

## **ExMHC PROCESS - 2023**

### **Extraordinary Minister (ExM) of Holy Communion**

**“The person who has been appointed to be an extraordinary minister of Holy Communion is necessarily to be duly instructed and should distinguish himself [or herself] by his/her Christian life, faith and morals.”**

#### **Before Mass**

- Please arrange a substitute if you are *not* available to serve on your designated day(s).
- Please wear your Sunday-best attire during your service as Extraordinary Minister (ExM).
- Kindly advise **Angi Rodriguez 650-703-2251** or [angelassf1@gmail.com](mailto:angelassf1@gmail.com) before the end of the previous month if you are not available to serve as an ExM in the upcoming month.
- Two (2) ExMs will be assigned to serve at each Mass, this includes the deacon.
- Please arrive early and before Mass begins.
- Wash your hands in the restroom and use hand sanitizer for cleanliness.
- For ease of entry to the sanctuary, please sit on the RIGHT side of the church (as you face the altar) and close to the aisle way. Feel free to invite your family to sit with you.
- **Please come up to the altar voluntarily when you notice that there are not enough EMs to serve during the Mass.**

#### **Holy Communion Distribution Process**

1. The priest or deacon will open the tabernacle and remove the ciborium.
2. **The ExMs will approach the sanctuary *after* the priest consumes the Precious Blood of Christ.**
3. Please BOW prior to ascending onto the sanctuary and stand to the right of the altar.
4. The priest will distribute Holy Communion to the ExMs, then the ExMs will take a ciborium for Communion distribution. **If you are receiving in the hand, please consume the Holy Communion immediately.**
5. The deacon or an ExM will distribute Holy Communion to the disabled/ill parishioners first and are located at the LEFT side of the church. Then move next to the priest to distribute Holy Communion to the rest of the congregation.
6. The other ExM will distribute Holy Communion to the choir first at the RIGHT side. Then move next to the priest to distribute Holy Communion to the rest of the congregation.
7. **All ExMs, deacons, and priests will stand on the altar level at the center aisle area.**
8. When Holy Communion distribution is complete, ExMs will give their ciborium to the priest (or a deacon) and wait for the priest to repose the Holy Eucharist and close the tabernacle.
9. **To remove even the smallest fragments of the Holy Body of Christ, please dip your index finger and thumb used for the Holy Eucharist distribution into the ablution cup of water and dry fingers onto the Purificator next to it (this is done after the priest leaves the tabernacle).**
10. ExMs will genuflect (deep bow if unable to genuflect) *before* leaving the sanctuary, that is, before returning to your seat.
11. ExMs are no longer responsible to purify the ciborium after Mass. The priest/deacon will purify everything either on the altar or on the credence table.

***For reverence, please BOW towards the altar whenever crossing the front.***

## **Glossary**

**Ablution cup:** a sacred vessel that is used to cleanse the fingers of the Priest or ExM after administration of Holy Communion.

**Chalice:** the cup for the Consecrated Wine of Holy Communion.

**Ciborium:** Container designed to hold the Consecrated Bread for the Holy Eucharist.

**Corporal:** square white linen cloth, now usually somewhat smaller than the breadth of the altar, upon which the chalice and paten, and also the ciborium containing the smaller hosts for the Holy Communion of the laity, are placed during the celebration of the Holy Sacrifice of the Mass.

**Extraordinary Minister of Holy Communion:** a Catholic lay person who assists in the distribution of Holy Communion, either during the Mass or afterwards, such as housebound persons.

**Purificator:** A white linen cloth which is used to wipe the chalice after each communicant partakes. It is also used to wipe the chalice and paten after the ablutions which follow Holy Communion.

**Sacrarium:** a drain, usually in a sacristy, leading directly to the earth, for disposal of water used in washing altar linens, chalice(s), paten, and ciborium(s).

**Sanctuary:** the front part of the church from where the Priest stands during Holy Mass. It is usually elevated from the nave.

**Tabernacle:** a liturgical furnishing used to house the Holy Eucharist outside of Holy Mass. This provides a location where the Holy Eucharist can be kept for the adoration of the faithful and for later use (e.g., distribution to the sick). It also helps prevent the profanation of the Holy Eucharist.