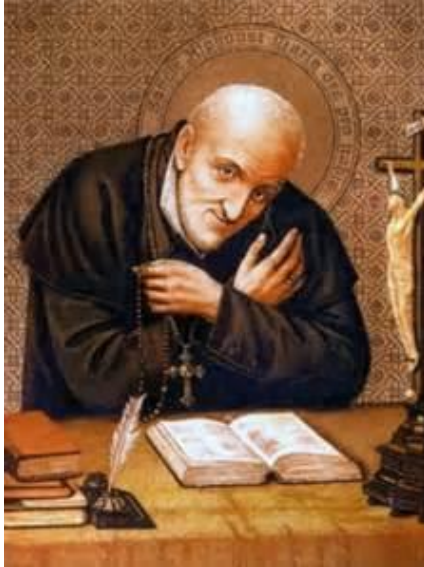


# Mission and Procedures of Extraordinary Ministers of Holy Communion



## St. Alphonsus Liguori Catholic Church (April 2015)

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### Mission

Extraordinary Ministers of Holy Communion function in the privileged role of assisting the priest at Mass in the reverent and orderly distribution of the Body and Blood of Christ.

Extraordinary Ministers of Holy Communion (EMHC's) are volunteers approved by the pastor, and whose commissions are authorized by the Bishop of the Diocese of Lafayette to serve in our parish. The commissions are valid for one year in our parish and re-commissioning occurs each year on the Feast of Corpus Christi.

EMHC's who serve at weekday or weekend Masses as well as EMHC's on the substitute list, may only take Holy Communion to any homebound or hospitalized individual (including family members) after receiving permission from the pastor or the Deacon at St. Alphonsus Liguori Catholic Church in Zionsville. (EMHC's to the Homebound must receive specific training and assignment from the pastor or deacon.)

## Commitment

Extraordinary Ministers of Holy Communion (EMHC's) are scheduled using their personal preferences, which have been given to the Pastoral Associate of Worship. A schedule is published and sent to all EMHC's in advance using our Ministry Scheduler program. Weekly assignments are also currently published in the prior week's parish bulletin and online.

**Substitution is the responsibility of each minister.** When serving as an EMHC, ministering in another ministry during that same Mass should be avoided.

## Conduct

*Please recognize what a role model you are for the rest of the assembly, simply by your presence on the altar! You should keep a spirit of confidence and reverence:*

All movement should be reverent and unrushed.

- During distribution, your attention to the communicant should be individual and total. You speak "the Body of Christ" to the person (not the air...) and meet their eyes, conveying the significance of this moment.
- There should be no rush; one can minister communion with reverence and personal attention and still keep the procession moving steadily. It cannot be done in haste, or with absent-mindedness, or distraction.

Your attire should embody this holy significance and not be a distraction

- Please no shorts, beach attire, flip flops, or jeans
- Ladies, please be mindful of a modest neckline and knee-length skirts. For presence on the altar, we also ask you not to wear leggings with just shirts.
- For men, shirts with no collar, blue jeans, and gym shoes are discouraged.

Full, conscious, and active participation!

- As a liturgical minister, you teach the congregation by your example how to worship at Mass – please fully participate in the liturgical celebration by listening, singing, praying!
- EMHC's should plan to worship at the entire Mass at which they are scheduled – please do not arrive late or leave early.
- Even when you are not assisting at a particular Mass, you still carry the role and responsibility of an EMHC.

## Guidelines for Communion Ministers at Mass

### Before Mass

- Please arrive 15-20 minutes before Mass begins
- When you arrive at Church, go to the Reception Room to sign in.  
*If you are substituting for someone, please write the name of the person in parentheses after your name.*
- Pick up a medallion from the countertop or the cabinet.
- Check the diagram in the Reception Room to see where the Communion stations will be for that particular Mass.

### Receiving Communion:

*EMHC's do not go to the tabernacle or pour the Precious Blood.*

- Kneel at your seat during the prayer, “*Lord I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed.*” Immediately after the words “. . . *and my soul shall be healed*” please get up from your seat.
- Approach either the right side or the left side of the sanctuary (depending on where you are seated) and genuflect toward the altar before ascending the steps. *If you are unable to genuflect, a simple bow is appropriate.*
- Each EMHC will ascend the steps and gather around the Altar in a tight U-shape (not a straight line) facing the Presider. *The idea is to be close enough to Father so he only has to take 1-2 steps to get to you.*
- Presider will distribute the Body of Christ to each minister first.  
*Please remember that you should bow to the sacrament just before it is presented to you.*
- Presider will then distribute the Precious Blood.  
*If the Presider hands you both a communion cup and a purificator, – please accept both the cup and the purificator at the same time, then drink from the cup and purify. You will keep the communion cup for distribution to the assembly.*

- Presider will distribute a ciborium to each minister who did not receive a cup.
- After the EMHC has received their vessel, they will immediately go to their communion station and face the altar until everyone else has received their vessel. *Do not wait until everyone has received their vessel before going to your station; once you receive your vessel go to your station right away.*

### **Distribution of Holy Communion:**

*Your demeanor should be one of reverence, but at the same time one of welcoming them to the Table of the Lord.*

- The EMHC should anticipate a simple bow from the communicant.
- Following the bow, the correct statement to make is “the Body of Christ” or “the Blood of Christ.” *Please, do not say “This is the body/blood of Christ,” since we are proclaiming not only Christ’s real presence in the bread and wine, but also in the assembly of communicants who have now become the Body of Christ.*
- Those ministers presenting the Blood of Christ should notice if the line waiting for the cup is holding up those receiving the consecrated hosts. If so, move down a bit in order to make more room for the line. *You do not need to speed up presenting the Blood of Christ.*
- If your line has ended, but your cup is not empty, go to another station and assist with that line.
- After all have finished coming forward, one minister of the host and one minister of the cup should take the Body and Blood of Christ to anyone who could not come forward, such as the disabled. *The Ushers will generally let you know where these people are located.*
  - Please remember to take Holy Communion to the cantor and the accompanist.
  - If a choir is singing, please take a step in their direction to allow them the opportunity to come to you for Holy Communion.
- If you are distributing the Precious Blood and your **cup is empty**, place the communion cup on the Altar, make a simple bow of the head and shoulders to

the altar, and place the purificator in the basket on the credence table. You may then discretely leave the sanctuary, bow to the altar, and return to your seat.

- If your cup is not empty, please consume the remainder. *The Precious Blood needs to be consumed entirely in the sanctuary at every Mass.*
- If you **run out of consecrated hosts** and you still have a line of communicants, go to another minister and have them share with you some of the consecrated hosts from their ciborium.
  - If there are consecrated hosts on the altar in another ciborium, it is also fine for you to take some and place them in your ciborium and finish distributing to your line.
  - If all of the ministers run out, Father will go to the tabernacle or he will send another minister.
- If your line of communicants has finished and you have more consecrated hosts, please go to another station and help with their line. *Do not add your hosts in their ciborium; rather you should assist them by distributing your hosts as well.*
- If the entire assembly has finished receiving, and you have remaining hosts, take them to the Presider at the Altar. *Do not place your ciborium on the altar yourself. If Father is not finished distributing, wait for him.*
- Father will decide if the remaining hosts should be consumed. If there are too many to consume, Father will take them to the tabernacle or ask another minister to do it.
  - If you are asked to take a ciborium to the tabernacle, simply place the ciborium in the tabernacle, genuflect, and return to your seat for the remainder of mass. Then after mass is over, go to the tabernacle, empty the hosts into the ciborium that is left in the tabernacle and take your ciborium to be purified.

### **Purification at the Altar:**

- When you have finished distributing Holy Communion, and your vessel is empty, neatly line your vessel along the back right corner of the altar (nearest to the credence table), make a simple bow to the altar, leave the sanctuary, and go back to your seat
  - Remember, if you still have precious blood remaining in your communion cup, it must be consumed before leaving the sanctuary. The purificator should be placed in the basket on the credence table.

- If you have remaining consecrated hosts in your ciborium and are not needed in another communion line, then you **MUST** wait for Father and hand the ciborium to him before leaving the sanctuary.

### **P1, P2, and C Designations**

On the schedule, you will notice a *P1*, *P2* and *C* designation. These stand for *Purifier One*, *Purifier Two* and *Chalice*.

- If you have a *P1* or *P2* abbreviation by your name, it is your responsibility after mass to purify the sacred vessels and linens.
- The designation of *C* indicates that you have been assigned to help with purification after Communion, and to put Father's Chalice away after Mass.

The minister designated as **C (Chalice)** on the ministry schedule will remain in the sanctuary to assist Father with the purification of the vessels, unless the Knights of the Holy Temple are serving. If they are scheduled for that mass, they will take care of the "C" procedure during Mass only, and you can return to your seat. *However, you are still required to put away the Chalice after Mass.*

- If you are finished distributing Holy Communion before Father does, then remain standing near the credence table to remind other ministers to place their vessels on the altar.
- As the other ministers begin to place their vessels on the altar, please make sure that they are lined up neatly. This will make the purification process run more smoothly for Father.
- The altar server will bring the water cruet forward for the purification. You should remain close to the altar in case Father needs you, yet out of the way of the servers.
- There is a gold tray on the credence table; the crucifer will set the tray on the altar near the vessels so when Father finishes purifying, the vessels can be placed on the tray.
- Take a moment to make sure the credence table is cleared so the tray can easily be put on it.
- Once the vessels are on the tray, please take the tray from the altar, bow your head slightly and place the tray on the credence table.

- Leave the sanctuary, bow to the altar and return to your seat.

### After Mass

#### **P1 and P2:**

- Directly after mass has ended, individuals designated *P1* and *P2* should take the tray on the credence table, and the purificators to the working sacristy.
- You may leave Father's Chalice on the credence table for the individual designated to care for it.
- Rinse purificators (white linen cloths) over the sacrarium, and hang on the drying rack.
- The water in the water cruet is blessed and should not be poured down the ordinary drain. Please pour any leftover water into the sacrarium.

#### Care of the chalices

The chalices should not be placed in the soapy water; rather please:

1. Use a very mild soap solution; do not submerge entire vessel in soap solution
2. Rinse with clean water
3. Use only a **linen** cloth for drying and wiping; do not use terry cloth, paper towels, or other abrasive cloths
4. Completely dry the Ciboria using the hand towels on the wall. Extras can be found in the cabinets above the sink.
5. Take the cleaned vessels to the vesting sacristy, and put them away in the designated cabinets. As a rule, all glassware goes in the upper left hand cabinets and ciboria go in the upper right cabinet (to the left of the chalice cabinet). The new chalices go in the safe. The safe should already be unlocked for you. If for some reason it is not, you can ask the Sacristan to unlock it for you.

#### **C:**

If you are designated as *C (Chalice)*-you are responsible for bringing Father's Chalice back to the vesting sacristy. Father's Chalice **does not** get washed. He has purified the chalice at the Altar.

1. Check the corporal to make sure that there has not been a spill of the Precious Blood on it. If not, put the corporal and the pall in the top drawer to the left of the sink.

2. If there has been a spill, you will need to soak it in one of the glass bowls for about two minutes. Then pour that water into the sacrarium.
3. After every Sunday evening 5:00pm mass, the corporal will need to be purified.
4. Neatly place the chalice veil in the island, second drawer down.
5. Lay a clean purificator (located in the second drawer to the left of the sink) between the chalice and the paten (we never want metal touching metal) and put it away in the far right upper cabinet with the lock. Lock the cabinet and put the key back in the closet on the hook.
6. If you did purify the corporal, please take it back to the working sacristy and hang it on the drying rack to dry.

### **How to register for Ministry Scheduler**

1. Please visit our parish website: [www.ZionsvilleCatholic.com](http://www.ZionsvilleCatholic.com)
2. You will notice tabs at the top; click on “MASS” and then “Liturgical Ministry and Schedule”
3. Click on “New Volunteer Sign Up” on the left-hand side of the page
4. Register yourself and select your preferences! In the comments section, please note your Mass time preference. Please choose only one Mass time, as this helps with equal distribution of our ministers. *You may always step in as a sub at any other Mass!*