

## **St. Augustine / St. Joseph Cluster Parishes**

### **Guidelines for Extraordinary Ministers of Holy Communion**

Your willingness to serve as an Extraordinary Minister of Holy Communion reflects not only a response to your Baptismal call to serve the people of God, but a commitment to Christ as you share in nourishing God's people with the Bread of Life and the Cup of Salvation.

By ministering communion, you recognize the Body of Christ in those to whom you minister 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, to prepare properly for your ministry and to arrive promptly for your assigned Mass, further reflect that commitment.

**Thank you for your service to the St. Augustine/St. Joseph parish community!**

**Dress Code:** *Adore the Lord in holy attire ~ 1 Chronicles 16:29.* Remember that as an Extraordinary Minister (EM) you are a representative of the Church. The way you dress is an important part of your representation.

Proper attire guidelines are as follows:

- ❖ **Casual Dress:** dress pants, polo/collared shirt, dress/skirt that is at the knees or longer, dressy Capris, blouse, dress shoes, etc. are permissible.
- ❖ **No:** tank tops, bare shoulders, t-shirts, shorts, skin-tight clothing, low cut necklines, denim, short skirts/dresses, sweatshirts or sweatpants, flip flops, tennis shoes, logos which may be of divisive or suggestive in nature, any clothing that which would distract from participation in the liturgy

#### **General Guidelines:**

- Eight (8) Extraordinary Ministers, including priest(s) and deacon(s), are necessary for all regular Sunday Masses (Masses for First Communion, Confirmation, Christmas, etc. may utilize more). Nine (9) Extraordinary Ministers are needed at the 10:00am Mass when the choir sings.
- If there are con-celebrating priests or visiting deacons, it should be presumed that they will distribute Communion. Therefore, fewer Extraordinary Ministers may be needed than are scheduled. Please adjust accordingly.
- Arrive 10 minutes before Mass, enter the priests (south) sacristy, look for the sign-in sheet (notebook on the podium near the door)
  - Sign your name next to the EM station you will serve (i.e., front Body, back Blood, etc.)
  - Take the necklace that corresponds with your station. Necklaces are located on the hooks next to the sacristy entrance.
  - You may sit with your family until the 'Sign of Peace,' when you will proceed into the main sanctuary (instructions follow).

#### **Distribution:**

- Extraordinary Ministers should come forward into the Sanctuary during the Sign of Peace. Those distributing the Body of Christ should line up behind the altar on the Tabernacle side. Those distributing the Precious Blood should line up behind the altar on the Virgin Mary side.
- The priest (or deacon serving) will distribute Communion and will then give each Extraordinary Minister their vessel.

- Once everyone has received Communion and a vessel, all proceed reverently to their Communion stations.

**\*\*Ensure that all persons who require distribution in the front pews receive Communion and are offered the Precious Blood before you are stationed at your post. The priest or deacon usually take care of this, but be aware of it before proceeding to your station.**

### **Posts:**

- Distribution of the Body and Blood of Christ:
  1. The Priest (Body of Christ)) will usually be stationed in the main front center aisle (Virgin Mary side).
  2. EM (Body of Christ) will be stationed in the main front center aisle to the left of the priest (Tabernacle side).
  3. The Deacon (Blood of Christ) will be stationed in the front aisle (Blessed Virgin side).
  4. EM (Blood of Christ) will be stationed on the Tabernacle front aisle side.
  5. EM (2 each - Body of Christ) will be stationed in the back middle of the center aisle.
  6. EM (2 each – Blood of Christ) will be stationed in the back right and left aisles.
  7. An additional Extraordinary Minister (Body of Christ) may be assigned to the choir loft. If you are assigned to the choir loft, go up the north staircase to the choir loft, stand next to the piano and wait for choir members to come to you for Communion. After distributing Communion, proceed down the steps and wait to process back into the main Sanctuary with the Extraordinary Ministers stationed in the back of church.

### **How to Distribute the Body and Precious Blood of Christ:**

- In giving Holy Communion, the minister holds the Body of Christ slightly above the vessel, looks into the eyes of the Communicant, and in a clear voice says, “The Body of Christ”, to which the Communicant responds “Amen”. These are the only words to be used. Nothing is to be added or subtracted, not even a name. Then the Body of Christ is placed in the hand or on the tongue according to the manner indicated by the Communicant.
- If a communicant begins to walk away carrying the Body of Christ, the Extraordinary Minister should alert a deacon, priest or another Extraordinary Minister immediately after completing distribution of Communion (**NOTE:** Some parishioners step aside to face the Crucifix as they consume the Body of Christ).
- If a child or adult does not receive communion and wants a blessing, place your hand on the person’s head and say, “May God bless you.”
- In giving the Precious Blood, the Extraordinary Minister holds the Sacred Cup up slightly, looks into the eyes of the Communicant, and in a clear voice says, “The Blood of Christ”, to which the Communicant responds “Amen”. These are the only words to be used. Nothing is to be added or subtracted, not even a name.
  - ❖ Generally, the communicant should hold the Sacred Cup firmly in both hands and drink from it. However, in the case of a physical disability or weakness, be ready to assist in holding the Sacred Cup.
- After the Blood of Christ has been received, wipe the rim of the Sacred Cup, inside and out with a purificator and turn the Sacred Cup slightly before presenting it to the next Communicant. Be careful not to wipe in a manner where the purificator is dipped into the Precious Blood.
- Intinction (the practice of partly dipping the Body of Christ into the Precious Blood before consumption by the communicant) is **NOT** permitted. If you suspect that a Communicant

might attempt this, place the purificator over your cup and kindly ask the person to consume the Body of Christ.

- Should a parishioner present a pyx, ask how many hosts are needed and place them inside the pyx. (\*A pyx is a small round container used to carry the consecrated host to the sick or those otherwise unable to come to a church).
- Please remain at your post and/or adjust your position until the entire congregation has received Holy Communion.
- Should your vessel become empty during the procession, place the purificator over the chalice (Blood) or your hand over the ciborium (Body) and return the vessel as reverently as possible to the Tabernacle altar (Body) or north sacristy (Blood).
- Extraordinary Ministers of the Precious Blood are asked to return the chalices, covered by purificators to the north sacristy. Please remain in the sacristy until the Body of Christ has been returned to the Tabernacle and is closed. You may then reverently return to your seat.

### **Procedures After Distribution:**

- Any remaining Precious Blood should be fully consumed when you have entered the north sacristy. You then place the purificator on top of the chalice and place your necklace next to it (\*\*Please do not place the white purificator in the cup, as this causes undue staining of the cloth).
- Extraordinary Ministers of the Body of Christ are asked to return their vessels to the Tabernacle altar and place them on the large white corporal on the altar. Wait for the sacristan or deacon to place all ciboriums in the Tabernacle. When the Tabernacle is closed genuflect in unison with other Extraordinary Ministers and then return to your seat.
- Extraordinary Ministers should return to their seats in a dignified and reverent manner.

### **Accidents During Distribution:**

- If a Host falls to the floor during distribution of Holy Communion, pick it up immediately and consume it then, or after distribution is over. It should **never** be put back in the vessel to be given to another communicant.
- If the Precious Blood is spilled:
  1. Immediately step over the area to protect it. Do not allow anyone to step on the spilled Precious Blood.
  2. Continue distributing the Precious Blood.
  3. After you have finished distributing, cover the spilled Precious Blood with the purificator and notify the Deacon or Priest immediately. It should then be blotted and washed after Mass with water and a purificator. The purificator should be rinsed and wrung out in the designated sacrarium in the south sacristy.
    - **Note:** The sacrarium provides for the proper disposal of sacred substances, as it bypasses the sewer and runs straight down into the earth.

### **Miscellaneous:**

- Please wash your hands before Mass begins. You may also use the hand sanitizer on the communion rail as you enter the main sanctuary.
- While performing this ministry, Extraordinary Ministers do not bow or genuflect to the altar or tabernacle.
- If you have any question regarding Extraordinary Ministry, please contact Deacon Hal or Barb Blanco in the Religious Education Office – 419.628.3434.

**Extra Notes:**

- Please contact Cindy Wuebker at the Rectory Office before the next schedule is prepared if a specific Mass is desired, or if you wish to be removed from the list.
- Once the new schedule is distributed, it is asked that you make note of your schedule on your personal calendar.
- If a conflict arises making it difficult for you to serve as scheduled, please contact one of the other Extraordinary Ministers to either switch or sub for you. It is your responsibility to find a sub.