to your station. If you are the minister on the "choir side", step back while other ministers proceed to their right. "Choir side" ministers DO NOT follow to the right, but instead immediately go to their LEFT to the back area of the choir side – FOR EVERY MASS.

Once you have arrived at your station, Precious Blood ministers, keep a DISTANCE between yourself and the host ministers. Many ministers have a tendency to stand too close causing backups to form. This also allows members of the congregation who refrain from receiving the Precious Blood room to walk to their seats. You cannot, in reality, stand too far apart, but you can stand too close.

As recipients come forward, they should make a reverent bow to the Body/Blood of Christ, after which the EM will say, "The Body/Blood of Christ" in such a manner so as to be heard. The minister, while making eye contact with the recipient, offers Eucharist to the recipient saying, "the Body of Christ". If serving as a host minister, gently place the host in the hand or on the tongue of the recipient. If serving as a Precious Blood minister, hold the chalice up and while making eye contact with the recipient, offers the chalice saying "the Blood of Christ. Refrain from exaggerated movements.

As the minister of the host, please feel free to show some sign of "communion" with children or non-Catholics. This may be done by making eye contact and saying "God bless you!" or extending your hand on the person's head.

It is important that the lip of the chalice be wiped inside and out after each recipient. Then rotate the chalice slightly (1/4 turn) before handing it to the next person. The purificator that is used should be repositioned in your hand so as not to use the same spot continuously. Do not place the purificator in

the Precious Blood when wiping the chalice. Avoid using the area of the purificator near the red cross as it is somewhat difficult for sacristans to clean afterwards.

If the Precious Blood is consumed before the Communion Rite has ended, you may return the chalice to the proper tray on the credence table and return to your seat. If Precious Blood remains in the chalice after all have received, return to credence table and, if possible, consume remaining Precious Blood. If not possible to do so, place the purificator ON TOP of chalice and sacristan or priest will consume the remaining Precious Blood after Mass. At no time do you place the purificator inside of the empty chalice...always place purificator on the tray near the empty chalice cup.

If your section is finished with the distribution of Communion and your chalice has remaining Precious Blood, take a quick look around – perhaps there is a station where the chalice has been emptied – and proceed to that station.

An EM that has finished with distribution in his/her section may be approached by an usher and asked to bring Communion to a disabled parishioner in the back of the church or in the narthex. Please follow the direction of the usher.

### **TOWER SECTION**

At ALL Masses, distribution of Communion will start with the front section. At the 7:30 Mass and Noon Mass, there is only one host minister with 2 chalice ministers. Begin at the first pews of the front section - servers and lectors. At Masses where two host ministers are assigned (5:15, 9, 10:30) both will begin at the FRONT and when completed, move to distribute to the BACK sections. Follow the direction of the usher. Remember that the people in the front rows (rows without kneelers) do not approach the minister – the minister walks to them.

### **CENTER SECTION**

Two host ministers (one will be the celebrant) and two chalice ministers (if a deacon is present, he will be one of the chalice ministers) will serve in the CENTER section. Ministers will go directly to the congregation seated in the first row – they will not come to you. After distribution to the front row, host ministers stand in the center and chalice ministers stand at a distance on either side. If you see the communicants backing up or it is getting too crowded, please step back. Once you have finished with your section, you may proceed to either the TOWER or CHOIR sides if needed.

### **CHOIR SIDE**

If there is only a cantor and musician always look at them first to see if they are desirous of receiving Communion. Full choirs will have the Eucharist distributed by someone from within the choir so do not be concerned with distribution to them. At the 7:30 Mass and Noon Mass, there will be only one host minister for the choir side accompanied by two chalice ministers. At all other Masses (5:15, 9, 10:30) there will be two host and two chalice ministers. Proceed to the first row and distribute the Eucharist by going to members of the congregation in the first row, they will not come to you. Then, move into position to distribute to the remainder of your section.

### **DRESS:**

The importance of proper dress cannot be stressed enough. We are attending a banquet in God's house and are participating in a very special way. **Please, no blue jeans, shorts or short skirts.** If you plan to fill in, should there be an opening due to the absence of another minister or because it is less than 5 minutes before Mass is about to start, please keep in mind the dress code. Perhaps it would be helpful

to keep the dress code in mind as well when preparing for Mass should a last minute need for your ministry be required.

Be sure that your nails and hands are clean. Hand sanitizers are on the cart and behind the altar under the ambo. **Please use hand sanitizers provided before approaching the altar for Communion.**

Should you have any questions or problems, please call or e-mail one of the co-coordinators:

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