

Step By Step Extraordinary Ministers of Holy Communion (EMHC) St. Michael the Archangel Church

Scheduling

1. Quarterly schedule for EMHC is sent via e-mail and/or regular mail
2. A copy of the schedule is posted in the working sacristy
3. Check the dates you are scheduled and mark you calendars
4. Obtain substitutes for any dates you will not be able to serve as scheduled
5. If you wish to be removed from the Sunday schedule, please let me know.

Weekend Mass Arrival

1. Arrive 15 minutes prior to the start of scheduled Mass time
 - Appropriate dress: Coats/Ties for men, Dresses/skirts for women
 - Please do not wear mini-skirts or otherwise revealing attire
 - Liturgical ministers should plan on only ONE assigned ministry per mass
2. Come to Tabernacle side of Church to sit (with family & others)
3. Genuflect in front of Tabernacle on first entering Church
4. Retrieve Cross from end of pew or closet in working sacristy
5. Initial your name on today's schedule in working sacristy
6. If you are at any Mass and willing to serve in the event substitutes are needed, please don't hesitate to speak up or just walk over to the tabernacle side.
7. It always helps when fellow EMHCs willingly volunteer to fill in, rather than having to try and draft people at the last minute!

Tabernacle

1. Move to Tabernacle
2. Unlock, open, and check status of Ciboria
3. Verify number of ciboria and amount of consecrated hosts
 - If $> \frac{1}{2}$ full, use for Mass
 - If much $<< \frac{1}{2}$ full, do not use for Mass but leave in Tabernacle
 - 8:00 a.m. Mass – verify if the Luna for the Adoration Chapel Monstrance is there and decide which EMHC is going to carry up at communion time
6. Close tabernacle and relock

Credence Table

1. Move to credence table and check for prepared ciboria
2. Fill the appropriate number of ciboria with hosts
3. NEW metal ciboria hold 175 hosts when completely filled (3/4 filled)
 - Sat 5:30 p.m. 350 – 400 people (**four ciboria total**)
 - Sun 8:00 a.m. 275 people (**three ciboria total**)
 - Sun 9:30 a.m. 450 – 500 people (**four ciboria total**)
 - Sun 11:00 a.m. 450 – 500 people (**four ciboria total**)
4. Place on the middle of the credence table with the covers on
5. Check water level (50%) in pitcher and cruet
6. Check for enough purificators (more in drawer of blue chest in working sacristy)

Gift Table

1. One EM goes to rear of church to:
 - Check gift table to verify wine flagon and ciborium with Large Host are prepared on gift table
 - Remove the lid from the ciboria and put it in the sacristy. (no lid needed)
 - **8:00 a.m. Mass has TWO large hosts in ciborium**, one for Luna
 - If not prepared, talk to ushers or altar servers to address
2. Tell Fr. Leo / Fr. Marty how many ciboria in tabernacle & on credence table for consecration. It is particularly important to communicate before Mass so the celebrant is aware that everything is prepared for communion.
3. Return to pew

Final Preparations & Group Prayer

1. Verify that all EMHC positions are filled
 - 7 EMHCs required for all weekend Masses except 8:00 a.m. Mass has 4 ministers plus celebrant
 - Fr. Karl does NOT give communion – one extra EM is needed for these masses
 - **Deacon David will replace one EM if he is present at Mass** – one EM to sit out
2. Ask other qualified EMHCs to serve if scheduled folks do not arrive at least 5 min before Mass
 - Always use 1 less EM required if Deacon or 2nd Celebrant is present for Mass
 - NOTE: Ordained Ministers (priests, deacons) always distribute communion when they are present at mass – lay ministers sit out in this case
3. EMHCs gather for prayer in front of Tabernacle 5 minutes prior to start of Mass
 - “Jesus bless these hands...” cards on side altar
4. Return to pew until Sign of Peace

Lamb of God

1. EMHCs leave their pews and go to the sanctuary after the Sign of Peace
 - Greet those in your immediate area then move out of the pew
2. One or two EMHCs retrieve ciboria from Tabernacle
 - Unlock, open, remove ciboria
 - **Leave covers on side altar**
 - Close and lock tabernacle
 - Proceed to altar
 - Place ciborium on altar cloth next to celebrant
3. 4 EMHCs (2 at 8:00) pick up purificators from credence table and proceed to altar
4. All EMHCs greet altar servers
5. Take places on riser behind celebrant(s)
 - EMHCs for cups (with purificators on arms) on each end
 - EMHCs for bowls in center
6. 8:00 a.m. Mass only – one EMHC must get the Luna out of the tabernacle while others take the ciboria
 - Remove cloth cover
 - Take to the altar next to celebrant
 - Hold horizontal, rotate top glass cover
 - Pull center piece straight up, flip over
 - Rotate cover and drop host into celebrant's palm – he will replace with fresh host
 - Reverse steps and replace in tabernacle, lock, proceed to your place behind altar

Distribution of Holy Eucharist

1. Extraordinary ministers do not receive communion until after the priest (and deacon) have received communion under both forms
 - Celebrant gives host to all EMHC
 - Celebrant then gives Precious Blood to ministers of the cup
 - EMs with the Precious Blood should immediately give Precious Blood to the adjacent EMs so they will be ready to receive the ciboria from Fr. Leo when he hands it to them
 - Extraordinary ministers receive vessels only from the priest or deacon, they may not take the vessels from the altar or one another
2. Once the celebrant moves from the altar, the EMHCs on the tabernacle side should proceed to give communion to the altar servers immediately so they can go to their stations.
3. The priest takes one front station. If a deacon is present, he will take the remaining front station.
4. EMHCs move to their communion stations after the priest (and deacon) moves away from the altar (see drawing for specific locations)

5. EM who is on riser directly in front of altar should stand ON the riser, not on same level as priest (causes too much congestion!)

Reception of Communion

1. The faithful are to bow their head before receiving Holy Communion as a sign of reverence (this can accompany the communicant's "Amen")
2. The faithful choose to receive on the tongue or in the hand
3. The faithful, if they choose to receive in the hand, are to consume the host in the presence of the minister
4. The minister may politely remind the communicant that they are to consume the host immediately (they are never to grab a communicant)
5. The minister should not give additional hosts to the faithful in the communion line for communion to the sick (priest may give hosts in pyx after communion or ministers may be given hosts after Mass – ministers should go directly to the sick once they have received the hosts for the sick)
6. The minister should NOT give an usher a host for someone in the back of church
7. Intinction is allowed ONLY if the faithful hands the EM their host and the EM dips it in the Precious Blood and communicates to the person on their TONGUE
8. The extraordinary minister may not refuse communion to a person unless the pastor has first given this instruction.

Ministering Communion

1. Smile, make eye contact, touch the person's palm when you place the host in their palm.
2. Hold the host or the chalice reverently in front of you and at an appropriate height so that you can make eye contact but the **person can see and focus on the host or chalice.**
3. Maintain focus and complete reverence. Take your time. Make sure you focus on each and every communicant individually.
4. Share your faith through your eyes and your body language.
5. When ministering the chalice, the minister is to wipe the inside and outside lip of the chalice and rotate the chalice about ¼ turn before ministering to the next person
6. Communion is ministered with the words, "**The Body of Christ**" for the consecrated bread, and, "**The Blood of Christ**" for the consecrated wine. **No other words may be used**, e.g., Do not say - This is the..."
7. The person's name should **not** be included to "personalize" this communal action.
8. If an extraordinary minister runs out of the Body or Blood of Christ, they leave their communion station for another minister to continue.
 - EMHCs should be aware of movement or congestion during communion and adjust their positions appropriately

- Move to a different spot if it will facilitate movement of the faithful when a minister has run out of Body or Blood of Christ and left his/her station
9. Communion bowls or cups may not be passed from one extraordinary minister to another. Only an ordinary minister may give an extraordinary minister a new bowl or cup.
 10. Check for individuals in the rear of church who could not come forward to receive. EMHC with both cup and bowl should proceed to distribute communion in the back or side if necessary, or as directed by ushers, after your line is finished
 11. When communion is complete, everyone returns ALL ciboria and chalices to the ALTAR to be purified by the priest, deacon, or instituted acolyte.
 12. EMHC consumes all remaining Precious Blood from chalice at the altar, then set the chalice down for purification by priest, deacon, or instituted acolyte.
 13. EMHC may ask Deacon Mitchell to consume remaining Precious Blood if he is present and this can be done with full reverence
 14. Put all used purificators on the credence table before returning to your seat.
 15. If the Deacon is not present at Mass, One EMHC remains at the altar to take the ciboria with consecrated hosts to the tabernacle
 16. The altar servers will move the purified chalices and ciboria (empty) to the credence table.

Ministering to the Choir

1. Two EMHCs (for both the Body and Blood of Christ) should proceed to the choir side towards the end of communion
2. Position yourself on the riser (facing the pews) with your back to the altar and wait until the choir finishes singing or until the choir director signals you that all have received earlier
3. Distribute communion to all choir members.
4. Return the ciborium and chalice (empty) to the main altar for purification.
5. Return to the tabernacle with the ciborium if directed to do so by priest or deacon.
6. Return to your seat.

Purification of Chalices DURING Mass

1. Remaining Precious Blood is consumed at the ALTAR by the minister but not while walking. Deacon Mitchell will consume Precious Blood if asked to do so.
2. **The Precious Blood may not be reserved** and must be fully consumed at the end of each mass.
3. **The Precious Blood is to be completely consumed, not absorbed with a purificator.** If you are unable to drink the Precious Blood, ask another EM to do so.
4. **DO NOT** saturate the purificator with Precious Blood unless you are cleaning up a spill of some sort!!!
5. Empty chalices are placed on corporal on the altar.

6. Purificators are placed on the credence table.
7. Ministers of cup return to seats for remainder of mass

Handling of Consecrated Hosts following Communion

1. Ministers with ciboria return to the ALTAR and put ciboria on corporal for purification by deacon, priest, or instituted acolyte.
2. One EMHC should reverently remain near the altar to receive the ciborium with the consecrated hosts. When handed a ciborium by the priest or deacon, replace the cover, and place in the tabernacle
3. Any remaining Blessed Sacrament (consecrated host) is reserved in the tabernacle for the subsequent mass, a communion service, or communion to the sick.
4. All ciboria in tabernacle must be covered. This is easily done if covers are left on Tabernacle altar before taking ciboria to altar.
5. Close and lock the tabernacle and return to seat.
6. Altar servers take the purified ciboria and chalices to the credence table
7. All ministers return to their seats for the remainder of the mass
8. Return your cross to the end of the pew (or to the cabinet in the sacristy) at the end of Mass.
9. If you happen to forget to return your cross, please bring it back to the church at your earliest opportunity.

Immediately AFTER MASS – Vessel Purification and Final Steps

1. EMHCs return to the credence table immediately following singing after mass
2. Take all vessels into the working sacristy, along with used purificators
3. Check each vessel again for signs of sacred species
 - If any sign of Precious Blood or Body of Christ remains in the vessel, rinse again and the water is consumed
4. Vessel is then washed with a mild detergent in a regular sink, dried and returned to the credence table for use at the next mass
5. If after 11:00 a.m. Mass – vessels are stored in the working sacristy, not on the credence table
6. SET UP for the next mass (applies to 8:00 & 9:30 only)
7. Check the cruet to ensure adequate water (50% full)
8. Check to see that there are clean purificators for the next mass
9. Fill the appropriate number of ciboria for the next mass and put them on the credence table (this step only applies after 8:00 a.m. and 9:30 a.m. masses on Sunday!!!)
10. Genuflect in front of the tabernacle before leaving the Church for the final time. At times other than first and last approach, a reverent bow of the head is appropriate in front of the tabernacle as you approach.

Other Important Notes

- If the Eucharistic bread or some particle of it falls, it should be picked up reverently by the minister. The consecrated bread may be consumed or completely dissolved in water before being poured outside in the dirt in a protected area. *We do not have a sacarium at St. Michael's at this time, so this is our only option.*
- If the consecrated wine is spilled from the chalice, the area should be absorbed with a purificator, wet with water if appropriate, absorbed again, and any collected water poured into the dirt.
- If a mishap occurs during distribution of communion, protect the area with a purificator. You can continue with communion if appropriate, but have yourself, an altar server, or someone else protect the area from foot traffic. At the end of mass, protect again as people are leaving church to ensure that no one steps on the area until the consecrated species can be removed.