

Extraordinary Minister of the Eucharist

To serve as an Extraordinary Eucharistic Minister, you need to be a Catholic in good standing, having received, at a minimum, First Communion; or be Confirmed if you would normally have received that sacrament, have an understanding of the ministry, participate in the retreats/training and approval from the pastor.

All ministers must be thoughtful in determining what to wear when serving, appropriate attire would be dress shirt and slacks for men. For women, modest dresses, skirts or dress pants and blouses. If your attire is too tight or revealing, you may be asked not to serve that day. No shorts, jeans, t-shirts or flip flops.

BEFORE MASS

1. Arrive 10-15 minutes before mass.
2. Everyone signs in at the kiosk located at the back of the church near the vesting sacristy. Find your distribution location on the diagram and take the corresponding ministry medallion.
3. Enter the sanctuary from the side you have been assigned as an EM. For example, if you are serving the west wing or center-west, go up the west stairs. If serving the east wing or center-east, go up the east stairs.
4. Go to the vesting sacristy 5 minutes before mass to pray with Father and other ministers.

DURING MASS

5. Cue: After Lamb of God. Once Father receives both species of communion, approach the sanctuary and bow to the altar. Proceed up the stairs and take a place behind the altar. You do not need to wait for the deacon or other priests to receive before moving.
6. After you have received communion, discreetly use hand sanitizer to prepare for distribution of communion. Only a small amount of sanitizer is needed to cleanse fingertips. Avoid 'washing' your entire hand as it is very distracting.
7. Father or deacon will hand you either the chalice or ciborium, based on the ministry medallion you are wearing. When all ministers have received their chalice or ciborium proceed to your designated position.
 - a. Bread 6 and Wine 4 should go directly to the pew for those who have difficulty walking and offer communion while they are seated in the pew.

DISTRIBUTING COMMUNION

8. There are stickers in place on the floor to aid in finding your location for distributing communion.
9. If you are distributing the host, elevate it and make eye contact with each person. Say loudly enough for them to hear, and only say "The Body of Christ" (do not use their name), then WAIT for their response of "AMEN".
 - a. When you know they have responded, place the host in their hand or on their tongue.
 - i. If they do not respond, repeat "The Body of Christ". If no answer, lean towards them and ask for their response. Children may need help remembering what to say.

- b. You will be given a purificator (white cloth) to use to wipe your fingers after placing the host on the tongue. Wipe your fingers whether or not you think you touched their tongue.
- 10. If you are a minister of the chalice, hold it chest high and elevate it a little when saying "The blood of Christ." You do not use the person's name when distributing communion. After each person receives from the cup, use the purificator to wipe the edge of the chalice, then turn it to a clean area for the next person.
 - a. DO NOT allow intinction (dipping the host into the cup). Simply put your hand over the chalice if someone were to try and say politely "we do not allow intinction."
- 11. When the chalice is empty, return to the sanctuary and place the chalice on the table behind the altar. Stay in the sanctuary and wait for all ministers to finish with the distribution of communion.
- 12. Once you have finished distributing in the wing, and have the precious body or blood remaining, move to assist with the center section. Bread 3 and 5 and Wine 1 and 4 return to altar. Those waiting at the altar are mindful of those still distributing. For example, if the EM has run out of bread or wine, you should take your vessel and exchange with them. Wine should never be consumed until all EMs have returned to the altar. Bread 4 and 6 move to stand in the middle of the front pews. See diagram.
- 13. If a communicant wishes to receive a low-gluten host, ask them to please wait (which they are used to doing), return your ciborium to the altar and retrieve the pix from the altar or the tabernacle. When done, place the pix on the altar.
- 14. When communion is finished, return to the sanctuary, place ciboriums on the corporal (white cloth, not on the altar cloth) on the west side of the altar, place empty chalices on the table behind the altar and wait.
 - a. If you have precious blood in your cup after communion, you can consume it IF you already received the cup earlier. If you did not drink from the cup, then offer it to another Eucharistic minister who did receive. Place it on the back table beneath the crucifix.
- 15. Discreetly use sanitizer (found on the back table) to cleanse your fingertips. Please refrain from 'washing' your hands.
- 16. Stay in the sanctuary while Father is transferring consecrated hosts into one ciborium; when he genuflects, the eucharistic ministers then bow. As the ciborium is taken to the tabernacle, physically turn your body to 'follow' the ciborium towards the tabernacle. Once Father/deacon/minister places the ciborium in the tabernacle and genuflects, all BOW towards the tabernacle and then return to your pew. No need to bow at the bottom of the steps when returning to your pew.

SPECIAL SITUATIONS

- 17. **What if the communicant does not consume host?** All EMs should be attentive to make sure they consume the Eucharist; this applies to all EMs not just those serving that Mass. When you see the communicant keep the host in their hand, or put it in their pocket, go immediately to that person & ask them to consume it. You can leave your assigned location, taking your vessel with you, to reach this person. This is especially important at Christmas and Easter when infrequent worshipers attend Mass.

18. **What if precious blood is spilled?** Place the purificator over the spill, go get a new purificator from the altar and continue ministering communion. After mass ask the sacristan to help you clean the area with a purificator and put any liquid in the sacrarium. The soiled cloths should be put in a hanging cloth bag in the working sacristy.
19. **What if a host is dropped?** Immediately pick it up and put it in the purificator under the ciborium. If you do not have a purificator, place it in your palm under the ciborium. After communion is over either consume the host or ask Father to consume the host.
20. **What if someone only wants a blessing?** They will come forward with their arms across their chest. The appropriate response from the minister would be a simple phrase like “May God bless you” or “May God’s love be with you”. DO NOT bless using the sign of the cross and NEVER say “I bless you” as only an ordained priest or deacon are allowed to bless people. Do not touch the person.
21. **What if someone wants extra hosts and has a pyx?** Quietly ask them to visit with Father after Mass, and he can provide them the additional hosts. Or meet you near the altar after Mass.
22. **What if you suspect the person is not Catholic?** If the person presenting themselves for communion appear to not understand what is happening, you can offer a blessing (see #20) and gently ask them to meet you after Mass. Then take them to meet the priest.

AFTER MASS

23. After Mass, you can quickly walk to the vesting sacristy to join in the prayer after Mass.
24. Turn in your ministry pendant to the kiosk.

AFTER TRAINING

25. New extraordinary Eucharistic ministers will be commissioned as soon as possible following their training.
26. Following training, you will receive an email with instructions on how to access Ministry Scheduler Pro. You will automatically be scheduled through Ministry Pro, so please update your profile with any dates you will be gone from the parish.
 - a. If you cannot fulfill your ministry when scheduled, request a sub in the Ministry Pro app as soon as possible.
 - b. If you prefer to select your own serving dates and ministry, you can do that on the app prior to the automatic scheduling date. Schedules are published on or about the 20th of the following months for the next three months: March, June, September, December