

Extraordinary Ministers of Holy Communion

Updated October 2024

1. Please dress appropriately to show reverence for Holy Eucharist. The following guidelines are offered: business casual attire, jeans are discouraged (appropriate denim clothing is acceptable), skirt length at or below the knee, flip-flops and heels are discouraged as they may present a trip hazard. Please wear clothes that adequately limit excessive skin exposure.
2. Scheduled ministers, please arrive at least 10 minutes before Mass and sign in at the computer kiosk. **If you are unable to serve when scheduled, it is your responsibility to request a sub using ministry scheduler pro (MSP).** Note: If you are not scheduled but are available to serve, please check the computer kiosk to see if there are any unfilled sub requests where you can fill in.
3. After the celebrant has consumed the Precious Blood, come forward to the bottom of the sanctuary stairs, bow and wait to receive from the priest or deacon. **(Utilize hand sanitizer stations on each side of the sanctuary.)**
4. If there are fewer ministers than needed, please come forward to fill in. 2 are needed at 10:30; 1 at other Saturday evening and Sunday morning Masses.
5. Please be aware that there are two ways to receive Communion, on the tongue or in the hand.
6. Before receiving Communion, bow toward the Host.
7. After distributing communion to the minister(s), the priest will hand a ciborium to each minister; once everyone has their vessel you then proceed to the appropriate communion station (**SEE PAGE 2**).
8. As each recipient comes forward, say, “The Body of Christ” and wait for the communicant to respond “Amen” (offer an “Amen” if the communicant does not respond.) NOTE: If a Consecrated Host falls to the floor, it should be immediately picked up and consumed by the EMoHC, priest or deacon. The priest or deacon should be informed immediately and a purificator should be laid over the floor. After Communion, the floor should be cleaned with the purificator and water, any excess should be wrung out over the sacrarium.
9. If more consecrated Hosts are needed, you may get a few from the priest or deacon.
10. After you finish distributing Holy Communion, proceed to the bottom of the sanctuary steps and **hand your ciborium to the celebrant or the deacon**, waiting if necessary.
11. Proceed to the ablution cup and purify your fingertips by dipping them in the cup and drying them on the purificator, bow to the altar, then return to your seat. If the celebrant is returning the ciborium to the tabernacle, wait and genuflect/bow with those in the sanctuary, then return to your seat. The ablution cup and towel should be placed on the small table on the ambo side and the sacristan will dump & refill it with each Mass. All ministers should use it after finishing the distribution of communion, like right after you hand your ciborium back to the priest or deacon.
12. Please keep in mind whenever you are holding one of the sacred vessels, even if it might appear empty at the end of distribution, until it has been purified with water it contains remnants of the Body of Christ in the form of small particles. While holding the ciborium, do not bow to the altar.

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13. **Communicants presenting with crossed arms:** Only priests and deacons administer blessings. If you are asked for a blessing, you may simply say, “May the Lord bless you” without the use of gestures or laying of hands. Parishioners should be directed to the priest or deacon if they wish a formal blessing.
14. **Low-gluten Host/Precious Blood:** Some parishioners receive only a low-gluten Hosts or the Precious Blood. This will be coordinated between the celebrant and sacristan before Mass. The priest or deacon will let you know if your help is needed in these cases.
15. **The Sacrament of Confession:** because of the nature of this ministry of sacred service, you should be sure to make a good confession at least every 2-3 months, or sooner if you become aware of any unconfessed grave sin.

PROCEDURES FOR DISTRIBUTION TO THOSE WHO CANNOT APPROACH THE ALTAR.

It can be a challenge to smoothly distribute communion to those who cannot approach the altar. We have tried various methods but what follows seems to be the most efficient.

- The celebrant or sacristan on the choir/chair-section aisle will minister to those in the pew section reserved for those that cannot come forward for communion.
- Hospitality ministers will help locate those not able to approach the altar.
- The EMoHC on the ambo side or sacristan on the choir side (when there is one) will minister to those who sit along the back of the church and elsewhere.

