

ST. LEO THE GREAT CATHOLIC CHURCH

Extraordinary Eucharistic Ministers at Mass



Prayer of an Extraordinary Eucharistic Minister at Mass

Heavenly Father,

I thank you for calling me

to serve You and your people at St. Leo

as an extraordinary minister of the Eucharist.

Let me nourish your people

with the witness of my life

as I feed them with the Body of Christ.

Grant your strength and holiness

to all of us, your ministers,

and make us worthy

to bring Christ to others.

Amen.

Revised 12/2024

Extraordinary Eucharistic Ministers at Mass at St. Leo the Great

“Give them some food yourselves.” Mk 6:37

I. General Norms

In every celebration of the Eucharist, bishops, priests and deacons distribute Holy Communion in virtue of their office as ordinary ministers of the Body and Blood of the Lord. When the size of the congregation requires it, the celebrant may be assisted by extraordinary lay ministers who have been selected for this purpose. In case of necessity, the priest may also appoint a suitable faithful for a single occasion (GIRM 162).

A. The role of the EEMM at Mass

Extraordinary Eucharistic Ministers at Mass (EEMMs) play essential role assisting the celebrant in the distribution of Holy Communion in a reverent and orderly manner. Having been recommended by the Liturgical Coordinator and appointed by the Pastor, EEMMs serve in this capacity when a sufficient number of ordinary ministers of Holy Communion are not available. Ordinarily, they do not perform any other liturgical ministry at the Mass at which they serve as an EEMM.

B. Reverence and Attire

Extraordinary Eucharistic Ministers at Mass must show the utmost reverence for the Eucharist. This reverence is reflected in their demeanor at Mass manifested by full, active and conscious participation in the liturgy as well as in their attire, and the manner in which they handle the Eucharist. A neat and reverential appearance is in keeping with the minister's role and belief in the presence of Christ in the Eucharist. The minister's attire should be appropriate and should not detract from that role. EEMMs should refrain from using strong cologne, perfume or aftershave because some recipients of Holy Communion have sensitivities to these scents and because these fragrances often remain on one's hands and can be transferred to the Eucharist.

C. Qualifications and Training

In order to be commissioned as an Extraordinary Eucharistic Minister during Mass at St. Leo the Great Parish, the candidate must meet the following conditions:

1. Be a registered parishioner* living in harmony with the teachings of the Church and be able to receive the Eucharist.
2. Have received the Sacraments of Initiation (Baptism, Eucharist and Confirmation).
3. Have a genuine love for the Eucharist and for the People of God.
4. Be nineteen years of age or older and have reached the maturity to perform the duties of an EEMM.
5. Have watched the presentation ***Hostia, The Power and Presence of the Eucharist*** available on Formed.org.**
6. Have attended the practical training with a St. Leo staff member in the church and/or the Auditorium.

II. Procedure for Distribution of Holy Communion at Mass in the Church

A. Before Mass

1. Please arrive at least fifteen minutes before Mass, and always stay for the entire Liturgy.
2. Upon arrival in church, please sign in next to your name in the assignment book located on the podium in the Ministers' Room. The line you sign on indicates your assigned position for the distribution of Communion.
3. Remember the number of your position. The person signing the first line, EEMM #1, is the captain for that Mass.
4. Never serve when you are sick or not feeling well and avoid coughing into your hands during Mass.
5. You should be seated in a pew of your choice close to the aisle near your assigned position.

6. If you are EEMM #1, you should ascertain that the list is complete and work with the sacristan to find a substitute if necessary.
7. If you are EEMM #1 on Sunday or a Holy Day, please proceed to the vestibule of the church five minutes before Mass begins to take part in the procession. At the end of Mass, you will also participate in the recessional procession.
 - a. Your position in the procession will be in front of the Lector and behind the Altar Server carrying the cross.
 - b. When you approach the altar, you will go to stand in front of position 5 noted on the altar steps. You will bow with the priest and then proceed to your seat in the pew.
8. When there is a concelebrating priest, (or Deacon assisting), he will replace EEMM #5 (or EEMM#3 during off season schedule).

B. During Mass

1. Following the Sign of Peace, use a hand sanitizer.
2. At the beginning of the "Lamb of God," walk to line up in front of the assigned position number indicated on the lowest step.
3. When the priest puts the chalice down, EEMM #1 should proceed up on the altar to receive Holy Communion from the celebrant.
4. The priest then comes down to distribute Holy Communion to other EEMMs and he is followed by EEMM #1 who hands a ciborium to the other EEMMs.
5. When all EEMMs have been handed their ciboria, proceed to your assigned Holy Communion station.
6. Holy Communion EEMM positions:
 - a. **In Season Schedule** (see attached Layout for 7 Ministers)
 - EEMM #1 and #2 go to the south transept of the church. The first EEMM to finish will go to the rear of the south transept to distribute

Communion to the handicapped and the other EEMM will assume a position at the second chair to assist at the center aisle.

- EEMM # 3 and #4 go to the back of the church.
- EEMM #5 remains in the center next to the celebrant and begins distributing Holy Communion to the individuals seated in the handicapped area in front of the first pew.
- EEMM #6 and #7 go the north transept of the church. The first EEMM to finish will go to the rear of the north transept to distribute Communion to the handicapped and the other EEMM will assume a position at the second chair to assist at the center aisle.

b. Off Season Schedule (see attached Layout for 5 Ministers)

- EEMM #1 and #2 go to the south transept of the church. When finished, EM #1 will go to the rear of the south transept to distribute Communion to the handicapped and then return and assume a position at the second chair to assist at the center aisle. EEMM #2 will go to the rear of the church to serve Communion to the handicapped.
- EEMM # 3 remains in the center next to the celebrant and begins with distributing Holy Communion to the individuals seated in the handicapped area in front of the first pew.
- EEMM # 4 and #5 go the north transept of the church. The first EEMM to finish will go to the rear of the north transept to distribute Communion to the handicapped and the other EEMM will assume a position at the second chair to assist at the center aisle.

7. When each parishioner approaches for communion, elevate the host to their eye level saying '**The Body of Christ.**' To those who come in the Communion Procession but do not, or cannot receive Holy Communion, offer a simple greeting "**May Jesus be with you always.** (EEMMs do not bless or make the sign of the cross on someone's forehead)

8. When a person approaches you in the Communion procession carrying a pyx with St. Leo's inscription, please place a host in it. Certain parishioners identified

by the office as *Ad Hoc* ministers of St. Leo are permitted to bring communion to their sick spouses, relatives or close friends.

9. If a host falls to the ground, pick it up and hold it until you have finished distributing Communion. After Communion, bring the host to the sacristy and place it in a plastic cup. Then, add water and leave the cup in the *sacrarium* to dissolve the host. Sacristans will ensure proper disposal.

*NOTE: Only **one** of the two EEMs on each side of the church (North and South) should assist in the center with communion.*

10. After Communion, an altar server will collect the ciboria from all EEMMs. Please stand at the bottom of the altar by the stair rail until the altar server is available to collect the ciborium from you.

- a. If an altar server is not available, the captain will come to collect the ciborium from you.

III. Procedure for Distribution of Holy Communion at Mass in the New Auditorium and the Parish Life Center.

A. Before Mass

1. Please arrive at least fifteen minutes before Mass, and always stay for the entire liturgy.
2. Upon arrival in church, please sign in next to your name in the assignment book. The line you sign on indicates your assigned position for the distribution of Communion.
 - a. In the New Auditorium, the assignment sheet is in the sacristy.
 - b. In the PLC, it is located on the table in the side hallway.
3. Remember the number of your position. The person signing the first line, EEMM #1, is the captain for that Mass.
4. Never serve when you are sick or not feeling well and avoid coughing into your hands during Mass.
5. You should be seated close to the aisle.

6. If you are EEMM #1, you should ascertain that the list is complete and work with the sacristan to find a substitute if necessary.
7. If you are EEMM #1 on a Sunday or a Holy Day, please proceed to the back of the auditorium five minutes before Mass begins to take part in the procession. At the end of Mass, you will also participate in the recessional procession.

B. During Mass

1. Following the Sign of Peace, use a hand sanitizer.
2. At the beginning of the "Lamb of God" you should:
 - a. Walk to the altar steps in New Auditorium.
 - b. Walk to the PLC stage and line up as indicated on the layout for the Holy Communion in PLC.
3. The priest will come down to distribute Holy Communion to all the EEMMs and he is followed by the Altar Server who hands you a ciborium.
4. When all the EEMMs have been handed their ciboria, proceed to your assigned station.
5. Holy Communion EEMM Positions in the New Auditorium:
 - EEMM #1 and #5 proceed up the side aisle to the middle row and distribute to those seated in the middle row working towards the center. You will end up at the center aisle to begin distributing to those coming down from the back.
 - EEMM #3 stands with the priest.
 - EEMM #2 and #4 proceed up the center aisle, until you reach the middle row where you will also distribute to those coming down from the back.
6. When each parishioner approaches for communion, elevate the host to their eye level saying '**The Body of Christ.**'
 - a. Offer a simple greeting "**May Jesus be with you always**" to those who come in the Communion Procession but do not, or cannot receive Holy Communion. (**EEMMs do not bless or make the sign of the cross on someone's forehead**)
7. When a person approaches you in the Communion procession carrying a pyx with St. Leo's inscription, please place a host in it. Certain parishioners identified by

the office as ad hoc ministers of St. Leo are permitted to bring communion to their sick spouses, relatives or close friends.

8. If a host falls to the ground, pick it up and hold it until you have finished distributing Communion. After Communion, bring it to the altar and place it on the paten.
9. After Communion, an altar server will collect the ciborium from you.

*Seasonal Parishioners should be registered for a minimum of 12 months while full time Parishioners should be registered for a minimum of 6 months.

**To access the video presentation follow these steps:

1. Go to www.formed.org
- 2 Create an account as a parishioner by typing in either the zip code 34134 or typing St. Leo the Great Bonita Springs, FL (3 states with parishes named St Leo the Great)
3. Complete a user profile as prompted with your own user name and individual password.

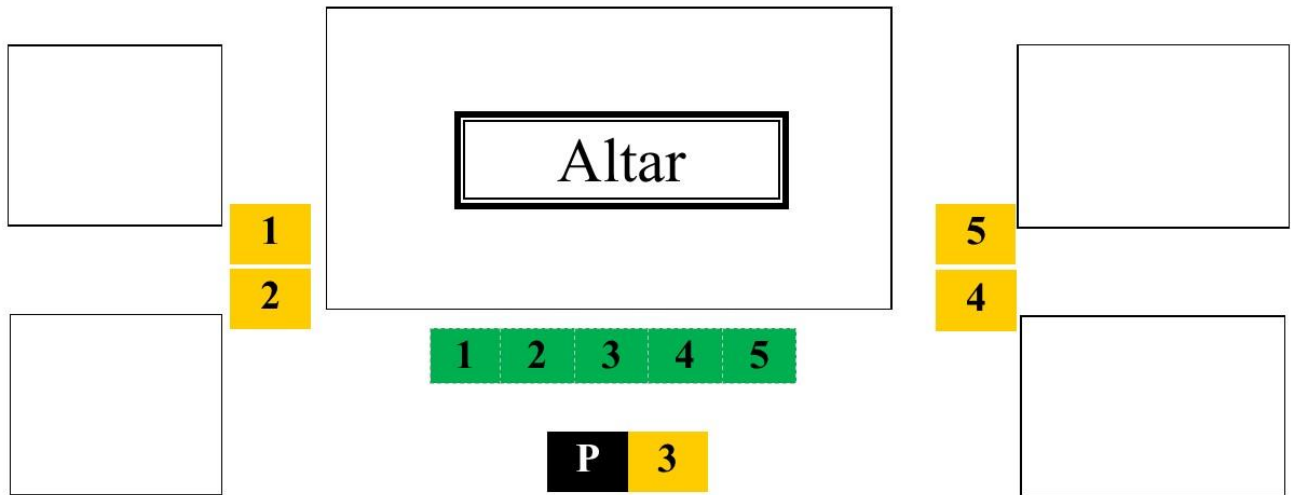
Thank you for answering the call to serve as an Extraordinary Eucharistic Minister of the Holy Communion at Mass. May the Lord reward you with his countless blessings for your sharing in the offering of the Eucharist.

Fr. Jarek

LAYOUT FOR 5 MINISTERS

South

North



AFTER EM#s 1 and #2 have finished distribution of Communion on South Transept they will then do the following:

- **EM#1** will move to distribute Communion to the disabled in the back of the South Transept.
- **EM#2** will move to distribute Communion to all the disabled located near the Narthex

Green: Indicates positions at altar

Yellow: Indicates positions for distribution

NOTE:
If there are additional priests, please subtract one EM per priest. Please allow the priests to distribute from the front.

AFTER EM#s 4 and #5 have finished distribution of Communion on the North Transept they will then do the following:

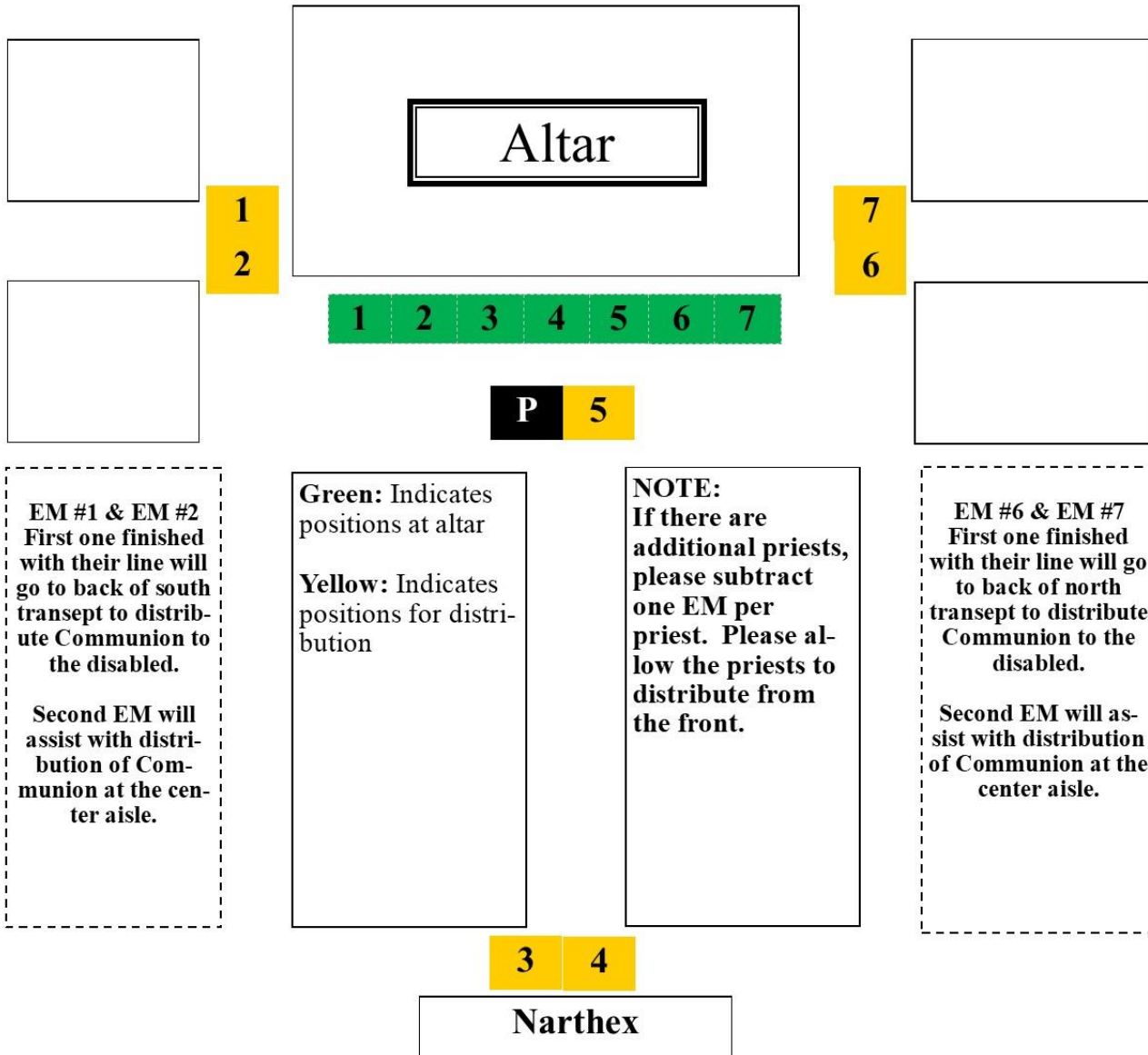
- The first EM to finish will move to distribute Communion to the disabled in the back of the North Transept.
- The other EM will move to assist at the center aisle.

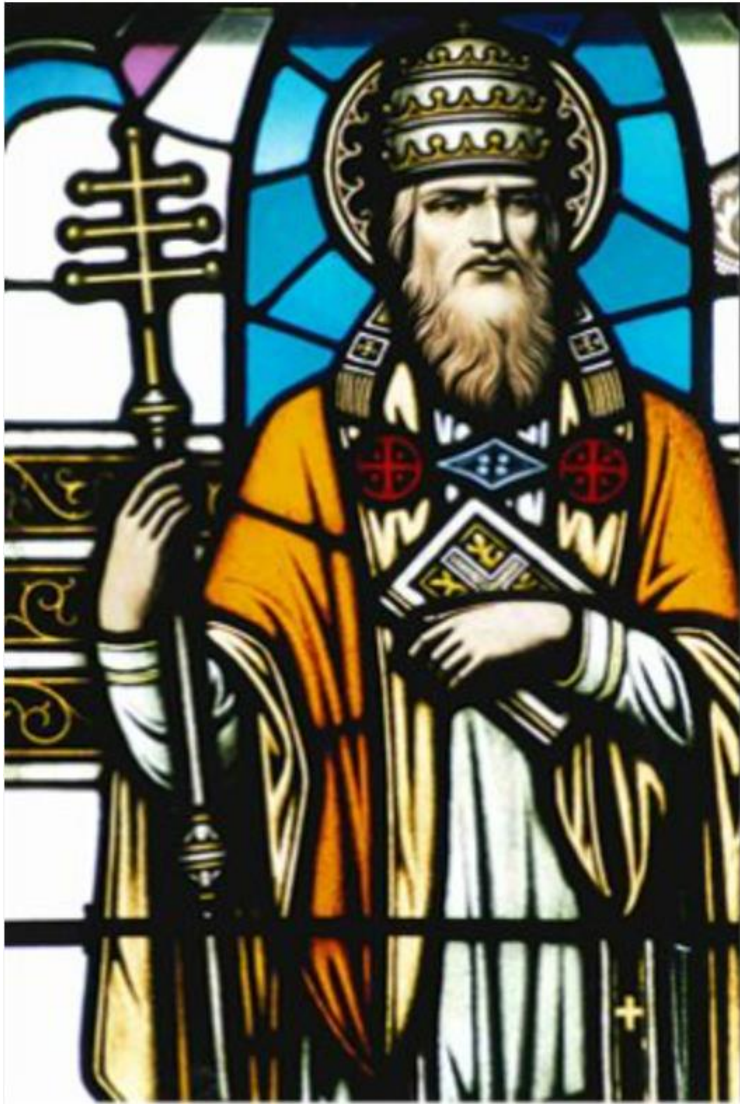
Narthex

LAYOUT FOR 7 MINISTERS

South

North





***He did away with the everlasting character of death,
so as to make death a thing of time, not of eternity.
As all die in Adam, so all, will be brought to life in Christ.***

St Pope Leo the Great (c400-461)

Doctor of the Church