

GUIDELINES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Cathedral of St. Joseph – February 2014

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 Priest/Deacon brings the Ciborium from the Tabernacle to the Altar.

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. If they are not on time, the Mass Coordinator will need to find substitutes for them. 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 back of Church. 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. Someone will be designated as the leader to begin moving into place after the Celebrant receives Communion (so there is no hesitation as to when to move into place).
5. EMs who are not scheduled, but are available to assist with Holy Communion, should check with the Mass Coordinator before Mass in case they are needed.
6. EMs should pick up a medallion located on the table in the back of Church. 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

ribbons is for the EM taking the Body of Christ to the choir loft (no Blood of Christ will be taken to the choir loft).

7. EMs should make sure their hands are clean.
8. EMs should gather and pray with the Celebrant in the vestibule before Mass.

At the Sign of Peace:

1. EMs approach the sanctuary during the Sign of Peace, but they stand just outside the sanctuary. The Body of Christ EMs stand between the pillar and the St. Joseph statue to the North of the sanctuary. Upon arriving, they will use the sanitizer provided nearby to cleanse their hands. The Blood of Christ EMs stand between the pillar and the Blessed Virgin Mary statue to the South of the sanctuary. They need to be in place before the Celebrant receives Communion so they are ready to move into the sanctuary on time.
2. The Altar Servers will take the ciboria to the Altar.
3. The Celebrant will divide the Body of Christ amongst the ciboria.
4. The EMs move behind the Altar immediately after the Celebrant receives Holy Communion. The Blood of Christ EMs stand behind the Altar platform, behind the Celebrant. The Body of Christ EMs stand behind the Blood of Christ EMs.
5. The Celebrant distributes the Body of Christ to all the EMs. The Deacon (or Celebrant, in his absence) 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. 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.
6. The EM who will be going to the choir loft will leave the sanctuary as soon as he/she has received his/her ciborium (no Blood of Christ will be taken to choir loft).
7. The EMs leave from the sanctuary and go to their stations as soon as all the EMs have their vessels in hand. The Priest/Deacon will give the Body of Christ to the Altar Servers before leaving the sanctuary (the Altar Servers will not be given the Blood of Christ). An Altar Server will accompany the Body of Christ EMs to their stations and stand holding a paten under the recipient's hands (or their chin) as he/she receive communion.
8. The EMs first 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

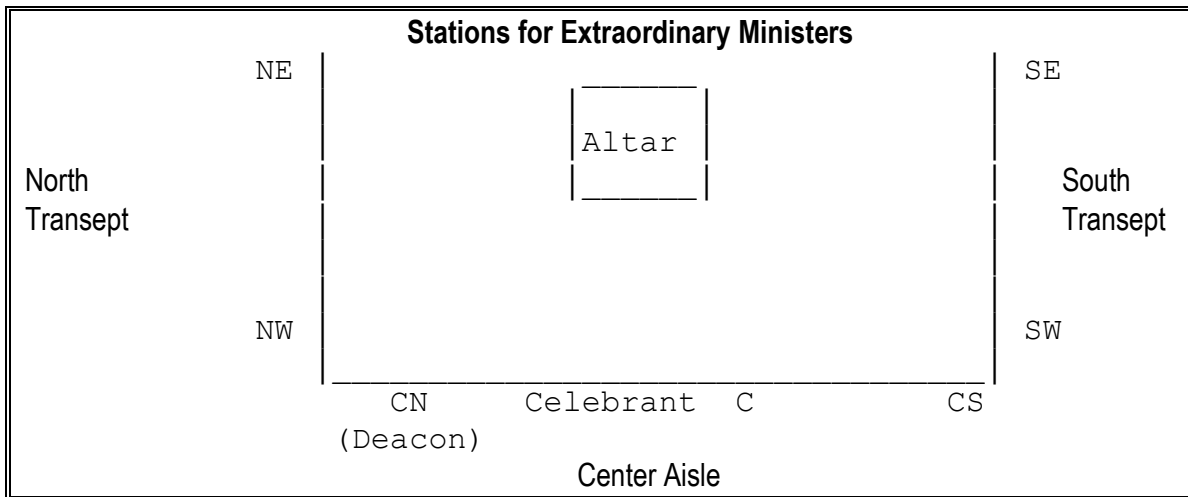
Communion is not part of the Roman Rite but has become a common practice in many parishes. However, it is considered “adding” something to the celebration of the Mass that we lack the right or authority to do. Although the practice is not to be encouraged, if you are approached by someone with arms crossed 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.**

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 that person does not have extra to share, the EM needing more will return the empty ciborium to the Altar after motioning to his/her line to move to another line. If an EM has finished distributing the Body of Christ and there’s another station with a 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 and leave them there with their medallions. If there is some unconsumed Precious Blood in the vessel, it is to be consumed (behind the wall) before leaving the vessel on the table. If the EM does not wish to consume the Precious Blood, have another EM do so or leave it on the table to be consumed by someone else. The EMs will return to their pews.
2. When the EMs finish distributing the Body of Christ, all ciboriums are to be returned to the Altar. Father will place any remaining Body of Christ into the Ciborium before he takes it to the Tabernacle. Father will hand the empty ciboriums to the EMs to be returned to the credence table. The EMs will take their medallions to the credence table and return to their pews.
3. The Celebrant distributes the Body of Christ from the Tabernacle Ciborium to any Homebound Extraordinary Ministers who may be waiting behind the main Altar. Then the Celebrant will return this Ciborium to the Tabernacle. The Priest or Deacon will cleanse the vessels after Mass.

Note: Please refer to the diagram on the following page. This diagram also is posted above the liturgical check-in table in the back of Church. The diagram, posted above 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)
- NW Blood of Christ Extraordinary Minister at Northwest corner of Altar steps (by Ambo, facing north)
- SW Blood of Christ Extraordinary Minister at Southwest corner of Altar steps (by Cantor's podium, facing south)
- C Body of Christ Extraordinary Minister in the Center aisle, on the South side (at the Celebrant's left side). Celebrant normally in the Center aisle, on the North side
- CN Blood of Christ Extraordinary Minister (Deacon, if present) at the Center North section (to the Celebrant's right)
- CS Blood of Christ Extraordinary Minister at the Center South section