

**EXTRAORDINARY MINISTERS OF HOLY COMMUNION
GENERAL PROCEDURES: January 2011**

CHECK IN at the Sacristy 15 minutes before Mass

- Sign in
- Check position, try to remember it
- Pray with other EM's, Readers and Altar Servers-using the prayer especially for the day
- Be ready in Gathering Area 5 minutes before Mass

ABSENCES:

Please call a substitute and notify Wendy of changes: 714-521-2430, wendy@stpius5.org, 714-448-0254

GATHERING AREA:

- Line-up for procession
- Altar Servers, Readers, EM's, Deacon (or Reader) with the Book of Gospels, Celebrant

PROCESSION / SEATING:

- Walk in, at the foot of the steps bow and immediately go to a pew.
- Sit within the congregation, not just in the front pews on one side. We are part of the Body of Christ gathered in the church.

SIGN OF PEACE:

- Offer the Sign of Peace to those people to the left and right of you in the pew and immediately go into the sanctuary.
- Approach the sanctuary on the main floor, going to the extreme right aisle and then step up into the sanctuary. If you pass in front of the altar, bow to the Sacrament present.

LAMB OF GOD:

- The "0" EM will go to the altar and pour the Precious Blood into the chalices. When finished put the decanter on the side table. Servers will put Ciboria and Chalices on the altar.
- The Celebrant distributes the Hosts into the ciboria.
- Form two lines beginning at the front of the Chair with EM's of the Cup (CM, CL, CR, CCH) in the front and EM's of the Body (BR, BL, BCH) in the back, extending toward the outside corner of the sanctuary. The "0" EM (EM of the Body) will stand next to the first two EM's in line after pouring the chalices.

DISTRIBUTION OF HOLY COMMUNION TO EM's:

- The Celebrant will give the Body of Christ to "0" and the first two ministers in line. He will then give a Cup to the first two ministers in line. One of them will offer the Cup to "0" and then the Celebrant will give "0" a ciborium. "0" will give the Body of Christ to the remaining EM's who then go to the EM's with Cups and then to the Celebrant at the Altar to receive their Cup or Ciborium.

("0" will give the final EM in line the Ciborium s/he has been using. The "O" position is optional)*

DISTRIBUTION OF HOLY COMMUNION TO THE ASSEMBLY:

- As you are handed the Cup or Ciborium, go immediately to your position. Clear the area as quickly and as reverently as possible.
- EM "0" is responsible for going to the Tabernacle, if necessary, after distributing to the other EM's. The Key will be on the table for the ciboria and cups. Bring the Ciborium to the altar and wait there to assist if an EM comes to receive more Hosts.
- EM's first serve the handicapped people in their areas only ---Body and Blood. Then continue with the rest of the congregation. Exception: BL serves the servers, the choir, the handicapped, then assembly.
- #2 EM's should stand with their heels against the blue carpet when distributing Holy Communion in front.
- EM's of the Cup (CL & CR), please stand near the chapel and baptismal font respectively so that we can alleviate congestion as much as possible.
- If you finish early, please go to assist at another line...only one additional EM in any given spot, please.
- When you have completely finished distributing the Body of Christ, bring your Ciborium to the sanctuary, place it on the altar, bow to the altar and go to your seat. When you have completely finished distributing the Blood of Christ take your chalice to the sacristy area, place it on the corporal, and return to your seat.
- One EM will go to the Tabernacle and then return the Key to the table with the vessels in the sacristy area.

BLESSING PEOPLE: Place your hand over the person's head (do not touch them) and say "God bless you." Do not use your fingertips.

RECESSIONAL:

- The EM's do not join the Simple Procession out of the church, just the Servers, (Deacon) and Celebrant.

CLARIFICATIONS:

- **EM's are commissioned by the Bishop of the Diocese of Orange and are delegated for service in the parish of commissioning only.** A priest may delegate any needed EM's for a particular service if not enough are present.
- **Wash your hands** in the sacristy before Mass begins.
- **You are scheduled for a specific position and duty.** Do not change positions unless Father directs you otherwise.
- **If the Body of Christ falls to the ground,** pick it up and either give it to the person or consume it yourself. **If the Body of Christ falls from someone's mouth,** pick it up and, if it is unsoiled, give it to the person again. If it is soiled return to the Altar and put it on the Corporal. It will be placed in the ablution cup after distribution is completed and properly disposed of after Mass.
- **If the Blood of Christ drips to the ground,** stop distributing Communion, wipe it up with your purificator. If you cannot wipe it up entirely at the time then cover it with your purificator, go to the table with the vessels for another purificator and complete distribution. After Mass come back and clean the area with purifying solution and then wipe dry with the purificator. Place all purificators in the sacristy to be handled in the usual way.

When do we bow?

- We bow before receiving the Sacrament – bowing while the person ahead of us is receiving the Body or the Blood.
- If you are holding Sacrament in your hands you do not bow (not even to the Pope).
- If you go to the Tabernacle to retrieve the Sacrament, make a genuflection or profound bow at the Tabernacle. Place the key in the lock, and open. Place the ciborium in front of the Tabernacle, close and lock the Tabernacle, remove the key and go directly to the altar.
- When you return the Sacrament to the Tabernacle, unlock it, put the ciboria inside, close and lock the doors, step back and make a genuflection or profound bow.
- Do not stack ciboria. It will scratch the finish and there may be fragments of the Body that need to be purified.
- **NEVER LEAVE THE KEY IN THE TABERNACLE.** Return it to the table with the vessels.
- **Intinction:** (Dipping the host into the Precious Blood). A communicant is not allowed, by Church law, to do intinction by him/her self. We discourage it generally because of its difficulty. A special distribution station would have to be set up to do it correctly.
- **Holding the Cup:** Hold the stem just below the cup. That way you will always be able to have a firm grasp of the Cup and the person receiving will be able to take the Cup with both hands--one on cup and one on the base.
- **EM's of the Cup,** use the purificator to wipe the area where the Communicant has received and then turn the Cup. Open the purificator so that you can always use a clean spot.
- **Distributing Holy Communion:** Hold the Host or Cup up, look at the Recipient, say the proper phrase, wait for their "Amen" and then give them the Sacrament. Smile! This is a Eucharistic celebration.
- **EM's must receive the Eucharist from another person.** Only the priest can self-communicate.
- **The celebrant will hand the Cup or Ciborium to each minister. An EM should not pick up a ciborium or chalice from the altar by him/herself, unless coming forward to assist when a minister is needed after distribution begins.**