

*St Philip Neri
Catholic Church*

***Extraordinary Minister
of
Holy Communion
Guidelines***

Revised September 2015

Extraordinary Minister of Holy Communion

Dress Code

Dress code: Dress in such a manner that gives dignity to the ministry you are called to do. Remember: “how we dress says something about the event we are attending.”

- Weekend liturgy: Preference for ladies is a dress or skirt outfit at appropriate Length (at or below the knee) and modest fit to cover shoulders, cleavage or any other inappropriate revealing of the body. Appropriate fitting Pantsuits are acceptable.
- For men, a coat and tie, preferable for Weekend, and/or Sunday Best
- Daily Mass: Dress is more casual.

Schedule

The schedule will be posted to the Ministry website or on Church back shelf. Please mark your calendars with your weekends and Mass times to serve. Should you be unable to serve when you are scheduled, Please, PLEASE, request a substitution. This will help greatly with keeping an orderly flow when the faith community gathers for worship. If no one accepts your substitution, please call Host1, Host2 or Host3 to inform them of your absence.

Arrival at Mass

Upon arrival at Mass (at least 15 minutes prior to scheduled Mass time), please sign in (book will be located on the cabinet within the Sacristy room).

***All Ministers of Holy Communion must wash hands with soap and water before Mass. (This should be standard procedure at any time)**

Sacristans

Sacristans are responsible for setting up the vessels on the credence table.

Eucharistic Ministers

Eucharistic ministers are responsible for setting up the bread and wine on the gift table. Ministers should verify that the credence table is ready for Mass since there are so many of us and only one Sacristan.

Set up of Vessels for Daily Mass (Sacristans)

Setup on the small table by altar

- the presider chalice with purificator
- 2 communion cups
- 2 purificators
- 1 hand towel to dry the vessels
- water in the water cruet
- water in the lavabo pitcher with hand towel inside the bowl

Bread paten and wine flagon setup (Ministers)

There should be the large bread paten with the small presider host and enough hosts for that Mass, along with the large cruet filled to the neck, approximately 1½ cups of wine 5mins prior to Mass, paten and flagon are placed on the gift table.

***Reminder** – be sure to use the funnel to transfer wine from the measuring cup to the cruet!

Set up of Vessels for Weekend Mass (Sacristans)

*** Host ministers set up before Mass and cup ministers clean up after Mass.

Setup on the credence table to the left of the Altar

- the presider chalice with a square corporal on top and purificator
- 4 communion cups
- 4 purificators
- 3 communion plates
- 1 hand towels to dry the vessels
- water in the water cruet
- water in the lavabo pitcher with hand towel inside the bowl

Bread plate and wine flagon setup (Ministers)

(5 minutes before Mass)

There should be the large bread plate with a large presider host on top and enough hosts for that Mass. The size of the congregation determines how much bread should be prepared. The large wine flagon should be filled with approximately **2** cups of wine for 4pm and 8am Mass, or approximately **4** cups of wine for 10am Mass.

NO MORE THAN 5 Cups

***Reminder** – be sure to use the funnel to transfer wine from the measuring cup to the flagon!

****** If the crowd is standing in every section of the church, instead of piling hosts onto one plate and risk hosts falling out, use 2 bread plates.

Points to remember

15 minutes prior to Mass, sign book located on the cabinet

10 minutes prior to Mass, Host2 is to make sure all positions are filled.

10 minutes prior to Mass, Check to be sure the key is in the tabernacle.

5 minutes prior to Mass, Host ministers will bring the bread plate and wine flagon to the gift table. They should be placed in the middle of the gift table near the main doors of Church.

After having checked these things and washed your hands thoroughly before Mass in the sacristy room, have a seat anywhere within the congregation where you can easily depart the pew to approach the work sacristy room.

****All of the Ministers must use an anti-bacterial gel before and after the distribution of Holy Communion, both at Mass and to the sick at home and in hospitals and care facilities.**

Cue to come forward to serve

1. Immediately following the sign of peace, all Eucharistic Ministers will move to line up in vestibule just inside the Communion Rail on both sides.
2. Once all have lined up by the end of the Lamb of God song (at "...grant us peace)...
3. Host 3 (if deacon is not present) will go to the Tabernacle, genuflect or deep bow, open and retrieve the Ciborium and return to line with other ministers.
4. Once the priest has received from the Chalice, then ALL ministers move to their positions on each side on the top level of the altar.
5. Host 3 will place the Ciborium on the Altar near your position.
6. Once distribution of Holy Communion is complete, Hosts ministers stay to help purify the vessels at the Credence

Positions

Host 1 - Presider (Priest/Deacon) Center Aisle (altar servers)

Host 2 – Deacon or Minister – Center Aisle (altar servers)

Host 3 – East side, (tabernacle) front of pew banister.

Host 4 – Choir and Physically Disabled ONLY in back and on West side aisle,
then, West side, front of pew banister.

Cup 1 – East side in front of tabernacle and communion rail (altar servers)

Cup 2 – East side in front of pew banister

Cup 3 – West side in front of pew banister

Cup 4 – West side in front of St. Joseph and communion rail (altar servers)

**** After receiving Communion from the priest or deacon and your vessel for administering, proceed to your position.**

Physically Disabled

- All physically disabled parishioners that are unable to process for Communion will be ministered first by Host 4. Ushers might stand near each disabled parishioner or one may stand indicating their location. ONLY for physically disabled. Invite others to altar.

Ministering Holy Communion

1. Remember, when administering Communion, only say, “the Body of Christ or Blood of Christ”, respectfully, without using personal names or any other words. This invitation is a prayer that the communicant is invited to become part of the ONE Body of Christ and responds “Amen” (so be it).

2. If the cup minister should happen to administer all of the Precious Blood in the cup before all have received Communion, simply place the purificator over your cup, leave your position and place the cup on the left end of the credence table and wait at the credence table to assist the other cup ministers. REMEMBER- never stand with your purificator over your cup unless your cup is empty! Also, never drink from the cup while walking. This is the Precious Blood of Jesus....at all times.

3. If the bread minister should happen to administer all of the Precious Body in the plate before all have received Communion, indicate to the next communicant, "one moment please", then, proceed to the Communion station nearest you and inform them that you need more Eucharist. Return to your position and continue.

After all have received Communion

1. The cup ministers should proceed to the credence table and consumes any remaining Precious Blood with your back to the congregation. Place the cups *covered, not stuffed*, with the purificators on the left end of the credence table. Return to your seat.

2. The bread ministers proceed to the back of the Altar on the Credence table side and place the "Communion" plates on the Altar. The **Presider** will place any remaining Eucharist in the ciborium. **Host 3 or Deacon** will repose the ciborium to the Tabernacle and bow before returning to your seat.

3. **Host2& Host4** will wait at the altar for the 4 empty communion plates to return them to the credence table. Please remain at the credence table to assist the priest with purification. The priest will purify the vessels and Hosts 2 & 4 will dry them with a hand towel.

4. Presider will start with the communion plates and hand them to a host ministers to dry. He will next purify the cups and then his chalice last.

5. Host ministers will place dried vessels on credence table.

AFTER MASS: Cup ministers will help sacristan wash all vessels with soap and warm water after Mass in the sacristy room. Please dry the vessels completely before storing them.

*****Dry the sink and the sacrarium when finished.**

******* Do not stack vessels in the cabinet. *******

Please use paper towel or bubble rap sheets if stacking is necessary.

Dropping and damaging of vessels

If a Eucharistic minister becomes unable to handle the Eucharistic elements safely and properly, it is time to resign from this ministry and consider a less delicate ministry.

Blessings

For those who come forward and show a sign that they want a blessing or for small children not yet able to receive the Eucharist, simply extend your hand over them and say **“May God bless you – the Father, the Son and the Holy Spirit.”** For small children you may choose to say, **“May Jesus be with you and bless you”**. Don’t touch their head with your fingers. Use the palm on your hand. **Do not bless with the Eucharist Host in your hand.**

****Remember** not to gesture the sign of the cross over them! Just extend your hand and hold it in place. A simple acknowledgement of presence is the mission.

****Blessing is a Spiritual Communion; spiritually equal to someone receiving the Body of Christ.**

Intinction

Intinction (dipping the host in the wine) is NOT permitted, therefore we are not to allow anyone to do so, because we are not properly set up for intinction. If someone attempts intinction, simply cover the cup with the purificator, ask them to please consume the host, then administer the cup “...Blood of Christ.”

Refuse Communion

We are not allowed to refuse Communion to *anyone*! Speak to the priest about the people you know, without a doubt, who should not be receiving and have received. This is not a time for judgment, especially, “...whose faith is known to God ALONE.”

Wet Tongues

Remember to be patient and discreet about “wet tongues”! It will happen!!

Reverence

We are to invite reverence – do not be afraid to challenge irreverence. For example hands should be empty – no keys, tissue, gloves etc. The mouth also should be free of gum, candy, etc. Invite them to remove the object or substance before receiving

Eucharist.

Consumption

Use peripheral vision to be sure the Eucharist is consumed. Do not be afraid to invite them to consume the host immediately. If they continue to refuse, let the priest know *immediately*.

What to do in case of a spill

- If a Eucharist is dropped and the person receiving Communion does not pick up the Eucharist, simply pick up the Eucharist and hold it under the plate until after Communion. You may then consume the Eucharist or let the priest know at the altar there is a Eucharist to be properly disposed.
- In the event that the entire tray falls or all the Eucharists fall off the tray, **REMAIN CALM!!** Simply pick up all Eucharists, place them on the plate, cover the plate with a purificator and place the plate on the altar. Get the ciborium from the altar, retrieve Consecrated Hosts from a Minister and proceed with administering Communion. Remember, only the host in the tabernacle and the host at that Mass are consecrated. The hosts in the sacristy room are **NOT** consecrated.
- If a few drops of the precious blood are spilled, wipe the spill with a purificator and leave covered on the floor. Get a clean purificator, stand in front of the purificator on the floor to protect it and continue to administer Communion. In the event that a large amount of the precious blood has been spilled, wipe the spill then cover with purificator. Get a terry towel from sacristy and continue to wipe up as much as possible. Cover area with new purificator. After Communion Rite, clean area with new damp terry towel. Place all purificators and towels used to clean in the basket for the sacristans to properly purify and clean.

Visiting Priest (Host2)

In the event that we have another Priest concelebrating Mass, or a Seminarian, they are always **Host2**. The assigned **Host2** minister should help set up for Mass, but do not come forward to administer Communion.

Deacon (Host 2 or Cup1)

In the event that we have a visiting Deacon or Deacon in training concelebrating Mass, they are always Host 2 or **Cup1**. The assigned **Cup1** minister should help clean up after Mass, but do not come forward to administer Communion.

“The Body of Christ in you

*shares with the Body of Christ in them
through the Body of Christ in the Eucharist”*

Vocabulary Words

- Alb** - the white vestment common to all ministers to reflect the baptismal garment and common baptismal call from which we all serve.
- Altar**- it is the table of the Lord. It is a fixed, consecrated table, freestanding to allow the ministers to walk around it easily and Mass to be celebrated facing the people. It is placed as the focal point and also known as the Table of Sacrifice.
- Altar bread** - unleavened bread made from wheat and is one of the two elements absolutely necessary for the consecration to become Eucharist.
- Altar wine** - a special wine especially made for sacramental use only and is one of the two elements absolutely necessary for the consecration to become Eucharist.
- Altar Candles** - are used at every liturgical service as a sign of reverence and festiveness, symbolizing the “light of Christ”. There are to be lit candlesticks at each Mass, at least two, but even four, or six or seven if the bishop of the diocese celebrates Mass.
- Altar Cloth** - fine fabrics used to drape the Altar out of reverence for the celebration of the Eucharist. The size, shape and decorations of the altar cloth should be in keeping with the design of the altar.
- Ambo** - is the podium where the Word of God is proclaimed; aka: the Table of the Word.
- Aspergillum** - the bucket and/or sprinkler used to hold holy water for the sprinkling rite.
- Book Stand** - the stand located in front of the Ambo on which the lector places the Lectionary after the second reading
- Bread paten** - the large plate that unconsecrated communion bread is placed on before the celebration of the Eucharist. It is placed on the gift table before the beginning of Mass and offered during the Presentation of the Gifts (POG)
- Chalice** – The largest of the sacred vessel cups used by the priest for the consecration and distribution of the precious blood. Other smaller vessels are called communion cups.
- Charcoals** - self lighting briquettes used inside the thurible or other appropriate vessel for the burning of incense
- Ciborium** - a vessel used to reserve the Blessed Sacrament following Mass and is stored in the tabernacle.
- Cincture** - a rope like belt that can be used to tie around waist of the priest or altar server.
- Corporal** – a cloth of fine fabric that is spread on top of the altar cloth to place the vessels of bread and wine for the consecration of Eucharist.
- Credence table** - A small table for the purpose of holding the cruets, purificators and communion vessels required for the celebration of Eucharist.
- Communion Plate** - used by the Eucharistic ministers to serve the consecrated host
- Cruet** – small vessel that holds water or wine used in the consecration of Eucharist
- Easter Candle** - the largest pillar candle in the Church lit for the first time from the new fire at the Easter vigil, remains lit for the 50 days of Easter. Also present at baptisms, funerals, confirmation, weddings and is also called the “Paschal Candle”, “Christ Candle”

Flagon - vessel with a handle, spout and lid used to store the Altar Wine for the Eucharistic celebration. It is placed on the gift table before Mass and offered during the Presentation of the Gifts (POG)

Gift table - a small table placed near the main doors of the church for the purpose of holding the gifts of bread and wine required for the celebration of the Eucharist offered during the Presentation of the Gifts (POG)

Holy water font – usually located at each doorway and holds holy water for the sign of cross reminding ourselves of baptism and “new life” as Christians.

Incense - granules placed on lit charcoal that produce fragrance when burned. (see Psalm 141)

Incense boat - a vessel used to hold the incense granules for the thurible.

Lavabo bowl/pitcher - vessels used by the celebrant to wash his hands after the Offertory.

Monstrance - vessel used in Exposition of the Blessed Sacrament and Benediction

Oil Ambry - located near the altar in the sanctuary space to store the Chrism oil, the Oil of Catechumen, and the Oil of the Sick.

Chrism - special perfumed oil consecrated by the bishop, which is used at baptism, confirmation, ordination and dedication of churches and altars

Oil of Catechumen - special oil consecrated by the bishop used in the Rite of Christian Initiation of Adults for those preparing for Baptism

Oil of the Sick - special oil consecrated by the bishop used to anoint the sick

Presider’s chair - a moveable piece of furniture, strong and simple in structure, located in the sanctuary, facing the congregation which the presider occupies at appropriate times within the liturgy.

Processional cross -the basic Christian symbol used to lead the community into their gathering place for worship.

Purificator – special cloth used by the priest or lay minister to wipe the communion cup during distribution of the Eucharist, and then “purified” before washing.

Pyx - a container that holds Eucharistic hosts that is being brought to the sick and/or shut-ins.

Sacrarium - an unusual sink in the sacristy with a drain pipe, having no joints or elbows that leads directly into the earth (Life to Life). This allows the reverent disposal of baptismal water, water used in ritual purifications, holy oils from a previous year, or ashes made from burning liturgical items for reverent disposal.

Sacristan - person in charge of the sacristy and cleaning of the Altar linens.

Sacristy - a room in the church for the storing of vessels, usually located near the Altar.

Tabernacle – Large vessel used for reposing the Blessed Sacrament, near a sanctuary candle.

Thurible - portable vessel on a chain that holds the charcoal and incense.

Towel –a terry cloth used by the priest to dry his hands at the Preparation Rite.

Vesting room - located in the front of the church where priest and deacon vestments are stored along with Altar Servers robes for the celebration of the liturgy.

Vestments – generally refers to the outer robe-like garment worn over the alb by the priest.

