

GUIDELINES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Cathedral of St. Joseph – Updated August 2019

PLEASE NOTE: A **Mass Coordinator** has been designated for each Mass time. The responsibilities of this position are as follows:

1. Mass Coordinator will be a volunteer who is willing to perform this duty each week for a period of time. If this person can't attend that specific Mass on a particular weekend, then a designated alternate will fill in. By having a designated person in this position at each Mass, the Mass Coordinator will come to know the needs, challenges, and successes of that particular liturgy.
2. Mass Coordinator ensures everyone is accounted for at that particular Mass.
3. The Mass Coordinator works with the sacristans to ensure the credence tables are prepared.

Before Mass:

1. Extraordinary Ministers (EMs) should know ahead of time when they are scheduled, marking their calendar when they receive a new schedule. **They are responsible for finding their own replacement if they are unable to fulfill their ministry.** They should avoid, if at all possible, replacing themselves with those who already have a liturgical role for that Mass.
2. Dress is important. There is not a specific dress code, but the way the EM dresses says something about how one respects the importance of this service to God and to the people assembled to worship. Please dress in a modest way appropriate to public ministry. One's appearance should reinforce the service that the EM performs.
3. EMs should arrive **AT LEAST ten minutes** before Mass. At some Masses, this may prove difficult to do. The Mass Coordinator should be notified if any EM knows it will be a hardship for him/her to be at Mass ten minutes ahead of time so that the Mass Coordinator will know the EM definitely will be there and a substitute will not be necessary.
4. EMs should check off their names on the current schedule located on the table in the west vestibule. The Mass Coordinator will let them know the order they should line up when they come forward at the Sign of Peace, and where their communion stations will be.
5. EMs should pick up a medallion located on the table in the west vestibule. The ones with ivory ribbons are for the Body of Christ EMs. The ones with burgundy ribbons are for the Blood of Christ EMs. The one with the purple ribbon is for the EM taking the Body of Christ to the choir loft at the Mass that the Cathedral Choir is singing (no Blood of Christ will be taken to the choir loft).
6. EMs should make sure their hands are clean.
7. EMs should gather and pray with the Celebrant in the west vestibule before Mass.

At the Sign of Peace:

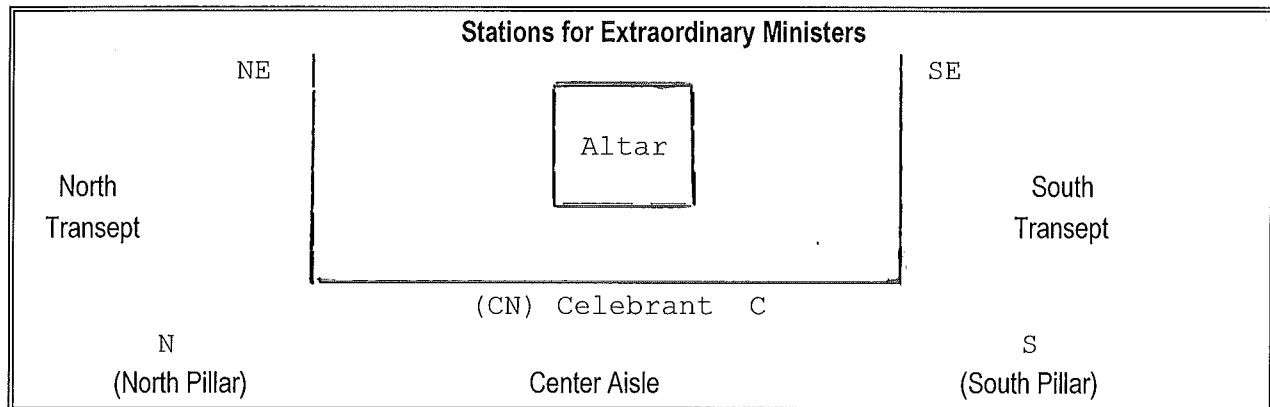
1. EMs approach the sanctuary during the Sign of Peace. The Body of Christ EMs stand or kneel on the East side between the pillar and the St. Joseph statue to the North of the sanctuary. The Blood of Christ EMs stand or kneel between the pillar and the Blessed Virgin Mary statue to the South of the sanctuary. Upon arriving, all will use the sanitizer provided nearby to cleanse their hands.
2. The EMs move behind the Altar immediately after the Celebrant drinks the Blood of Christ. The Blood of Christ EMs stand behind the Altar platform, behind the Celebrant. The Body of Christ EMs, approaching from the St. Joseph side of the sanctuary and fill in the gaps between the Blood of Christ EMs to form a single line.

3. The Celebrant distributes the Body of Christ to all the EMs. The Deacon (or Celebrant) distributes the Precious Blood to the Blood of Christ EMs, who retain their cups and distribute the Precious Blood to the Body of Christ EMs should they choose to receive. Then the Celebrant hands the ciboria to the Body of Christ EMs. Note: The EMs (as well as anyone receiving Holy Communion) should bow their heads before receiving the Body and again before receiving the Blood. However, no one will be refused or corrected if they fail to make this gesture.
4. The EM who will be going to the choir loft will leave the sanctuary as soon as he/she has received his/her ciborium.
5. The EMs leave from the sanctuary and go to their stations as soon as all the EMs have their vessels in hand. The Altar Servers will not be given the Blood of Christ since they are holding a paten and it would be unsafe for them to receive the chalice.
6. The EMs first will take Holy Communion to any Communicants in their section(s) who are physically unable to come forward. The EMs then proceed to their stations. Giving a blessing to someone at the time of the reception of Holy Communion is not part of the Roman Rite but has become a common practice in many parishes. However, it is considered "adding" something to the celebration of the Mass that we lack the right or authority to do. Although the practice is not to be encouraged, if you, as a Body of Christ EM, are approached by someone with arms crossed to receive a blessing, all you can do is to say to the person: **"May God bless you"**. Since the EMs have purified their hands (with the hand sanitizer) before distribution, **EMs are not to physically touch the person**.
7. When distributing the Body or Blood of Christ, please **focus on the Body or Blood of Christ** rather than focusing on the Communicants.
8. Blood EMs are not to unfold the purificator, but leave it tri-folded, inching it down from one end to wipe the rim of the cup after each Communicant receives the Precious Blood. If the purificator is tri-folded, there is less chance that the Blood of Christ will soak all the way through the purificator to your hands.
9. The Priest or Deacon will bring the Ciborium from the Tabernacle to the Altar. If during distribution of Communion the EM runs out of the Body of Christ, he/she will proceed to the closest EM to obtain more. If an EM has finished distributing the Body of Christ and there's another station with a long line, the EM will assist them before returning unconsumed Body of Christ to the Altar.

After Communion:

1. When the EMs finish distributing the Blood of Christ, they should take their vessels directly to the credence table (on the Marian side of the sanctuary) and leave them there. Please hang the medallions on the hook by the credence table. If there is some unconsumed Precious Blood in the vessel, it is to be consumed (behind the wall) before leaving the vessel on the corporal spread on the credence table. If the EM does not wish to consume the Precious Blood, have another EM do so. **Please do not stuff the purificator inside of the chalice**. One of the EMs who distributed the Precious Blood will take the linen veil folded on the credence table and cover the vessels to be purified later by a priest or deacon. (N.B. the United States Bishops do not permit EMs to purify the vessels). The EMs will return to their pews once the vessels are veiled.
2. When the EMs finish distributing the Body of Christ, all ciboria are to be returned to the Altar **if there are any hosts remaining**. Father will hand the empty ciboria to the EMs to be returned to the credence table. If there are **not** any hosts remaining after distribution, the ciboria are to be returned directly to the credence table.
3. The Celebrant distributes the Body of Christ to any Homebound Extraordinary Ministers who may be waiting behind the main Altar.

Note: A copy of these Guidelines are kept at the liturgical check-in table in the west vestibule and also posted under "Liturgy" on the parish website: www.cathedralsj.org. Please refer to the diagram below for position stations. This diagram is also available at the liturgical check-in table in the west vestibule. A diagram, posted at the liturgical check-in table, will show in which order the EMs will stand behind the Altar, and which EM position is responsible for leading the EMs from their positions by the pillars to their places behind the Altar.



- NE Body of Christ Extraordinary Minister at Northeast corner (by Bishop's Chair)
- SE Body of Christ Extraordinary Minister at Southeast corner (by Presider's Chair)
- C Body of Christ Extraordinary Minister in the Center aisle, on the South side (at the Celebrant's left side). Celebrant in the Center aisle, normally on the North side (If Celebrant stands on the South Side, then EM will stand on Celebrant's right side) or see "CN"
- CN Body of Christ Ordinary Minister (Deacon, if present) at the Center (next to the Presider)
- N Blood of Christ Extraordinary Minister stands in front of the North Side front pillar (by the front row), facing the center of the Church
- S Blood of Christ Extraordinary Minister stands in front of the South Side front pillar (by the front row), facing the center of the Church