



Extraordinary Ministers of Holy Communion

Handbook

The cup of blessing which we bless, is it not a participation in the blood of Christ? The bread which we break, is it not a participation in the body of Christ?
(1 Cor 10:16)

Extraordinary Ministers of Holy Communion

Ministry: The act of serving, ministration

The Mass is a ritual. There are things that must happen and happen in a certain way. As a Extraordinary Minister of Holy Communion, you are asked to do things a certain way to enhance the rituals of the Mass. We thank you for your willingness to serve the Church community in this special role.

What is an Extraordinary Minister of Holy Communion?

Canon 910 provides:

§1. The ordinary minister of Holy Communion is a Bishop, a priest or a deacon.

§2. The extraordinary minister of Holy Communion is an acolyte, or another of Christ's faithful deputed in accordance with canon 230§3.

Canon 230:

§3. Where the needs of the Church require and ministers are not available, lay people, even though they are not lectors or acolytes, can supply certain of their functions, that is, exercise the ministry of the word, preside over liturgical prayers, confer baptism and distribute Holy Communion, in accordance with the provisions of the law.

- "Extraordinary ministers may distribute Holy Communion at Eucharistic celebrations only when there are no ordained ministers present or when those ordained ministers present at a liturgical celebration are truly unable to distribute Holy Communion. They may also exercise this function at Eucharistic celebrations where there are particularly large numbers of the faithful and which would be excessively prolonged because of an insufficient number of ordained ministers to distribute Holy Communion."

A Minister's Spiritual Journey:

There is a special relationship with Jesus that flourishes with anyone who gives the Lord to others. For Extraordinary Ministers of Holy Communion they literally give the Lord to others. Because of this special bond, it is very important for each person to continue to grow in their spiritual life.

As ministers of the Eucharist, it is important that your spirituality includes Eucharistic adoration and understanding of Who it is that you are giving to your fellow congregation members.

EMHCs are requested to spend at least one hour a month before the Blessed Sacrament in order to deepen their relationship with our Lord. The best time for this is during 1st Friday Adoration and Holy Hour.

Attire:

Personal clothing should be dignified. No tank tops or sleeveless shirts or blouses. No sneakers or flip-flops (closed shoes preferred). No shorts or jeans. Dress and skirt lengths should be modest.

EMHCs are asked to wear the wooden crosses available in the Sound Room and to return them when Mass concludes.

Care should be taken to avoid use of strong cologne, perfume, or aftershave lotion because of some people's sensitivity to these scents.

Scheduling:

It is the responsibility of each EMHC to pick up the monthly schedule from the Sound Room. It is usually available around the third Sunday of the preceding month. If you are unable to serve at the scheduled time, it is your responsibility to find a substitute in a timely manner. If you know well in advance that you will not be available at certain times, please indicate the times you don't want to be scheduled in the Not Available binders in the Sound Room. If you see blank spaces on the schedule posted in the Sound Room, you may fill in your name indicating that you want to serve at that Mass.

Before Mass:

Arrive at the church 20 minutes before Mass. Sign in on the schedule sheet and let the Sacristan know you are there. He/She will notify you of any changes. Ten minutes before Mass, go to the vestry for prayer before Mass then return to your seat. It is a practice at St. John's to have all Extraordinary Ministers of Holy Communion sanitize their hands prior to Mass. Hand sanitizer is provided.

During Mass

[Keep in mind that each priest serves slightly different]

After the Sign of Peace all Extraordinary Ministers of Holy Communion will go up to the steps of the sanctuary, bow together and then proceed to their proper places on either side of the Altar. The priest will serve all the ministers and Altar servers consecrated Hosts (starting on the priest's left side).

The priest then will hand Cup 1 his/her chalice with a purificator, then Cup 2 his/her chalice with a purificator—please take the chalice and purificator at the same time and consume a sip of the Precious Blood.

Cup 1 will walk behind the Altar to serve the Host minister, then go to the statue of Mary side to serve the congregation.

Cup 2 will serve the altar servers, then go to his/her position at the choir side to serve the congregation. The chalice or ciborium should be covered by the purificator or hand while

walking to your position. At the end of Communion if there is any Precious Blood left in the chalice it should be consumed at your position (not at the Altar). The EMHC should place the chalice and purificator on the credence table and leave the sanctuary. Bow at the foot of the sanctuary and return to your seat. It is not necessary to wait for the other ministers to complete their duties.

There will be 2 cup ministers and 1 host minister.

When a deacon is present he is Cup 1. The person scheduled to be Cup 1 should not approach the sanctuary but rather remain in the congregation. The deacon is the 'ordinary minister' of the Cup. Laity are the *extraordinary ministers* meaning that they are used only when an ordinary minister is not present

Host #2 will receive the ciborium from the hands of the priest and serve to the left of the Celebrant (stage right).

After Communion is distributed, the EMHC should return to the stage right side of the Altar and wait for the priest or deacon to take the ciborium from him/her. Do not place the ciborium on the Altar yourself. The priest or deacon will take the ciborium from your hands and combine any remaining Hosts. The ciborium is filled with any remaining Hosts and returned to the tabernacle by the priest or deacon.

The Celebrant may on occasion request an additional Host Server to go to the Chapel and Narthex area. This minister will go directly to the back of the church. The priest and Host 2 will serve disabled individuals in the front pews.

Due to the advanced age of our tabernacle, it is requested that only the priest and/or deacon unlock it.

Distribution of Holy Communion

The invitation, "**The Body of Christ**" or "**The Blood of Christ**," must not be narrowed or expanded (do not add "This" before the invitation or a person's name at any point in the invitation). The tradition of the Church understands the presence of Christ to include his presence in the assembly, in the Word, in the celebration; the invitation to the communicant is to be all-encompassing (GIRM 161).

(From the General Instruction of the Roman Missal (GIRM))

It is not permitted for the faithful to take the consecrated Bread or the sacred chalice by themselves and, still less, to hand them on from one to another among themselves. The norm established for the Dioceses of the United States of America is that Holy Communion is to be received standing, unless an individual member of the faithful wishes to receive Communion while kneeling...

When receiving Holy Communion, the communicant bows his or her head before the Sacrament as a gesture of reverence and receives the Body of the Lord from the minister. The consecrated host may be received either on the tongue or in the hand, at the discretion of the communicant.

When Holy Communion is received under both kinds, the sign of reverence is also made before receiving the Precious Blood.

As each communicant approaches, the EMHC should make eye contact and hold up the Host or chalice before offering communion. When the chalice is returned to you, wipe the rim and turn the chalice before offering it to the next person. It is a good practice to let the purificator fall to its full length and continuously move to an unused area while wiping.

If all of the Precious Blood has been distributed, but you still have communicants in line, cover the chalice with your hand or purificator and place it on the credence table. Return to your seat after bowing at the foot of the sanctuary.

Blessing:

If someone approaches with their arms crossed over their chest this is generally a sign that they do not wish to receive Communion but rather receive a blessing. The EMHC is to raise his/her hand and say, "*Receive Jesus in your heart.*" The extraordinary minister should not touch the recipient in order not to place any of the Communion Host particles upon the recipient. (Remember every crumb and particle of the consecrated Host is Jesus, truly present!)

Communion by intinction (the practice of dipping the host in the chalice) is not customary in the Diocese of Orlando and is not to be encouraged. Under no circumstances may a communicant him/herself dip the host into the chalice. This would be self-communion which is not allowed. The only way Holy Communion may be distributed by intinction is as follows: "the communicant, while holding the paten under the chin, approaches the priest who holds the vessel with the hosts and at whose side stands a minister holding the chalice. The priest takes the host, intincts the particle into the chalice and, showing it, says: "The Body and Blood of Christ." The communicant responds, "Amen" and receives the Sacrament on the tongue from the priest. Afterwards, the communicant returns to his or her place."

Tongue or Hand?

Communion-in-the-hand is approved by the Holy See as an option for the United States, and for many other countries, including Italy. The following are the relevant parts of the documents governing this permission.

"...every one of the faithful has the option of receiving communion on the tongue and even when other persons are receiving communion in the hand. The two ways of receiving communion can without question take place during the same liturgical service. There is a twofold purpose here: that none will find in the new rite anything disturbing to personal devotion toward the Eucharist; that this sacrament, the source and cause of unity by its very nature, will not become an occasion of discord between members of the faithful" (Instruction *Memoriale Domini* of 29 May 1969)

Never Refuse Someone Communion:

An Extraordinary Minister of Holy Communion cannot refuse to give Holy Communion to someone who approaches to receive. This is between God and the recipient. If you feel there is an issue, please discuss it with the Pastor by arranging a meeting time through the

office. If a young child approaches, ask the accompanying adult if the child has made his/her First Communion.

Accidents:

If the Body of Christ is dropped during the administering of Communion, the minister has several options. The minister may bring the dropped Body of Christ to the altar and place it on the corporal to be cared for after Communion, or the minister may hold the Host in the same hand as the vessel. The Body of Christ that has been dropped is never to be replaced in the vessel or given to a communicant or consumed by the minister of Holy Communion at that time. When distribution is finished and the minister returns to the altar, then the Body of Christ may be consumed or brought to the sacristy where it may be completely dissolved in water, which is then poured into the special sink (sacrarium). When the appearance of bread ceases, the real presence also ceases.

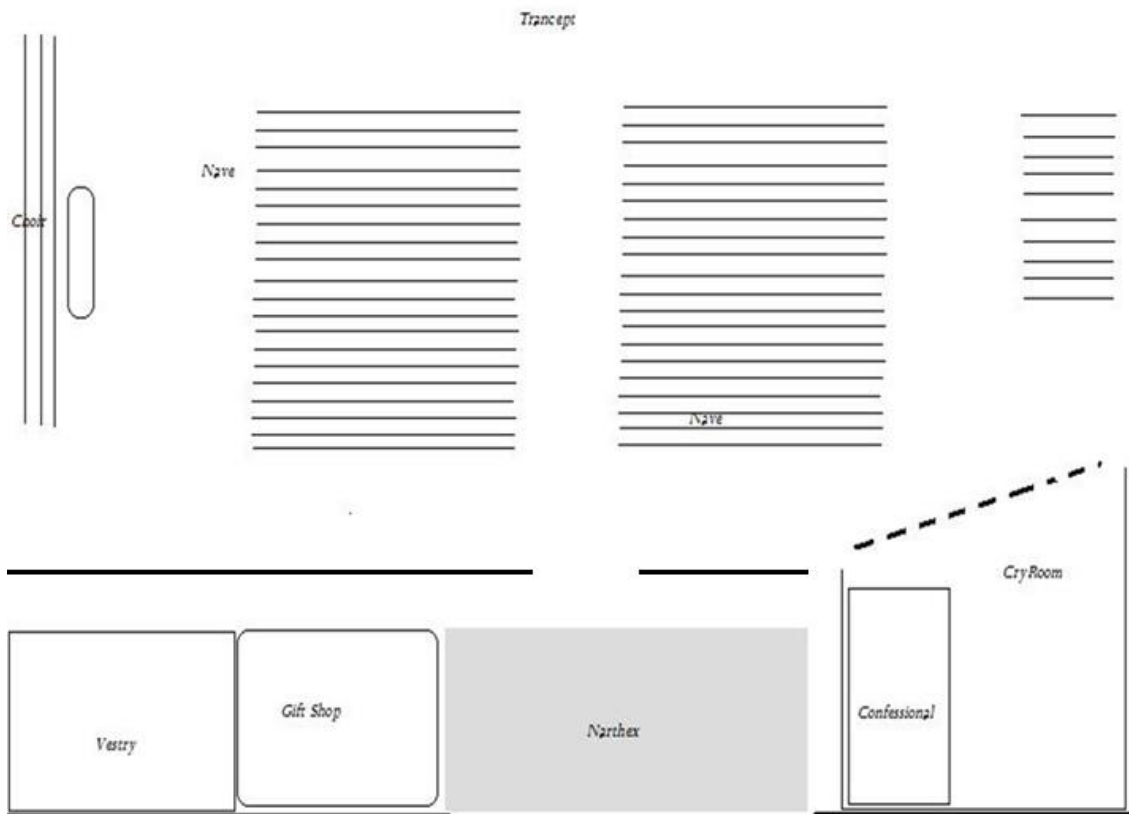
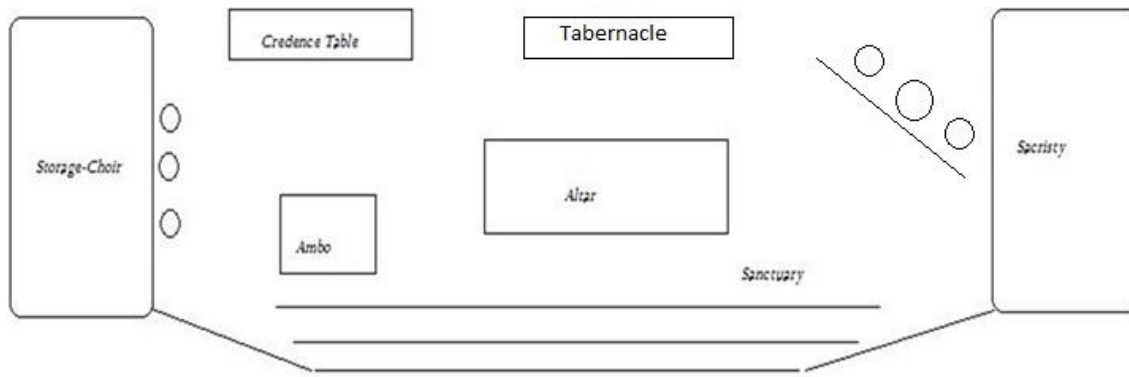
If the Precious Blood is spilled, the minister should cover the spillage with an extra purificator, either stepping carefully in front of the area or asking the communicants to proceed to another minister of the cup. After Mass the area should be washed with a damp clean purificator. Clean (damp) towels should be used if the area is larger.

End of Communion

After all of the parishioners in the procession have been served make sure there is no one with limited mobility in need of Communion.

After Mass

The Extraordinary Ministers of Holy Communion are responsible for the purification and cleaning of the holy vessels (chalice, ciborium, etc.) according to the guidelines of the Diocese of Orlando. Use holy water to perform the purification. Each vessel should be carefully rinsed with a small amount of holy water, the water being poured from vessel to vessel, then reverently consumed. Recite the prayer posted in the sacristy while performing the purification. Use great care in cleaning the vessels. They should not be immersed in water nor rubbed vigorously as the gold is fragile. Use the softest towels and return the vessels to the cabinet.



Not to scale

Thank you for your service to our Lord and to all at St. John's!