

Cathedral of St. John the Evangelist

POSITION: Extraordinary Minister of Holy Communion (EM)

RESPONSIBLE TO: Pastor, Rector, Parochial Vicar

COLLABORATES WITH: Clergy, Parish Staff, Extraordinary Ministry Leader

FUNCTION: To assist ordinary ministers of Holy Communion (bishops, priests, and deacons are ordinary ministers). Extraordinary ministers of Holy Communion may also be asked by the priest to take communion to the sick and homebound.

REQUIREMENTS:

- Must be at least 16 years of age.
- Must be a practicing Catholic who has received the sacraments of Confirmation and Eucharist
- Model a Catholic Christian way of life.
- If married, the marriage is valid according to the Catholic Church

PERSONAL CHARACTERISTICS:

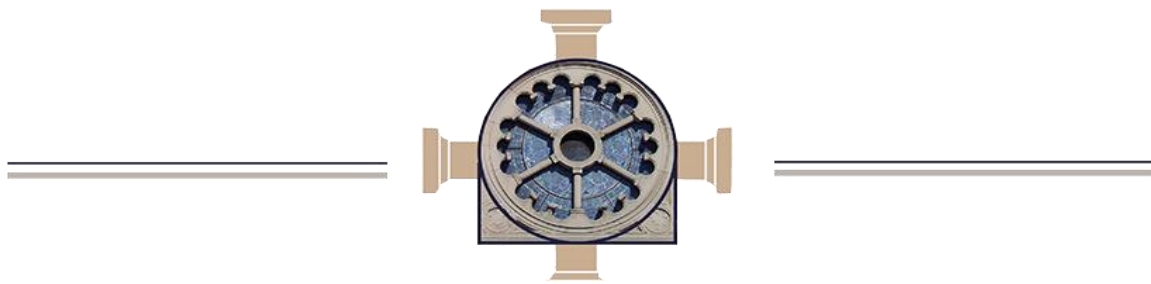
- Attire: Dressing in a way that is dignified and respectful
- Refrain from strong perfume or cologne

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Arrive at least 20 minutes before Mass.
- Sign in the Ministry Scheduler located in the sacristy.
- Understand to which station you are assigned.

DISTRIBUTION OF HOLY COMMUNION

- Approach the sanctuary during *Angus Dei*
 - Do not approach the altar itself.
- You will receive communion from the priest or deacon.
- The priest or deacon will hand you the vessels containing the Body or the Blood of the Lord
 - Host Ministers will receive ciborium.
 - Precious Blood ministers will receive chalice and purificator.
- Proceed to your assigned area.
- Distribution of the Sacred Body (Host)
 - Hold Host over the ciborium so that you are less likely to drop it
 - Say "The Body of Christ," to which the communicant responds, "Amen."
 - Communicant has the option to receive in the hand or the mouth.
 - Communicant may stand or kneel to receive.



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- Communicant must consume after receiving.
 - If the host is accidentally dropped, pick it up, place it on the altar corporal, and let the priest or deacon know it is there.
 - After the distribution, take the vessel to the Altar.
 - Return to your seat.
- Administering the Precious Blood
 - Say “The Blood of Christ,” to which the communicant responds, “Amen.”
 - Carefully hand the cup to the communicant.
 - In case of disability, assistance may be needed.
 - Take the cup back and wipe the inside and outer lip of the cup where the lips make contact.
 - Careful not to dip the purificator in the Precious Blood
 - Turn the cup a quarter turn before administering it to the next communicant.
 - If the Precious Blood is accidentally spilled, cover the spot with the purificator and get a new purificator until distribution is completed.
 - After distribution, take the cup and the purificator to the credence table.
 - Consume any remaining Precious Blood, or if you cannot consume it, offer to another EM.
 - Return to your seat.
- Administering a Blessing
 - Without a host in hand, share a simple blessing: “Receive the Lord Jesus in your heart.” or “Peace be with You”
 - Lay ministers should not make the sign of the cross or lay hands on the person.
- Choir Loft Minister
 - At 5 pm on Saturday & 10 am on Sunday Masses, an extra EM is needed to take the holy Eucharist to the choir loft.
 - If assigned, the minister will stand on the other side of the Altar Servers
 - The minister should process directly to the choir loft via the side aisle upon receiving the ciborium.
 - After distribution, place the ciborium on the altar and return to your seat
- Ministry Pro Scheduler
 - Download the app.
 - You will get an email on how to sign up for masses or request a sub.
 - Schedule is sent out every three months.