**Collaborative of Our Lady of the Assumption and St. Ann by the Sea**

**Guidelines for Extraordinary Ministers of Holy Communion**

**The Ministers of Communion**

Bishops, priests, deacons and installed acolytes are the Ordinary Ministers of Holy Communion and therefore are always the first to help distribute Communion at a Mass at which they are present.

When these ordinary ministers are not available, commissioned Extraordinary Ministers of Holy Communion may assist with the distribution of Holy Communion to the faithful.

When necessary, priests serving in the Collaborative of Our Lady of the Assumption and St. Ann by the Sea have been granted the faculty “to appoint, for a given occasion, a fit person to distribute communion in cases of genuine necessity.”

**Determining Need for Extraordinary Ministers**

In every celebration of the Eucharist, there should be a sufficient number of ministers for Holy Communion so that it can be distributed in an orderly and reverent manner.

**Selection of Candidates**

Extraordinary Ministers of Holy Communion are to be fully initiated Catholics, i.e., received the Sacraments of Baptism, Confirmation and Eucharist, and be at least 16 years of age. They should regularly attend Mass on Sundays and holy days of obligation. If the Extraordinary Minister is married, the marriage must be one recognized by the Church. As well, they are encouraged to frequently participate in the sacraments.

**Formation**

Formation and training must be provided to all candidates for this ministry. The instruction should deepen understanding of the theology and celebration of the Most Holy Eucharist, ministerial roles in its celebration, and liturgical norms to be observed for the reverent distribution of the Holy Communion.

**Term of Service**

Extraordinary Ministers should be appointed for a specified period of time, usually three years.

Extraordinary Ministers are commissioned for specific service to their parish under the direction and leadership of the pastor.

Extraordinary Ministers of Holy Communion who wish to serve in other parishes of the Archdiocese of Boston must receive written permission from their pastor. This letter should be presented to the pastor of the parish where the extraordinary minister wishes to serve.

It is understood that a pastor or bishop may terminate the service of an Extraordinary Minister of Holy Communion at any time, and the Extraordinary Minister may also resign at any time. For example, if there is a change in a good standing of an Extraordinary Minister in relation to the law of the Church, that person is no longer permitted to serve as an Extraordinary Minister of Holy Communion.

A commissioned Extraordinary Minister may distribute Holy Communion at Mass only when ordained ministers are unable to do so or the number of communicants would excessively prolong the distribution of Communion.

**Dress Code**

Ministers should be dressed in a manner consistent with the dignity of service at the altar and their lay state. One’s general appearance, apparel and accessories worn during the liturgy should reflect the dignity of the role of one called to distribute the Body of Christ.

Ladies: No shorts, sneakers, flip-flops, tight clothing or tank tops of any kind, capris are acceptable. Shoulders should be covered.

Gentlemen: No shorts, sneakers. Business casual attire is requested, nice, pressed slacks, collared shirt, if at all possible tucked in. No jeans or denim at any time.

Note: The Presider will ask that you step-down from serving at that Mass if you are not dressed appropriately out of respect to our Lord Jesus or the dignity of the Mass.

Note: Extraordinary Ministers of Holy Communion, even if not scheduled for that Mass, should always come to Mass properly attired and prepared to minister if needed.

**Procedures for Extraordinary Ministers**

Arrive 10-15 minutes before Mass begins.

Check into the sacristy to let the presiding priest know you have arrived and are available to assist as an Extraordinary Minister of Holy Communion. However, if sufficient priests and deacons are present for the orderly distribution of the Sacrament at Mass, Extraordinary Ministers of Communion should not be utilized, even if they have been scheduled in advance.

Extraordinary Ministers of Holy Communion are to sit within the assembly. They approach the altar as the *Lamb of God* begins to be sung/said and take their place in the sanctuary.

Note: At ***Our Lady of the Assumption***, Extraordinary Ministers of Holy Communion should come forward on the presider/choir side of the Sanctuary and stand against the first step next to the altar servers.

At ***St. Ann by the Sea***, Extraordinary Ministers of Holy Communion should come forward on the Ambo side of the Sanctuary and stand in front of the chairs.

Note: Please do not come forward if you have not checked in with the Celebrant or he has not asked for another Extraordinary Minister of Holy Communion.

The Celebrant will distribute Holy Communion to all ministers. When all have received their appropriate sacred vessel, the Extraordinary Ministers will single-file out of the sanctuary; go to your appropriate station.

Distribute Communion to any handicapped persons first or people who are unable to come forward who are seated in the front of the church. All other people can have communion brought to them after all others in your line have received.

Hold the Eucharist bread slightly above the paten or ciborium, look at the communicant and in a clear voice say, “*The Body of Christ*” without any change in this wording or mention of the communicant’s name.

Take your time when distributing Communion; this is not a race to see who can finish first.

Eye contact and body language are important. This is a personal contact between Jesus and each person who is receiving. You are the instrument of transpiring grace!

It is imperative for the Extraordinary Minister of Communion to ensure that each person coming forward to receive the Eucharist consumes the Eucharist. If a person starts to walk away with the Eucharist in his/her hand, the Extraordinary Minster should remind that person to consume the Eucharist immediately.

The liturgical blessing of the Mass is given to all the faithful at the conclusion of the Mass, and Extraordinary Ministers of Holy Communion are not to bless persons (and/or lay a hand/hands upon them) in place of administering the Sacrament.

Distribution of Communion to the Music Ministry should take place after the music ends. Music Ministers should come forward to either the priest, deacon or Extraordinary Minister of Holy Communion to receive the Eucharist.

Continuing with the policy established in July 2024, we will no longer provide Communion to people presenting a pyx in the Communion line for any reason. Ask the person to speak with the priest after Mass.

If a host falls on the floor, immediately pick it up and consume it. If it is picked up and not consumed, it needs to be dissolved in some water and poured down the sacrarium (consuming it is much easier and it is respectful).

After the distribution of Communion is finished, or after you have finished, please place your ciboria on the corporal (smaller white cloth) on the Altar, then reverencing the Blessed Sacrament, return to your seat in the congregation.

**Number of Ministers Required**

**St. Ann by the Sea**

4PM Saturday

Father Aveni has determined that due to increased numbers at the 4PM Mass, we will have 4 ministers distributing Communion (when possible), the priest + 3 Ministers, one of which will be the deacon if he is present.

2 at the head of the Main Aisle and 2 off to the side (as illustrated on page 6)

* One on the left and one on the right

7:30AM/9:30AM Sunday

2 Communion stations at the head of the main aisle (unless otherwise communicated by the Celebrant). See page 7.

**Our Lady of the Assumption**

8:30AM/10:30AM/5:30PM Sunday

As of right now, but subject to change, there will be a total of 4 Ministers distributing Communion (when possible), the priest + 3 Ministers, one of which will be the deacon if he is present.

After the Ministers who have gone to the chapel finish distributing Communion there, if there is a significant number of persons still needing to receive Communion in the main church, the Ministers from the chapel should go and stand as depicted on pages 8 and 9.

Note: Extraordinary Ministers should not take it upon themselves to ask for other Extraordinary Ministers to assist in the Mass if all available minister positions have not been filled. The priest should ask for assistance from the altar if he feels there is a need for an additional minister.

**Scheduling**

Schedules are created in the Ministry Schedule Pro system. Please make sure you verify your availability when the schedule is initially sent out. The system will automatically assign you based upon information provided for your availability. Extraordinary Minister of Holy Communion is a full-time ministry. If you cannot commit fully to this you may need to discern if this is the correct ministry for you. If you are unable to serve on an assigned date, please make sure to request a swap within the system. Ministers should receive notification of the swap and be able to assign themselves to the request.

Often there are unassigned positions in the schedule, especially Holy Days of Obligation. When the schedule is sent out, please make sure you check it to see if you are correctly assigned based on your availability given to the scheduler and also to see if you can assist on any date where there is a position available.





