

## **St. Augustine / St. Joseph Cluster Parishes**

### **Guidelines for Extraordinary Ministers of Holy Communion**

Your willingness to serve as an Extraordinary Minister of Holy Communion reflects not only a response to your Baptismal call to serve the people of God, but a commitment to Christ as you share in nourishing God's people with the Bread of Life and the Cup of Salvation.

By ministering communion, you recognize the Body of Christ in those to whom you minister 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 schedule, to prepare properly for your ministry and to arrive promptly for your assigned Mass, further reflect that commitment.

**Thank you for your service to the St. Augustine & St. Joseph parish community!**

**Dress Code:** Remember that as an Extraordinary Minister (EM) you are a representative of the Church. The way you dress is an important part of your representation. Proper attire guidelines are as follows:

- ❖ **General Rule** – No shorts. No shorts for substitutes if possible. No T-shirts. Dress shoes are preferred.
- ❖ **Ladies** please be conservative when wearing skirts and dresses (touching the knees or lower). Blouses - no sheer material, low cleavage, or tight-fitting clothing. Shoulders should be covered. Dressy Capris are permissible.
- ❖ **Gentlemen** Khaki pants or dress pants should be worn. Polo or collared dress shirt preferred.

#### **General Guidelines:**

- Eight (8) Extraordinary Ministers, including priest(s) and deacon(s), are necessary for all regular Sunday Masses (Masses for First Communion, Confirmation, Christmas, etc. may utilize more). Nine (9) Extraordinary Ministers are needed at the 9:00 am Mass when the choir sings.
- If there are con-celebrating priests or visiting deacons, it should be presumed that they will distribute Communion. Therefore, fewer Extraordinary Ministers may be needed than are scheduled. Please adjust accordingly.
- Arrive 10 minutes before Mass, enter the priests (south) sacristy, look for the sign-in sheet (notebook on the podium near the door)
  - Sign your name next to the EM station you will serve
  - Take the necklace that corresponds with a station. Necklaces are located on the hooks next to the sacristy entrance. Red=Wine/Blood, White=Bread/Body, Blue=Bread/Body to choir loft
  - You may sit with your family until the 'Sign of Peace,' when you will proceed into the main sanctuary. Try to sit as close to the sanctuary as possible.

#### **Distribution:**

- Extraordinary Ministers should come forward and bow before coming into the sanctuary during the Sign of Peace. The first person at the altar should get the consecrated host in the tabernacle if there is no deacon. Those distributing the Body of Christ should line up behind the altar on the St. Joseph side. Those distributing the Precious Blood should line up behind the altar on the Virgin Mary side. Choir distributor in middle.
- The priest (or deacon serving) will distribute Communion and will then give each Extraordinary Minister their vessel.
- Once everyone has received Communion and a vessel, all proceed reverently to their Communion stations.

**\*\*Ensure that all persons who require distribution in the front pews receive Communion and are offered the Precious Blood before you are stationed at your post.**

## **Posts:**

### ➤ Distribution of the Body and Blood of Christ:

1. The Priest (Body of Christ) will be stationed in the main front center aisle (Virgin Mary side).
2. EM (Body of Christ) will be stationed in the main front center aisle to the left of the priest (St. Joseph side).
3. The Deacon (Blood of Christ) will be stationed in the front aisle (Blessed Virgin side).
4. EM (Blood of Christ) will be stationed in the front aisle side (St. Joseph side).
5. EM (2 each - Body of Christ) will be stationed in the back middle of the center aisle.
6. EM (2 each – Blood of Christ) will be stationed in the back right and left aisles.
7. An additional Extraordinary Minister (Body of Christ) may be assigned to the choir loft. If you are assigned to the choir loft, go up the north staircase to the choir loft, stand and be visible to Choir Director but behind choir. Do not begin to distribute until choir stops singing, then make way to the back of organ. After distributing Communion, proceed down the steps and wait or assist distributing from the rear of church. Process together back into the main Sanctuary with the Extraordinary Ministers stationed in the back of church.

## **Walking to Post:**

- Cover the cups with your cloth so blood does not fall on floor while walking
  - All EM's should walk slow enough so wine does not sway and spill – this includes EM – bread so all walk in unison
- Cover ciborium's with your hand if overly full or there is wind if doors are open

## **How to Distribute the Body of Christ:**

- In giving Holy Communion, the minister holds the Body of Christ slightly above the vessel, looks into the eyes of the Communicant, and in a clear voice says, "The Body of Christ", to which the Communicant responds "Amen". These are the only words to be used. Nothing is to be added or subtracted, not even a name. Then the Body of Christ is placed in the hand or on the tongue according to the manner indicated by the Communicant.
- When giving communion – place thumb towards bottom of host when placing host in mouth
- If a communicant begins to walk away carrying the Body of Christ, the Extraordinary Minister should alert a deacon, priest or another Extraordinary Minister immediately after completing distribution of Communion. Some parishioners step aside to face the Crucifix as they consume the Body of Christ.
- If a child, non-Catholic, or an adult does not receive communion and wants a blessing, place your hand near or on the person's forehead and silently trace the sign of the cross.
- If you run short of hosts in front, try to get more from other EM or tabernacle. If none, place hand over ciborium and return the vessel as reverently as possible to the south sacristy.
- If in back away from altar, try to get more from other EM. If none, send people to the front, place hand over ciborium and return the vessel as reverently as possible to the south sacristy.
- If you believe or see or feel that you have particle of Jesus Body on your hands, please use a bowl or cruet of water to pour over your hands into the Sacramentarium in the south sacristy – small sink or left most basin – which goes to ground not sewer.
- Should a parishioner present a pyx ask how many hosts are needed and place them inside the pyx. (\*A pyx is a small round container used to carry the consecrated host to the sick or those otherwise unable to come to a church). The preferred method is for the individual to bring into the sacristy before Mass and retrieve after.

## How to Distribute the Precious Blood of Christ:

- In giving the Precious Blood, the Extraordinary Minister holds the Sacred Cup up slightly, looks into the eyes of the Communicant, and in a clear voice says, “The Blood of Christ”, to which the Communicant responds “Amen”. These are the only words to be used. Nothing is to be added or subtracted, not even a name.
- Generally, the communicant should hold the Sacred Cup firmly in both hands and drink from it. However, in the case of a physical disability or weakness, be ready to assist in holding the Sacred Cup.
- After the Blood of Christ has been received, wipe the rim of the Sacred Cup, inside and out with a purificator and turn the Sacred Cup slightly before presenting it to the next Communicant. Be careful not to wipe in a manner where the purificator is dipped into the Precious Blood.
- Intinction (the practice of partly dipping the Body of Christ into the Precious Blood before consumption by the communicant) is NOT permitted. If you suspect that a Communicant might attempt this, place the purificator over your cup and kindly ask the person to consume the Body of Christ.
- Please remain at your post until the entire congregation has received Holy Communion.
- Should your vessel become empty during the procession, place the purificator over the chalice (Blood). Extraordinary Ministers of the Precious Blood are asked to return the chalices, covered by purificators to the south sacristy. Please remain in the sacristy until the Body of Christ has been returned to the Tabernacle and is closed. You may then reverently return to your seat.

## Procedures After Distribution of Bread:

- Group from back, it is best to all process together when returning to altar
- All EM ciboriums should be placed on the altar corporal for Father to consolidate hosts.
- If no deacon the 1st EM of bread should go to altar to help Father. Follow his lead. Give your necklace to one of other EM.
- Once ciborium is placed on Altar go to the sacristy to hang up necklace
- If you are going to Heritage Manor Nursing Home, retrieve pyx on the altar and exit to the south.

## Procedures After Distribution of Wine:

- EM's of wine should go directly to the south sacristy.
- Consume excess wine/blood. Do not place white purificator in the cup as this causes staining.
- Leave necklace on the hooks
- All ministers should leave sacristy together and leave sanctuary with bread distributors.
- Bow to altar at the front of the sanctuary.
- Sacristans will clean cups after Mass

## Accidents During Distribution:

- If the Body of Christ falls to the floor during distribution of Holy Communion, pick it up immediately and consume it. If uncomfortable with consuming, hold host with bottom hand, under ciborium. When returning to the sanctuary go to the south sacristy and place the dropped host in paper cup by the sink. Please inform priest or deacon after Mass. It should never be put back in the vessel to be given to another communicant.
- If the Precious Blood is spilled: Immediately step over the area to protect it. Do not allow anyone to step on the spilled Precious Blood. Continue distributing the Precious Blood. After you have finished distributing, cover the spilled Precious Blood with towel. Towels in front are located on side table on Mary's side. In the back, towels are located in the usher closet. Notify the Deacon or Priest immediately after Mass. The purificator and towel should be rinsed and wrung out in the designated sacarium in the south sacristy.

## **Miscellaneous:**

- Please wash your hands before Mass begins. Please use the hand sanitizer on side tables as you enter the main sanctuary.
- If you have any question regarding Extraordinary Ministry, please contact Deacon Ken Wuebker or Jacob Kleinhenz in the Religious Education Office: 419-628-3434.

## **Extra Notes:**

- Please contact Cindy Wuebker at the Rectory Office before the next schedule is prepared if a specific Mass is desired, or if you wish to be removed from the list.
- Once the new schedule is distributed, it is asked that you make note of your schedule on your personal calendar.
- If a conflict arises making it difficult for you to serve as scheduled, please contact one of the other Extraordinary Ministers to either switch or sub for you. It is your responsibility to find a sub.
  - Teaching from the Catechumen: “The essence of the role of the Extraordinary Minister of Holy Communion is a sense of awe and wonder at the intimacy of this union with Christ, and an interior quality of inclusiveness toward those who come forward to share at the table of the Lord. Prospective EMHCs must have a deep love for and commitment to Christ in the Eucharist and great humility in acting as his ministers. They must be reliable in fulfilling their commitment to serve at Mass or on sick calls, and they must find properly commissioned substitutes whenever they cannot fulfill their duty. EMHCs must also understand and accept that they act as extraordinary ministers, not ordinary ministers.” Although we set necklaces out for EM shortages, it is your responsibility to take this ministry seriously.