

St. Joseph Catholic Church

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GUIDELINES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Revised:
2/1/2018

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

“Flexibility is the expression of charity as a minister”

Extraordinary Minister Captain (MC):

- ✘ The first person listed on the schedule is the Minister Captain (MC)
- ✘ Should arrive a minimum of 20 minutes early to make sure that the setup is done prior to the start of Mass.
- ✘ Minister Captain will set up as listed on the “Eucharistic Minister Setup Check list”:

Setup and Purification CHECK LIST

Vocabulary:

The **chalice** is the cup in which the wine and water of the Eucharistic Sacrifice is contained.

The **ciborium** is an altar-vessel which holds the consecrated hosts for Communion.

The **corporal** is the linen cloth placed on the Altar by the priest or deacon on which the chalice and paten are placed.

The **paten** is a place on which the hosts are offered in the Holy Sacrifice.

The **purificator** is a linen cloth used to clean the rims of the chalices during Communion.

The **pall** is a stiff square card covered with linen of varying colors (matches liturgical season).

The **towel** is used for drying of the priest’s hands before the consecration.

The **cruets** are small vessels containing the water & wine for Mass.

Before Mass (Set up niche and offertory table):

- **Set niche:**
 - Fill 4 chalices of wine (between 1/3- ½ full).
 - Put 4 chalices out in the niche by the lectern.
 - Put 4 purificators by the chalices in the niche (cover all chalices with one purificator).
 - Fill the water and wine cruets. The water cruet goes in niche but wine cruet is placed in the back of church
 - Place bowl and a towel in the niche near the water cruet
 - Prepare the main chalice and place in the niche:
 - Lay Purificator over the chalice
 - Place one large host on top of the paten which goes onto the purificator
 - Place Pall (stiff square card) with appropriate color on the paten
 - Place corporal on top of the Pall
 - Layout one corporal on the altar (on the right side)
- **Set the Offertory Table (in the back of the Church)**
 - Bring wine cruet and two tall ciborium to the offertory table in back of Church
 - 4 ciboriums for distribution of communion (two tall ciborium always on offertory table)
 - ***If two ciborium are in the tabernacle and they are mostly full*** then fill (not packed) two tall ciborium and place on offertory table
 - ***If only one ciborium in the tabernacle but it is full*** then fill (not pack) the two tall ciborium and the short ciborium with hosts. Place the two tall ciborium on the offertory table and short ciborium in niche to be brought up by server
 - ***If only one ciborium in the tabernacle and it is low*** then fill as much as possible the two tall ciborium and the short ciborium with hosts. Two tall ciborium on offertory table and short ciborium in niche. .

Purification after Mass (when Deacon is not present):

- Pour water into ciboriums to collect particles of hosts and pour water into a chalice
- Dry ciborium and place back into the shelves
- Pour water into any chalices without water
- Make sure all residue of the Blood are gone then consume the water from the chalices
- Dry chalices with purificator and place cups back into the shelves
- Place purificators on rack to dry

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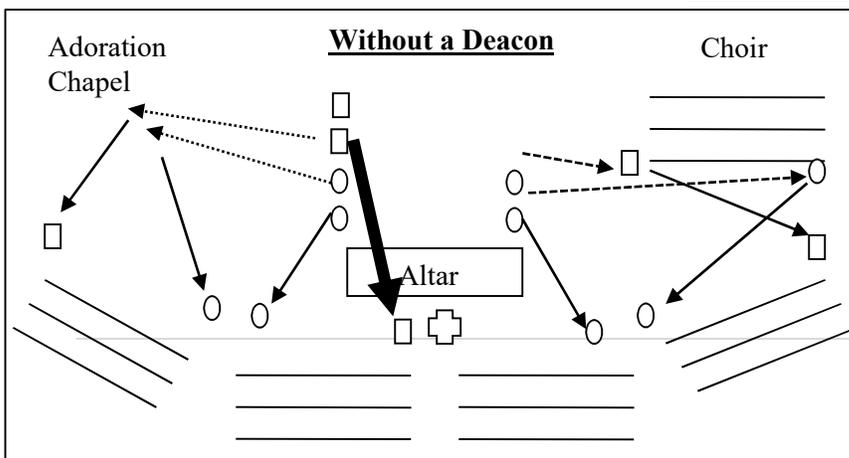
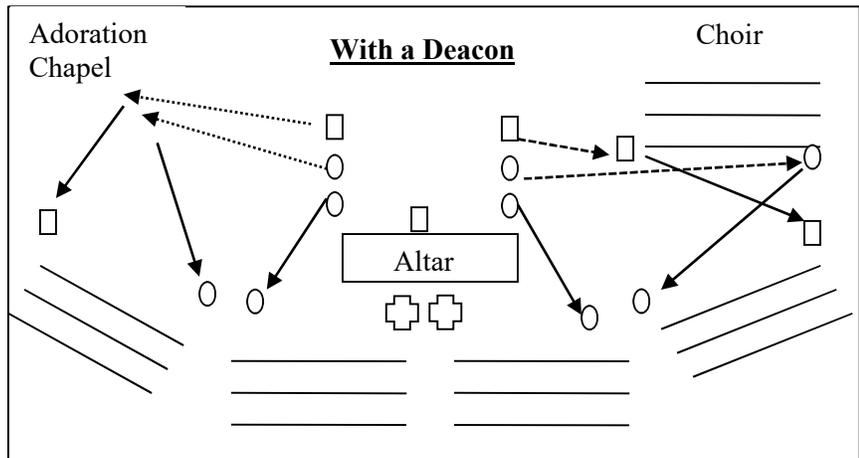
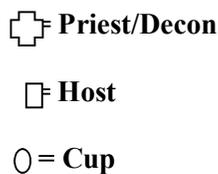
GUIDELINES & PROCEDURES:

✧ Before Mass:

- Please be sure to be at Mass on your assigned days, if necessary call another Eucharistic Minister to fill in for you.
- Meet 10 minutes prior to Mass in the Vestibule for prayer. At this time, make sure there are enough EMs (6 when deacon is present/ 7 when there is no deacon)
- Sit toward the front of Church and make sure there are enough EM on each side

✧ During Mass:

- Begin walking up to the altar when Father consumes the Host so that you are in your places after he has consumed the Precious Blood.
- Use the side aisles if possible and if you need to cross in front of the altar please bow to the altar.
- Once Father has distributed the cup to EMs they should offer the Precious Blood to the EMs who will distribute the Host and to the altar servers.
- On the **Choir side**, distribute Communion to the Choir first, then move down to the congregation.
- On the **chapel side**, distribute Communion to all present in the chapel, then move down to congregation.
- Everyone then needs to move in the positions as diagrammed. Those on the chapel side should offer Communion to those who cannot come up in the line (They usually stand on the end of the pew.)



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- **Host** (Distributes the Body of Christ during Communion)
 - Distribute the host to the faithful saying “the Body of Christ.”
 - Place the host on the communicant’s hand or tongue.
 - If a person comes up crossing their arms or doesn’t want to receive you may say “God Bless You”.
 - Once all have received, place the ciborium on the corporal on the altar.
 - Father will take the remaining Body of Christ to the tabernacle.
 - Then go back to the sacristy and wash your hands in the finger bowl usually kept to the left of the sink. Once all EM’s have washed, the water should be poured in the Sacrarium, not in the sink.
 - Once the altar server brings the chalice back to the sacristy, then come out as a group, bow to the altar and return to your seat.

- **Cup:** (Distributes the Precious Blood during Communion)
 - Receive the cup of Precious Blood in your preferred hand and the purificator in the other.
 - Distribute the cup to the faithful saying “the Blood of Christ.” Hand the communicant the cup. Hold the cup with the communicant if they are trembling or unable to hold the cup. When it is handed back, wipe the inside and outside rim, turn the cup slightly and then raise your eyes to the next communicant.
 - When everyone has received, proceed to the sacristy. Be sure any remaining Precious Blood is consumed; ask another EM if you cannot (DO NOT pour the remaining Precious Blood into the sacrarium).
 - Do not rinse the cups! Leave the purificators draped over the top of the cup.
 - Do not put the purificator in the cup.
 - Once the altar server brings the chalice back to the sacristy, then come out as a group, bow to the altar and return to your seat.

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Additional Notes:

- Look at the communicants when distributing the Body and Blood.
- Wait for the communicant to respond (bow and say “Amen”) before handing them whichever species you are distributing.
- Always use great care in distributing the Body and Blood of Christ.
- If a host or particle falls to the floor, immediately pick it up and place it on the corporal on the Altar. If the Precious Blood is spilled, stop and cover the area of the spill with a purificator. Then continue with distribution if possible. The full cleanup of the spill should happen after Mass. Don’t panic nor make a scene. Please do not embarrass anyone. Assure them that everything is fine.
- All your movements (distributing the hosts, wiping the cup, your stance) should be deliberate and unhurried. This is not a business transaction, but a family meal. We are reverent, but are serving. Do not rush, no matter how many are in line.

DRESS CODE FOR ALL MINISTERS OF THE ALTAR

Wear your best “Sunday clothes.” Remember that your clothes often reflect your attitude toward the event you are attending. Every Sunday Mass is a solemnity reflecting the mystery of the King of Kings coming down to Earth so please dress appropriately.

- ✘ For men, coat and tie are preferred.
- ✘ For women, dresses and skirts are preferred.
- ✘ However, women may wear pants. Please cover your shoulders, hips and knees.

The following attire is NOT appropriate for the Altar:

- ✘ All denim
- ✘ Sleeveless or halter tops
- ✘ Track or leisure suits
- ✘ Shorts
- ✘ Sweats
- ✘ Plunging necklines