



EMHC Procedures

Extraordinary Ministers of Holy Communion

1. Arrive early (No later than 15 minutes before) for Mass and sign up for your position in the Ushers Room. Please note that if you are running late, the Sacristan may find it necessary to replace you. Please do not try to undo the work of the Sacristan.
2. Remember what position you signed up to do. Consult the posted diagrams.
3. Following the Sign of Peace, as the hymn (Lamb of God) begins; start walking to your place behind the Altar. Please use hand sanitizer before going up to the Altar. Fan out, while filling all empty space between each other. Try to position yourself per your station (Traveler should be at the end of the line). Also, you should be “facing” the congregation.
4. All Ministers will receive Communion from the priest, (and Precious Blood – at 11am Mass.) Then the EMHC will turn to the person next to them and continue. The Priest will hand the Ministers their ciborium, then the EMHC will go to their station. **Please remember to place your hand over the Ciborium while walking to your station.**
 - a. **Traveler leave as soon as you are given Ciborium and follow Usher to the handicap, start with the Chapel.**
 - b. **Divine Mercy Ministers serve Altar Servers first – Bread and Cup – then congregation.**
 - c. **Those who are Ministers of the cup receive the cup and the purificator from the priest, take a sip from the cup, turn and wipe it before moving to your station. Please put your purificator over your cup while walking to your station, or back to the Altar. The last cup gives to EMHC, and choir before going to station 4.**
5. At the end of Communion, Bread ministers return any remaining Eucharist to the Altar, return your plate to the side table. **Do not give your ciborium to another Minister, and do not combine plates.**
6. Cup ministers, if there is Precious Blood remaining, it is to be consumed at the foot of the altar, facing the altar. If there is a large amount left, bring it up to the altar and let the priest consume it. Or have another minister help. Do not put purificator inside the empty cup, lay it over the top. **After returning your ciborium to the credence table, proceed directly back to your seat. Do not stop or pause at the Tabernacle area.**
 - a. If your cup is empty, cover with purificator and wait to return to Altar when all are done.

At the conclusion of each Mass, the Sacred Vessels are to be cleaned ONLY by the Sacristan. If additional assistance is required, the Sacristan will request it.

Additional Comments:

- Never approach the Altar from the front, reaching over to remove or replace something. Approach from the side or rear, stepping up onto the platform (between pulpit).
- When your communion line is ended, help other station needs your help before returning your vessel.
- If you see that someone needs more Hosts or you are asked for more Hosts, then **you pull from your own** Ciborium and place in the EMHC empty Ciborium. Please try not to break the Host if possible.
- The administration of Communion under either form is an acknowledgement of the presence of Christ in both the Consecrated Species and in the individual receiving Communion. The exaggeration of administration is NOT appropriate. There is no need to raise the Host before giving it, being over dramatic as you say, "**The** Body of Christ or **The** Blood of Christ."
 - **Traveler, before returning to Altar offer to Usher or Sacristan.**
- Do not let someone walk away with a host in their hand. Kindly stop them and ask them to consume the Host. This will show him/her they are holding up the line.
- If you reach your Communion station and someone else is already there, do not use the moment for a confrontation. Look around and find the open station and remember that we all make mistakes. Please make every effort to remember your assigned station.
- If you drop a Consecrated Host, palm it under the plate give to celebrant.
- If you spill Precious Blood, immediately, step in front. After the line is finished cover the area with your purificator. Leave purificator over the spill and alert the Usher, and Sacristan of the spill after Mass.
- If a child, a non-Catholic, or a catechumen comes to you with arms cross, offer them a blessing such as "*God bless you,*" or whatever blessing is comfortable to you. Please do this **without touching** them or do sign of the cross.
- If you are not scheduled to serve but are willing to serve at the Mass you are attending, please let the Sacristan know, and dress appropriately.
- **Dress attire is important**. No shorts, jeans with rips, T-shirts or flip flops. A cover needs to be worn with all halter tops/dresses, and arm tattoos.
- If a Minister to the Sick comes to you, redirect them to Father or Deacon. (They should be at the end of the Communion line with their pyx).

Remember being an Extraordinary Minister of Holy communion is a privilege; we must always remember to be reverent whether we are partaking in this sacrament or helping our priest to distribute communion.

“What material food produces in our bodily life; Holy Communion wonderfully achieves in our spiritual life. Communion with the flesh of the risen Christ, a flesh “given life and giving life through the Holy Spirit,” preserves, increases, and renews the life of grace received at Baptism. This growth in Christian life needs the nourishment of Eucharistic Communion, the bread for our pilgrimage until the moment of death, when it will be given to us as viaticum.”

Catechism of the Catholic Church 1392

Extraordinary Ministers of Holy Communion Prayer

Heavenly Father, I thank you for calling me to serve You and Your people in this community as an extraordinary minister of the Eucharist. You know that I could never be worthy of such an exalted honor. Help me to be less unworthy by remaining free of sin. 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 Your extraordinary ministers and make them worthy to bring Christ to others. Amen

- ❖ For EMHC scheduling, questions and/or requests, please send an email to Zee Parojino at zparojino@stannsdebary.org, or call the office at 386-668-8270.
- ❖ EMHC training is done by St. Ann’s Lead Sacristan, Norma Scott, per Fr. Andrzej’s direction.
- ❖ Schedules are emailed around the 15th of each month; paper copies will be placed in the Ushers Room. Please submit dates you are unavailable by the 5th of the previous month. Schedule will also be posted on St. Ann’s Website: <http://stannsdebary.org>.
- ❖ Holy Day of Obligation, Holiday schedules (Ash Wednesday, Immaculate Conceptions, Assumption of Mary, Christmas, etc.) are done on a volunteer basis. An email will be sent out for those specific Masses. Please sign-up, it is a first come, first serve basis.
- ❖ Questions regarding Ministers to the Sick/Homebound please contact Zee at the Parish Office at zparojino@stannsdebary.org, or call the office at 386-668-8270.