

# Extraordinary Ministers of Holy Communion

## GUIDELINES

Welcome to the Ministry of Extraordinary Minister of the Eucharist! The Eucharist constitutes the very life of the Church, for the Lord said; "I am the bread of life. No one who comes to me shall ever be hungry; no one who believes in me shall ever thirst." John 6:35

This handout is designed to assist you in your participation in the Liturgical Ministry of Extraordinary Minister of the Eucharist (more commonly known as Extraordinary Minister) here at St. Teresa of Avila Catholic Student Center. Your willingness to serve as an Extraordinary Minister of the Eucharist reflects not only your response to your Baptismal call to serve the people of God, but a commitment to Christ. You offer the Eucharist, recognize the Body of Christ in those to whom you offer Eucharist and ultimately you act as the Body of Christ by fully participating in the life of the parish and the wider community. Your willingness to commit to a schedule and to prepare properly for your service further reflects that commitment. God bless your efforts!

## Qualities

- A practicing Catholic of faith and prayer
- A love and devotion to the Eucharist
- A willingness to engage in ongoing formation
- A gift of hospitality

## Preparation:

- **Dress:** As a minister of Holy Communion, your ministry draws us more deeply into the mystery of God's love, which we experience in the reception of the Lord's Body and Blood. Serving with respect and dignity is essential for everyone. In this light, when you are scheduled to serve at Mass, please use good judgment in your selection of attire. Please do not dress in gym shorts, tennis shoes, t-shirts, and the like. You are assuming a leadership position within the community worship; you want to communicate a message of reverence which does not draw attention to you and away from the Lord.
- On the day you are assigned to serve as an Extraordinary Minister of the Eucharist, please develop the habit of taking time to prepare for your service with quiet prayer and if possible, a reflective reading of Scripture (scripture of that day or any passage of your choice).

## Responsibilities before Mass

- Check in by checking your name off the schedule which is located on the bulletin board by the sacristy AT LEAST 10 MINUTES BEFORE MASS. You will be replaced by the sacristan 10 minutes before mass begins if your name is not checked off.
- When you check in, mark a "B" or "C" next to your name to indicate whether you will be distributing the Bread or the Cup.
- Remain in the community room to pray with the priest and the other ministers before mass begins.

## Procedure for entering the Sanctuary during the Communion Rite

- At the beginning of the Lamb of God, start to make your way up to the altar. Move quickly but do not run!
- Always bow towards the altar before you walk up on the altar step. Approach the altar from the sides. Feel free to use the hand sanitizer on the credence table if you feel you need to.
- **Those assigned to the Cup ministry**, as you walk up onto the sanctuary pedestal, take a purificator off of the altar and place it over your forearm, and then stand next to your Bread partner behind the altar. One cup minister will partner with the priest and should stand next to the South side bread and cup partners on the LaPorte Ave side of the altar. If the deacon is present, his cup partner would stand next to the priest's cup partner. \*See diagram Appendix I.
- The priest will distribute the bread to all ministers at the altar first; he will then distribute the cup only to those who have purificators over their forearms. The cup ministers should distribute the blood of Christ to their bread partner.
- After ministers have received the precious body and blood at the altar, all (except the choir side) will go out to the sick to distribute:
  - The choir side partners will serve the choir and altar servers
  - The priest and his cup partner will cover the 2 front sections
  - The Deacon (or other front bread minister) and his cup partner will cover the section by choir and North pie section (and the back row)
  - Partners on the Laporte Ave Side will cover the South side and South pie sections (and the back row)
- Upon returning to the altar, ministers should go to their assigned positions at the front and help distribute to the assembly. Communion lines should begin as soon as you are ready.
- See **APPENDIX I** at the end for a diagram.

### Sharing the Body and Blood of Christ

- The Communion minister follows these procedures:
  1. Make good eye contact with each communicant.
  2. Hold up the host or Communion cup.
  3. Say in a strong, clear voice, "The Body [Blood] of Christ!" Do not add any other words.
  4. Wait for the communicant to say, "Amen."
  5. Reverently place the host or Communion cup in the communicant's hands.
  6. If ministering the cup, unfold your purificator fully, wipe the rim inside and out with it, and give the cup a quarter turn before sharing it with the next person.
  7. If a person approaches with his or her arms folded in a cross on the chest, offer a blessing using these words: **"May the Lord Jesus be in your heart."**
    - a. If the person is a child, trace a small cross on the forehead while extending the blessing
    - b. If the person is an adult, place your hand on their shoulder while extending the blessing

- When your line has completed, please look to see if another minister needs assistance in distributing.
- After all have shared in Communion, return to the altar. Substantial hosts should be consumed, as should consecrated wine that remains in the cup. Any hosts that are not consumed are reserved in the tabernacle.
- Place the bread bowl and chalice on the North side (priest's left) of the altar for the presider to empty and purify. Do not stack vessels and do not place the purificator inside chalice.
- All ministers should return to their seats immediately. The deacon (or priest's cup partner, in the case of no deacon) will assist in purifying vessels. The altar servers will assist in taking vessels from the altar to the credence table.
- Leave the sacristy quietly, bow before the altar, and return to your seat.

## Other Notes

- Schedules are emailed out 3 times each year as indicated below:

<u>SCHEDULE RANGE</u>	<u>SCHEDULE PREP DEADLINE</u>
October – January	End of August
February – May	End of December
June – September	End of April

Ministers should notify Christine Harsh (the ministry scheduler) by the schedule prep deadline if they will be out of town for a period of time or if they will be unable to serve at a particular liturgy each week.

- Be sure to mark the dates and times on your personal calendar as soon as you receive the schedule, and, if necessary, on the family calendar. Schedules will also be available on the Saint T's website on the Liturgical Ministries Schedules tab: <http://saintt.com/schedules.asp>
- If you know right away that you cannot serve for one or more times that you are scheduled, find your substitute immediately. **You are responsible to find your own substitute.** Failure to do so indicates a lack of commitment to the ministry. The best way to find a sub is to email the entire EM list.
- When you get a substitute, let Christine Harsh know of the schedule change. If the weekly email reminder has already been sent by Christine, there is no need to notify her of your schedule change.

### Focus on the right things

- The focus of the Communion Minister's attention is always on the two aspects of the Body and Blood of Christ: that is, the consecrated bread and wine, and the People of God who stand before them.
- Communion Ministers should try to minimize all other distractions and focus on the interaction of the Holy Spirit, through the minister, with each person who comes forward for Communion.

### Take enough time

- Communion is a moment of profound sharing. Communion Ministers should let that moment linger with each person, sharing as much of themselves as possible in that brief moment.

### Ongoing Formation

- Committing oneself to ongoing faith and ministry formation is essential in being an effective minister, regardless of the ministry. Attend workshops, classes, retreats, and small faith sharing groups to help you grow in your own faith.
- Your participation in the liturgy should be whole and complete, paying respectful attention to the proclamation of the Word, joining in the singing, offering the peace greeting, etc.

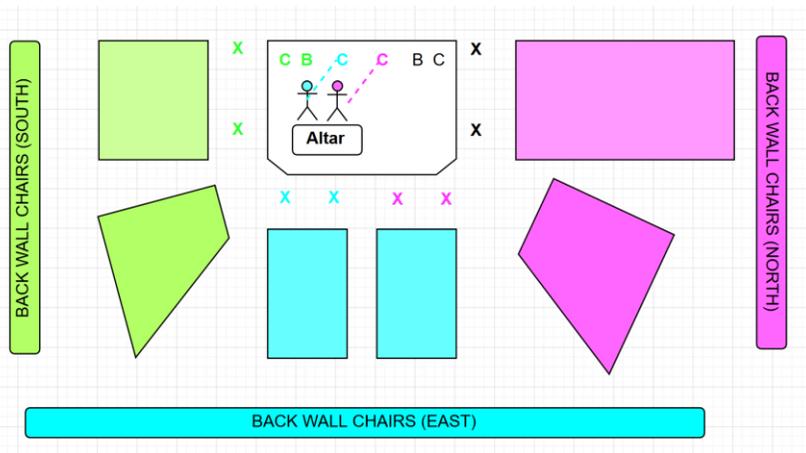
# APPENDIX I

## WHEN A DEACON IS PRESENT (AND ASSIGNED) AT MASS

6 EMs are assigned, in addition to the Deacon.

**MINISTERING TO THE SICK:** The green cup and bread ministers cover the South side of the church (sections in **GREEN**), the blue cup minister partners with the priest and covers the East side of the church (sections in **BLUE**), and the Deacon and the magenta cup minister partner to cover the North side of the church (sections in **MAGENTA**). The two ministers in black type do not minister to the sick but instead distribute to the choir.

**DISTRIBUTION OF HOLY COMMUNION:** The green ministers stand on the South side, the Priest and blue cup minister, and the Deacon and the magenta cup minister distribute in the front of the altar, and the black ministers distribute to the community on the North side (after the choir is finished).



## WHEN A DEACON IS NOT PRESENT (OR IS PRESENT BUT WAS NOT ASSIGNED) AT MASS

7 EMs are assigned.

**MINISTERING TO THE SICK:** The green cup and bread ministers cover the South side of the church (sections in **GREEN**), the blue cup minister partners with the priest and covers the East side of the church (sections in **BLUE**), and the magenta cup and bread ministers cover the North side of the church (sections in **MAGENTA**). The two ministers in black type do not minister to the sick but instead distribute to the choir.

**DISTRIBUTION OF HOLY COMMUNION:** The green ministers stand on the South side, the Priest and blue cup minister, and the magenta bread and cup ministers distribute in the front of the altar, and the black ministers distribute to the community on the North side (after the choir is finished).

