

**ST. FRANCIS BY THE SEA CATHOLIC CHURCH
EXTRAORDINARY MINISTERS OF THE EUCHARIST
RUBRICS**

Before mass

- Please dress appropriately - jacket 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 where you will serve. Deacons and any others not scheduled who will serve as EMs must also sign the log so H1 has a complete count of ministers.
- **Please remember the position for which you signed up** to distribute communion.
- **Do not** sign the log before arriving for the mass at which you will serve.
- **Do not** exclude others from the opportunity to serve as H1.
- **When a Deacon is serving, he must always be given W1. No EM should ever take the place of the Deacon or Deacons. If two Deacons are serving they will take positions W1 and W2.**
- Host minister 1 verifies all positions are filled. To make known the need for substitutes visible to those coming to mass, there is a notice that can be displayed on the octagon table in the Narthex. If ministers are still needed 10 minutes before mass, set up the notice. When the last position is filled, place the notice face down on the cabinet. **When you are not scheduled to minister, but see the notice, please volunteer to fill a vacant position. If scheduled ministers arrive after all positions are filled, those on the log have preference.**
- ❖ The Parish Council has determined that a greeter ministry be initiated at St. Francis by the Sea at the weekend masses in keeping with the Diocesan and Parish goals of building community and welcoming the faithful. Father Mike has endorsed this initiative and has stated that while EMHC can serve as greeters on a volunteer basis, their primary focus should be on distribution of Holy Communion.
- Please respect the preparatory time that our Priest's need before Mass, by not approaching them in the Sacristy. Please understand that all Priests need some quiet "prayerful time" to prepare themselves to celebrate the sacred mysteries of the Mass.
- 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 EMs if you need a place to sit. **If you're not going to sit in the EM pew then please make sure you sit in the first few pews. That way you can quickly come up to the Sanctuary.**

During Communion

- At the Sign of Peace, come forward and Host Ministers stand by the organ and Cup Ministers on the ramp by Mary's altar. As soon as the celebrant begins to consume the Precious Blood, proceed to the altar, cup bearers on the left and host ministers on the right.
- The celebrant will distribute the Body of Christ to all of the EMs. The celebrant will then give the Precious Blood to the minister closest to the congregation. That minister will then assist the celebrant in distributing the Precious Blood to each of the other hosts EM's and to the altar servers.
- After receiving, please wait for the celebrant to go his post before going to your posts. The exceptions to this rule are the Communion stations in the rear of the Church.
- The celebrant and W2 will distribute communion to ALL in the handicapped pew on the Blessed Virgin side of the center aisle, and H1 and W1 will do likewise on the St. Joseph side before serving communicants coming up the center aisle.
- To **facilitate traffic flow** H1 stand as far back as possible with your **heels against the step**.
- H2 and H4 stand on opposite sides of the side aisle next to the first pew so that communicants pass **BETWEEN** them. H3 and H5 stand on opposite sides of the side aisle behind the organ console so that communicants pass **BETWEEN** them.
- If anyone approaches you for communion, and you suspect they should not, **do not refuse them**.
- If a person approaches you with their **arms crossed across their chest**, it means that they will not receive communion, but ask for your blessing. Place your free hand briefly on their head and say, "May God Bless you".

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- If you are a cup bearer, and a communicant approaches you carrying a host, place your hand over the top of the cup and tell them “**Intincture is not allowed in our diocese**”.
- After each communicant, cup bearers firmly wipe both the outside and the inside of the rim with the purificator and rotate the cup ¼ turn for the next communicant.
- When communicants at a post are all served, those ministers should move to other posts which have communicants waiting to receive and help finish serving them. Only one host minister from each side aisle should assist serving the center aisle in positions H6 and H7 (“short stop” positions). Other host ministers should return their ciboria to the altar.

When the Precious Blood is spilled or a Host falls on the ground

- If Precious Blood was spilled, put your purificator over the spill. Then go to the credence table (there will be two extra purificators left on the credence table), get a clean purificator, go back to your station and continue to distribute the Precious Blood. Be careful not to step on the spill. Once Mass is over, take a purificator and try to absorb as much of the spill as is possible. Then moisten the area with water and absorb the area with an additional purificator. Purificators used to clean up the Precious Blood should then be thoroughly rinsed in the Sacrament Sink. Please ask the Priest for help and advise if you have any questions.
- When a Host has falls on the floor you must do one of the following:
 - If the Host has not touched the mouth of the Communicant then pick it up and consume it immediately.
 - If the host fell out of the mouth of the Communicant then pick up the host, go to the altar and place it on the Priest’s paten. The Priest will properly dispose of the host.

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 their seats. You no longer need to wash your fingertips in the ablution bowl.
- After distributing the Precious Blood, the Cup Ministers should consume any remaining Precious Blood at their stations and then proceed to the Credence Table to place the cup to the far right nearest the Tabernacle. Do not place them on the tray. Put the Purificators in the small basket that will be on the table. Immediately return to your seats. Do not purify the cups. Only the Deacon or Acolyte can do this.
- After Sunday masses the sacristan will take the vessels to the working sacristy, clean them, and return them to the credence table.
- At Saturday 5:30 mass, at least **two ministers should stay to clean the vessels.** After the mass, take **ALL** of the vessels to the sacristy, wash and dry them. The Sacristan will setup for the Hispanic Mass and put the remaining vessels away.

Reminders

- When giving communion do not ad-lib. Host ministers should say “The Body of Christ” and cup ministers should say “The Blood of Christ”. Do not personalize with an individual’s name or say it any other way than it’s indicated above.
- When signing in, please make sure that you look for any notices. I will try to make them colorful so they will be easy to notice. I will put any changes up on the bulletin board for you to review.
- We would like to be able to offer the Precious Blood to everyone as in one cup minister for every host minister. Therefore, at the 5:30 p.m. and the 9 a.m., we will need 2 additional cup ministers per Mass to serve in the back. We hope to have enough ministers to do this.
- 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 host, you may receive the Precious Blood with the cup ministers or from the Priest if the cup ministers are not present.

Revised 12/7/2006

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➤ **New Rubric as of 12/7/06**

❖ **New Rubric as of 12/5/06**

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- Communion services are not allowed
- Those who take Communion to the Sick, must be trained, commissioned, back-ground screened, and attend a Virtus training class. You may arrange the training and commissioning through the Church office by calling 681-6350 and you may either go online at www.virtusonline.org or contact Mitzi Weaver at 681-6350 ext. 249 for more information about class dates and times.
- If you missed the Commissioning on November 18th/19th, we will announce a make-up service sometime after January 10th, 2007. Extra copies of the Rubrics are available in the Church office.

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.