

St Martin de Porres Catholic Church

5495 Elliott Road
Lake Charles, Louisiana 70605

Guidelines for Stewards of Extraordinary Ministers of Holy Communion (EMHC)



(October 2023 Rev 1)

Extraordinary Minister of Holy Communion

Changes to the guideline since the last revision have been underlined and in RED.

Dress Code

Dress code: Dress in such a manner that gives dignity to the ministry you are called to do. Remember: “how we dress says something about the event we are attending.”

- ♦ Weekend liturgy: Preference for ladies is a dress or skirt outfit at appropriate length and fit. Appropriate Pantsuits are acceptable as well.
- ♦ For men, a coat and tie.
- ♦ Daily Mass: Dress is more casual.

Schedule

The schedule will be posted to the Ministry Scheduler Pro website. Please mark your calendars with your weekends and Mass times to serve. Should you be unable to serve when you are scheduled, Please, PLEASE, request a substitution on the website. This will help greatly with keeping an orderly flow when the faith community gathers for worship. If no one accepts your substitution, please call Host1, Host2, or Host3 to inform them of your absence.

Arrival at Mass

Upon arrival at Mass (at least 15 minutes prior to scheduled Mass time), please sign in (book will be located on the cabinet within the Work Sacristy room).

***All Extraordinary Ministers of Holy Communion (EMHC) must wash hands with soap and water before Mass. (This should be standard procedure at any time)**

Sacristans

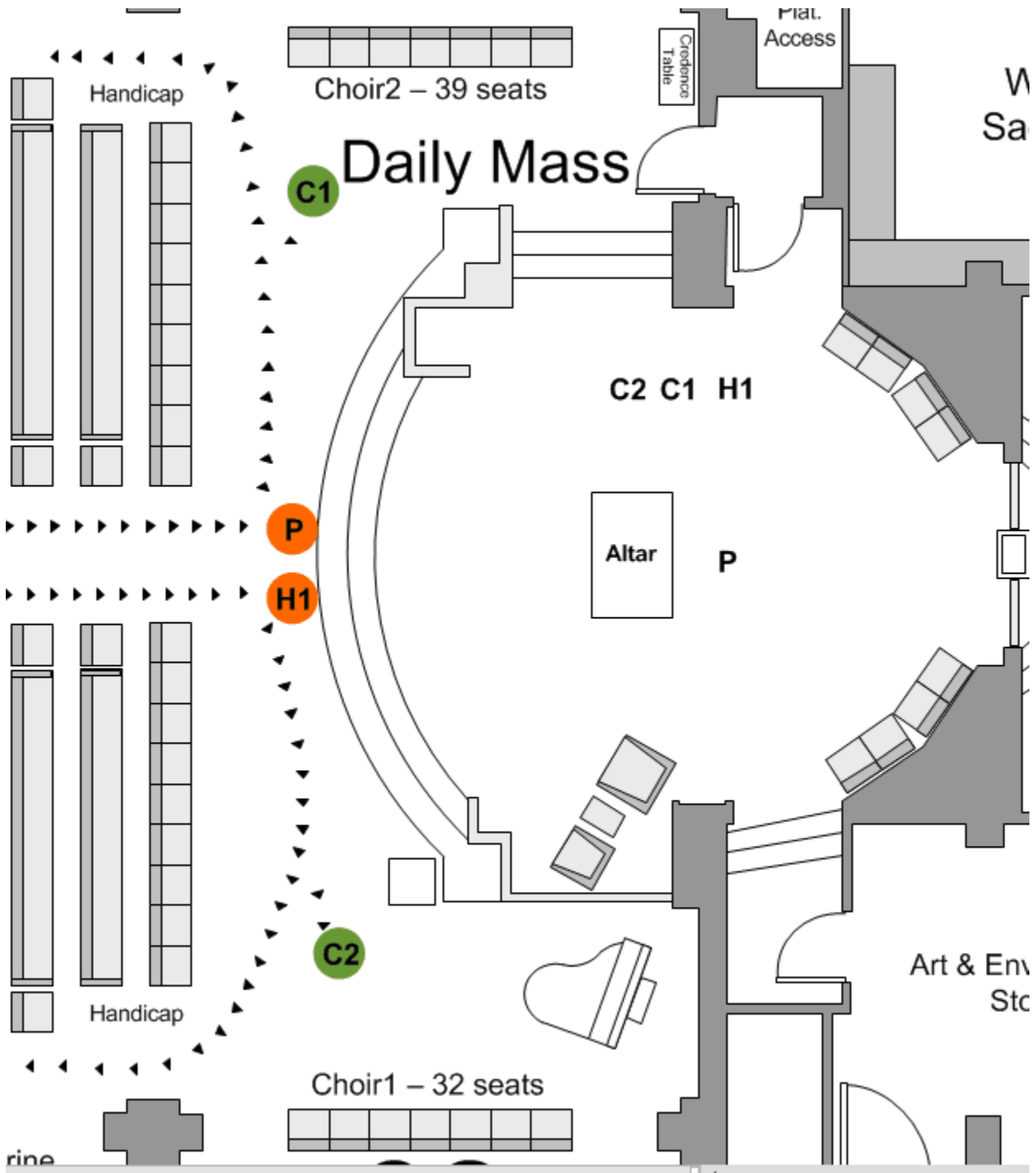
Sacristans are responsible for setting up the vessels on the credence table.

EMHC

Eucharistic ministers are responsible for setting up the bread and wine on the gift table. **EMCH** should verify that the credence table is ready for Mass since there are so many of us and only one Sacristan.



Daily Mass Diagram



Bread plate and wine flagon setup (EMHC)

(5 minutes before Mass)

There should be the large bread plate with a large presider host on top and enough hosts for that Mass with a wine cruet



****** If the crowd is standing in every section of the church, instead of piling hosts onto the plate and risk hosts falling out, use 2 bread plates.

Points to Remember

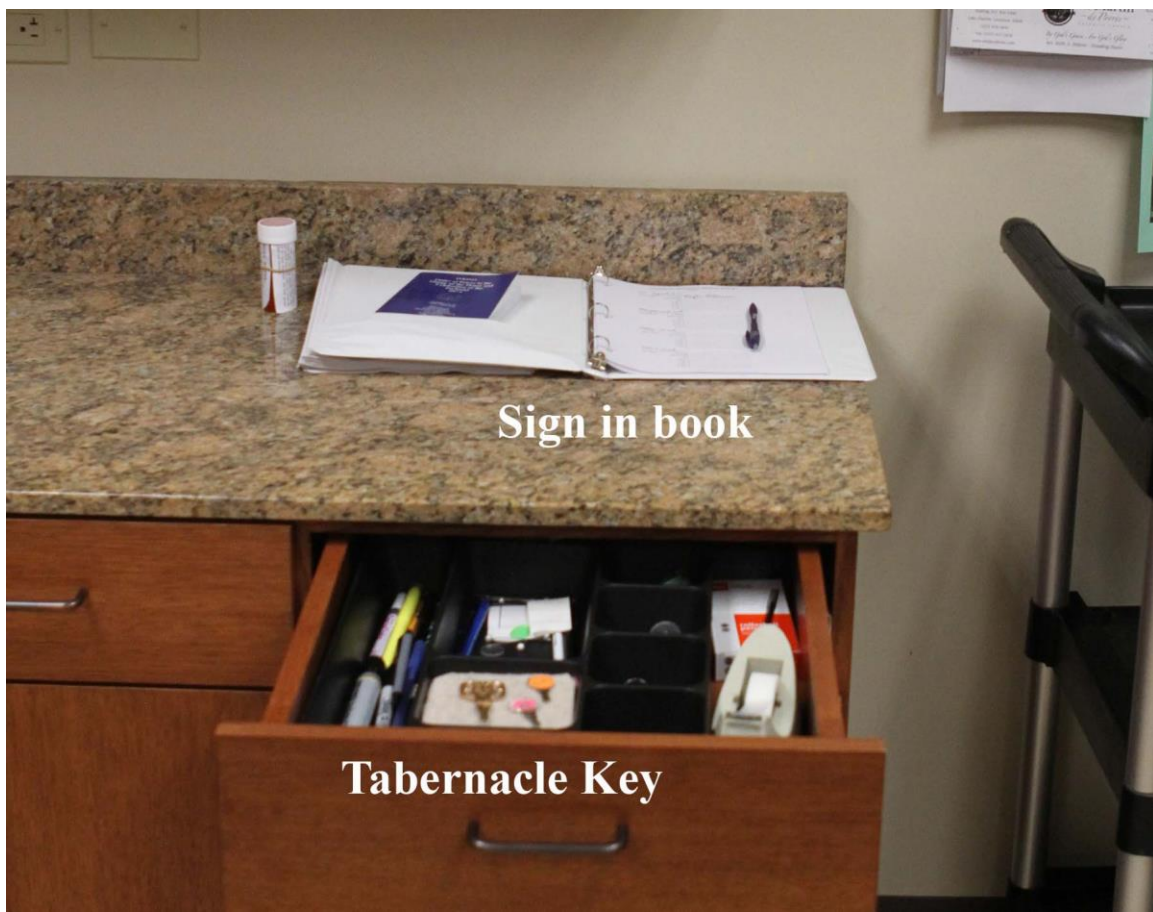
15 minutes prior to Mass, sign book located on the cabinet.

10 minutes prior to Mass, Host1 is to make sure all positions are filled.

10 minutes prior to Mass, check to be sure the key is in the tabernacle.

5 minutes prior to Mass, 2 of the Host ministers will bring the bread plate and wine cruet to the gift table. They should be placed in the middle of the gift table near the Reconciliation room by the main doors of Church.

****** **Check to be sure the key is in the tabernacle.** (See top drawer in the work sacristy room)







After having checked these things and washed your hands thoroughly before Mass in the work sacristy room, have a seat anywhere within the congregation where you can easily depart the pew to approach the work sacristy room.

All EMHC should use an anti-bacterial gel before and after the distribution of Holy Communion, both at Mass and to the sick at home and in hospitals and care facilities.

Cue to come forward to serve

Immediately following the sign of peace, all EMHCs will move to the vestibule just outside the work sacristy room (area to the left of the Altar) to line up. Cup 6 holds the door open to exit. Once all have lined up, exit the vestibule together and walk up to the steps. Wait there until the Presider receives the Body of Christ. Continue on to the altar. *Lining up in your perspective positions makes movement to the Altar flow properly.* Hosts ministers will line up on the right side of the Altar and Cup ministers on the left side of the Altar. No talking on the Altar. Remember where you are standing.

Positions

Presider - Physically disabled 1st, start rows near altar, left side of main aisle

Host1 – Choir section next to column 1st, right side of main aisle

Host2 – Physically disabled 1st, start in the back of the church, then left section near credence table, then move in front of pews on left side unless Host4 has taken your place. Return your vessel to the altar

Host3 – Physically disabled 1st, start in the back of the church, then move in front of pews on right side

Host4 – When needed – Narthex – When finished, check to see if Host2 has moved to their second position by the front pew. If it is empty, continue in that position. If all host positions are full, return your vessel to the altar

Cup1 – Left section on the credence table side, closest to ambo, then turn around in place and help the main left aisle

Cup2 – Physically disabled 1st following the Presider, then main aisle left side, in front of ambo, middle cup,

Cup3 – Physically disabled 1st, start in the back of the church following Host 2, then main aisle left side, in front of ambo, cup closest to pews

Cup4 – Choir section 1st, in front of cantor's podium, then turn around in place and help the main right aisle (Deacon position when present)

Cup5 – Physically disabled 1st following the Presider, then (minister to the choir when present) then main aisle right side, in front of cantor's podium, middle cup

Cup6 – Physically disabled 1st, start in the back of the church following Host 3, then main aisle right side, in front of cantor's podium, cup closest to the pews

Eucharistic Ministers in the Narthex

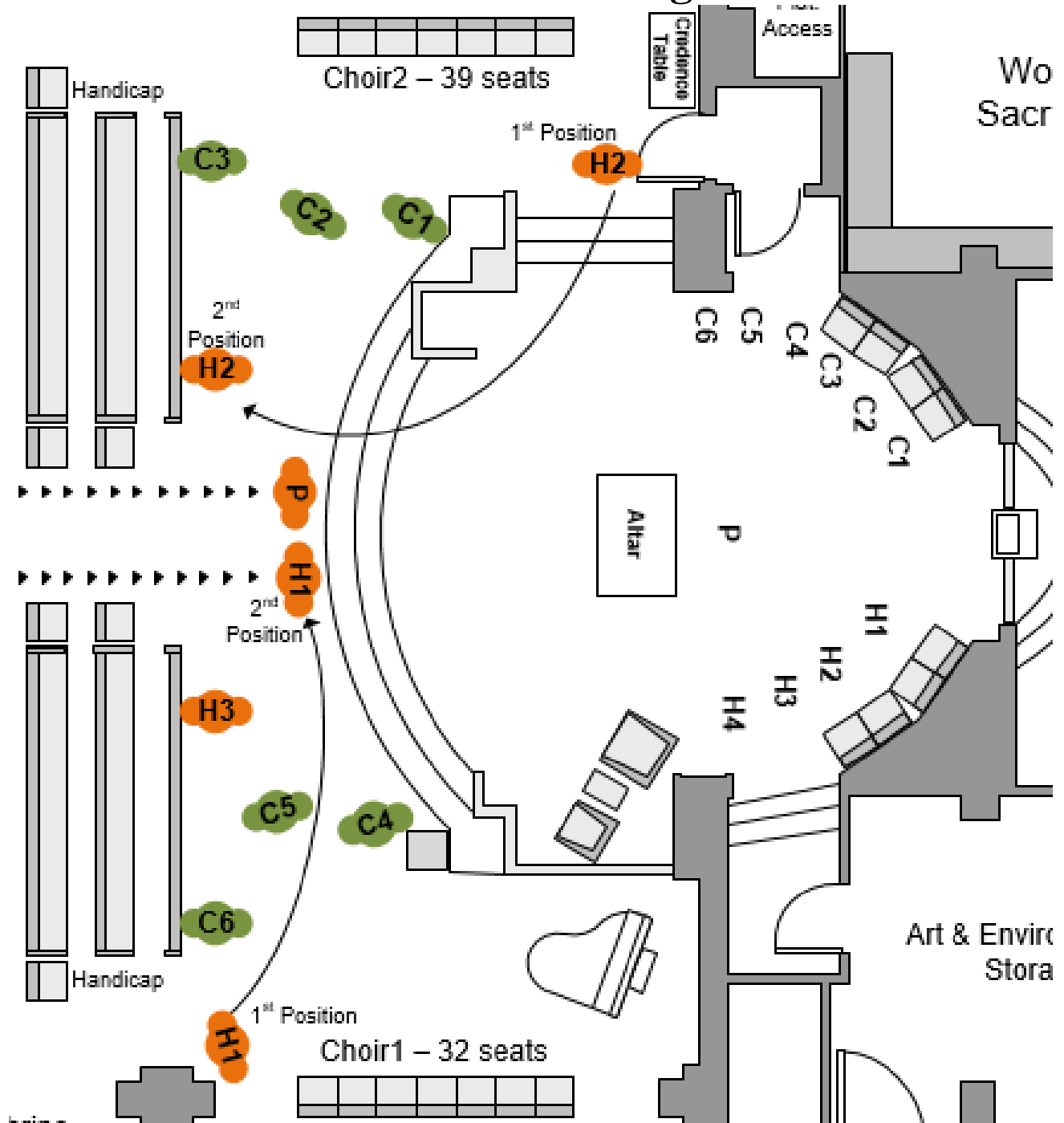
During the 10:30am Mass or any other crowded Mass that the Narthex is used for seating, there should be stand-by Host Ministers assigned before Mass. If you are a stand-by minister, the procedure is to let Fr. Jace know who you are and that you will be on stand-by if needed during a crowded Mass.

The way to know you will be needed is to check and see if the doors of the main church are opened into the Narthex. If they are opened, proceed to the altar with the scheduled ministers per Fr. Jace.

Altar servers will receive from Host 2 near the credence table.

**** After receiving Communion from the priest and your vessel for administering, proceed to your position.**

Weekend Mass Diagram



Physically Disabled

All ministers step up to form a half circle near the Presider to receive the Eucharist. The Presider will give you your vessels next.

Host 2 and Cup 3 will start halfway down the middle aisle. Turn right at the back of the church and come back to the front using the north side aisle and return to your positions.

Host 3 and Cup 6 will start halfway down the middle aisle. Turn left at the back of the church and come back to the front using the south side aisle and return to your positions.

Host 1 and Cup 4 will minister to the Choir 1st. Host 1 will join the Presider when choir section is complete.

All physically disabled parishioners that are unable to process for Communion will be ministered first. Ushers will stand near each disabled parishioner indicating their location.

Host2 & Host3 and Cup3 & Cup6 will start halfway down the middle aisle.

The Presider, Cup2, and Cup5 will start in the front, closest to the altar.

Host1 & Cup4 will start the choir section.

The main aisle will start its communion procession once all the disabled have been ministered to.

Remember, when administering Communion, only say, “The Body of Christ or The Blood of Christ”, respectfully, without using personal names or any other words. This invitation is a prayer that the communicant is invited to become part of the ONE Body of Christ and responds “Amen” (so be it).

If the cup minister should happen to administer all of the Precious Blood in the cup before all have received Communion, simply place the purificator over your cup, leave your position and place the cup in the middle of the credence table and wait at the credence table to assist the other cup ministers. REMEMBER- never stand with your purificator over your cup unless your cup is empty!

If the Host minister should happen to administer all of the Precious Body in the bowl before all have received Communion, indicate to the next communicant, "one moment please", then, proceed to the Communion station of the priest and inform him that you need more Eucharist. He will give you instruction on what to do next.

After all have received Communion

The cup ministers should proceed to the credence table and consumes any remaining Precious Blood with your back to the congregation. If you cannot consume the Precious Blood that is left in your cup, please ask another minister to help you. Offer the cup just like you would normally, (Blood of Christ). Place the cups *not covered*, with the purificators in the middle of the credence table. Please refold purificator and place on top of the credence table after Holy Communion. Please return to your seat.

The host ministers proceed to the back of the Altar and place the "Communion" bowls on the Altar. Avoid bringing items to or taking items from the altar between the altar candles. It is better to utilize the altar behind the candles to avoid accidentally hitting the candle with arms and splattering the melted wax on the altar or the floor.

The **Presider** will retrieve the ciborium from the tabernacle and bring it to the Altar. He will place any remaining Eucharist in the ciborium then he will repose in the tabernacle.

Host1, Host2 & Host3 will wait at the altar for the 4 empty communion plates and challis to return them to the credence table. Host ministers remain at the credence table to assist the priest with purification. The priest will purify the vessels and Hosts 2 & 3 will dry them with a hand towel. Host 1 stands next to the column and places the dried vessels on the credence table. The presider will start with the communion plates and hand them to a host minister to dry. He will next purify the cups and then his challis last. Host ministers are to dip your fingers in the finger bowl to purify them before leaving the credence table. Return to your seat ASAP. Everyone is waiting on you to sit down.



Credence table before purification

Purifying the vessels after Mass

When the Presider does not purify the vessels after communion, it is your job to do so. The process is as follows.

While still at the credence table, take the water cruet and pour water into one of the communion bowls. Move the water in a circular motion to catch all the small particles of the remaining Eucharist. Pour the water into the next bowl. Do the same for all the bowls. Then pour the same water into one of the cups. Move the cup in a circular motion to purify it and then pour into the next cup. Save the Presider's Chalice for last. Drink the water out of the chalice. Now carry all the vessels to the work sacristy for cleaning.

Cleaning of vessels after Mass

Cup ministers will wash all vessels with soap and warm water after mass in the work sacristy room.

Clean vessels from left to right. Place used vessels on the left side of sink. Spray soap mixture into each vessel. Wash in sink and place rinsed vessel on right to dry.

Please dry the vessels completely before storing them.

*****Dry the sink and the sacrarium when finished.**

******* Do not stack vessels in the cabinet. *******



Please use bubble rap sheets if stacking is necessary.

Dropping and damaging of vessels

If an EMHC becomes unable to handle the Eucharistic elements safely and properly, it may be time to resign from this ministry and consider a different ministry.

Blessings

For those who come forward and show a sign that they only want a blessing or for small children not yet able to receive the Eucharist, simply extend your hand to their forehead and make a small sign of the cross with your fingers.

Don't touch their head with your fingers that touch the Body of Christ.

Do not bless with the Body of Christ in your hand.

A simple acknowledgement of presence is the mission.

Pyx

There is a Pyx at the piano for communion for the piano player and drummer. Either the cantor or the music director will present it to you. They will indicate how many hosts are needed to be placed in the pyx. Choir pyx is the only pyx during Mass.

Intinction

Intinction (dipping the host in the wine) is NOT permitted, therefore we are not to allow anyone to do so, because we are not properly set up for intinction. If someone attempts intinction, simply cover the cup with the purificator, ask them to please consume the host, then administer the cup "...Blood of Christ."

Refuse Communion

We are not allowed to refuse Communion to *anyone*! Speak to the priest about the people you know, without a doubt, who should not be receiving and have received. This is not a time for judgment, especially, "...whose faith is known to God ALONE."

Kneeling

If anyone should come and kneel to receive Eucharist, simply administer to them,

Wet Tongues

Remember to be patient and discreet about "wet tongues"! It will happen!!

Reverence

We are to invite reverence – do not be afraid to challenge irreverence. For example, hands should be empty – no keys, tissue, gloves, etc. The mouth also should be free of gum, candy, etc. Invite them to remove the object or substance before receiving Eucharist.

Consumption

Use peripheral vision to be sure the Eucharist is consumed. Do not be afraid to invite them to consume the host immediately. If they continue to refuse, let the priest know *immediately*.

What to do in case of a spill

If a Host is dropped and the person receiving Communion does not pick up the Host, simply pick up the Host and hold it under the plate until after Communion. You may then consume the Host or let the priest know at the altar there is a Host to be properly disposed.

In the event that the entire tray falls or all the Hosts fall off the bowl, **REMAIN CALM!!** Simply pick up all Hosts, place them in the bowl, cover the bowl with a purificator and place the bowl on the altar. Get the ciborium from the tabernacle and proceed with administering Communion. Remember, only the hosts in the tabernacle and the hosts at that Mass are consecrated. The hosts in the work sacristy room are **NOT** consecrated.

If a few drops of the precious blood are spilled, wipe the spill with a purificator and leave covered on the floor. Get a clean purificator, stand next to the purificator on the floor to protect it and continue to administer Communion. In the event that a large amount of the precious blood has been spilled, wipe the spill then cover with purificator. Get a terry towel from sacristy and continue to wipe up as much as possible. Cover area with new purificator. After Communion Rite, clean area with new damp terry towel. Place all purificators and towels used to clean in the basket for the sacristans to properly clean.

Visiting Priest (Host1)

In the event that we have another Priest concelebrating Mass, or a Seminarian, they are always **Host1**. The assigned **Host1** minister should help set up for Mass, but do not come forward to administer Communion.

Deacon at Mass (Cup4)

When we have a Deacon assisting at Mass, they are always **Cup4**.

All 5 Cup Ministers will step forward together to receive from the Presider and the Deacon. The assigned **Cup4** minister should help clean up after Mass, but do not come forward to administer Communion.

*“The Body of Christ in you
shares with the Body of Christ in them
through the Body of Christ in the Eucharist”*

Vocabulary Words

- Alb** - the white vestment common to all ministers to reflect the baptismal garment and common baptismal call from which we all serve.
- Altar** - it is the table of the Lord. It is a fixed, consecrated table, freestanding to allow the ministers to walk around it easily and Mass to be celebrated facing the people. It is placed as the focal point and also known as the Table of Sacrifice.
- Altar bread** - unleavened bread made from wheat and is one of the two elements absolutely necessary for the consecration to become Eucharist.
- Altar wine** - a special wine especially made for sacramental use only and is one of the two elements absolutely necessary for the consecration to become Eucharist.
- Altar Candles** - are used at every liturgical service as a sign of reverence and festiveness, symbolizing the “light of Christ”. There are to be lit candlesticks at each Mass, at least two, but even four, or six or seven if the bishop of the diocese celebrates Mass.
- Altar Cloth** - fine fabrics used to drape the Altar out of reverence for the celebration of the Eucharist. The size, shape and decorations of the altar cloth should be in keeping with the design of the altar.
- Ambo** - is the podium where the Word of God is proclaimed; aka: the Table of the Word.
- Aspergillum** - the bucket and/or sprinkler used to hold holy water for the sprinkling rite.
- Bread paten** - the large plate that unconsecrated communion bread is placed on before the celebration of the Eucharist. It is placed on the gift table before the beginning of Mass and offered during the Presentation of the Gifts (POG)
- Chalice** – The largest of the sacred vessel cups used by the priest for the consecration and distribution of the precious blood. Other smaller vessels are called communion cups.
- Charcoals** - self lighting briquettes used inside the thurible or other appropriate vessel for the burning of incense
- Ciborium** - a vessel used to reserve the Blessed Sacrament following Mass and is stored in the tabernacle.
- Cincture** - a rope like belt that can be used to tie around waist of the priest or altar server.
- Corporal** – a cloth of fine fabric that is spread on top of the altar cloth to place the vessels of bread and wine for the consecration of Eucharist.
- Credence table** - A small table for the purpose of holding the cruets, purificators and communion vessels required for the celebration of Eucharist.
- Communion Bowl** - used by the EMHC to serve the consecrated host
- Cruet** – small vessel that holds water or wine used in the consecration of Eucharist
- Easter Candle** - the largest pillar candle in the Church lit for the first time from the new fire at the Easter vigil, remains lit for the 50 days of Easter. Also present at baptisms, funerals, confirmation, weddings and is also called the “Paschal Candle”, “Christ Candle”
- EMHC** – Extraordinary Ministers of Holy Communion

Flagon - vessel with a handle, spout and lid used to store the Altar Wine for the Eucharistic celebration. It is placed on the gift table before Mass and offered during the Presentation of the Gifts (POG)

Gift table - a small table placed near the main doors of the church for the purpose of holding the gifts of bread and wine required for the celebration of the Eucharist offered during the Presentation of the Gifts (POG)

Holy water font – usually located at each doorway and holds holy water for the sign of cross reminding ourselves of baptism and “new life” as Christians.

Incense - granules placed on lit charcoal that produce fragrance when burned. (see Psalm 141)

Incense boat - a vessel used to hold the incense granules for the thurible.

Lavabo bowl/pitcher - vessels used by the celebrant to wash his hands after the Offertory.

Monstrance - vessel used in Exposition of the Blessed Sacrament and Benediction

Oil Ambry - located near the altar in the sanctuary space to store the Chrism oil, the Oil of Catechumen, and the Oil of the Sick.

Chrism - special perfumed oil consecrated by the bishop, which is used at baptism, confirmation, ordination and dedication of churches and altars.

Oil of Catechumens - special oil consecrated by the bishop used in the Rite of Christian Initiation of Adults for those preparing for Baptism

Oil of the Sick - special oil consecrated by the bishop used to anoint the sick

Presider’s chair - a moveable piece of furniture, strong and simple in structure, located in the sanctuary, facing the congregation which the presider occupies at appropriate times within the liturgy.

Processional cross -the basic Christian symbol used to lead the community into their gathering place for worship.

Purificator – special cloth used by the priest or lay minister to wipe the communion cup during distribution of the Eucharist, and then “purified” before washing.

Pyx - a container that holds Eucharistic hosts that is being brought to the sick and/or shut-ins.

Sacrarium - an unusual sink in the sacristy with a drain pipe, having no joints or elbows that leads directly into the earth (Life to Life). This allows the reverent disposal of baptismal water, water used in ritual purifications, holy oils from a previous year, or ashes made from burning liturgical items for reverent disposal.

Sacristan - person in charge of the sacristy and cleaning of the Altar linens.

Sacristy - a room in the church for the storing of vessels, usually located near the Altar.

Tabernacle – Large vessel used for reposing the Blessed Sacrament, near a sanctuary candle.

Thurible - portable vessel on a chain that holds the charcoal and incense.

Towel –a terry cloth used by the priest to dry his hands at the Preparation Rite.

Vesting room - located in the front of the church where priest and deacon vestments are stored along with Altar Servers robes for the celebration of the liturgy.

Vestments – generally refers to the outer robe-like garment worn over the alb by the priest.