

Guidelines for Extraordinary Ministers of Holy Communion

BEFORE MASS

Please dress appropriately – jackets for men and modest attire for the ladies.

Please arrive at least 15 minutes before mass and sign the log in the narthex for the position you will serve. Deacons will also sign in. When a Deacon is serving, he must always be given C1. If two Deacons are serving, they will take positions C1 and C2. If you are not scheduled to minister, please volunteer to fill a vacant position, as needed.

Remain in the narthex for preliminary prayer with the celebrant, and then proceed to your pew. The first pew on the Blessed Virgin's side is reserved for EM's serving the Cup, the Host ministers will sit on the St. Joseph side in the second pew. If you are not going to sit in the EM pew, please make sure you sit in the first few pews so that you can promptly come up to the Sanctuary.

DURING COMMUNION

At the sign of peace, come toward the altar steps (PLEASE BE SURE TO USE THE HAND SANITIZER PROVIDED IN THE PEW BEFORE APPROACHING THE ALTAR). Host ministers queue near St. Joseph's altar and cup ministers by the Virgin Mary's altar. As soon as the celebrant consumes the Precious Blood and places his cup on the altar, proceed onto the altar. Cup ministers on the left and Host ministers on the right.

The celebrant will distribute the body of Christ to all of the EM's. The celebrant will then give the Precious Blood to the Cup minister closest to the congregation first. That minister will promptly distribute the Precious Blood to each of the Host EM's. The Cup minister closest to the altar servers will distribute the Precious Blood to the altar servers.

After receiving, please wait for the celebrant to depart for his position before going to your posts. The exception to this rule is the Communion stations at the rear of the Church (B1 & B2). The celebrant and C2 will distribute communion to ALL in the handicapped pew on the Blessed Virgin side and H1 and C1 will do likewise on the St. Joseph side before serving communicants coming up the center aisle.

Please refer to the diagram showing the other positions. These positions will be demonstrated during the training.

If anyone approaches you for communion and you suspect they should not, DO NOT REFUSE THEM. Everyone receiving Communion should consume the host immediately. When giving communion do not ad-lib. Host ministers should say THE BODY OF CHRIST and the Cup ministers should say THE BLOOD OF CHRIST. Do not personalize with an individual's name or say it any other way than is indicated above.

If anyone approaches you with their arms crossed across their chest, meaning they are not receiving communion. Place your free hand briefly on their head and say "May God Bless You." Do the same for children & babies.

If you are a cup minister and a communicant approaches you with a host, place your hand over the top of the cup and politely tell them "We do not do Intincture in our diocese."

After each communicant, the cup minister firmly wipes both the outside and the inside of the rim with the purificator and rotates the cup ¼ turn for the next communicant.

AFTER COMMUNION

Host ministers should place their ciboria on the side corporal (Blessed Virgin's side). Rub fingertips over the ciborium to remove particles and return to your seat. After distributing the Precious Blood, the Cup ministers should consume any remaining Precious Blood at their stations and then proceed to the Credence Table and place the cup to the far right of the table. DO NOT PLACE THEM ON THE TRAY. Put the Purificators in the small basket that will be on the table. Return to your seat.

Any communicant who is gluten intolerant may provide their own host and place it on the main chalice on the Credence Table before Mass and receive Communion at the altar with the host ministers. Please let the Celebrant know before Mass that you are doing this. If you do not have the gluten free host, you may receive the Precious Blood with the cup ministers or from the Priest if Cup ministers are not present.

Remember you are a part of an IMPORTANT and HOLY ministry. If you are unable to keep your appointment, please arrange for your own replacement.