

Guidelines for Extraordinary Ministers of Communion

I. Check your Extraordinary Ministers of Communion schedule for assignments. Be sure to make arrangements to have a substitute if you are unable to attend an assigned Liturgy.

Please arrive at least 10-15 minutes before the Liturgy is to begin so that you will have enough time to check in the sacristy with the Celebrant to see if there are any special instructions for the Liturgy.

While in the sacristy you may want to wash your hands and check your appearance.

Neat Sunday attire is requested for men, preferably dress shirt, slacks, suit/sport coat. Likewise for ladies, conservative dresses or skirts are requested. Please be very selective when wearing slacks.

Shorts, jeans, or sweatpants are not appropriate for either men or women.

We understand, however, that this is not always possible when one is filling in as needed and has no advanced notice.

Extraordinary Ministers may sit with their families anywhere in the church.

At the Lamb of God the priest or deacon takes the ciborium from the tabernacle and places it on the altar.

II. When the celebrant finishes receiving Communion under both forms come into the sanctuary.

BOW TO THE ALTAR at which Mass is being said (not to the tabernacle) prior to entering the sanctuary.

If you are not scheduled, but see that we are missing an EM, please come forward, bow to the altar before entering the sanctuary, and take your place around the altar.

* The celebrant and/or deacon gives Holy Communion under both forms to all the Extraordinary Ministers.

NOTE: If at any time an Extraordinary Minister does not wish to receive Communion from the chalice at the altar, just indicate so.

III. Distributing Communion

* The proper procedure for distributing the hosts is to pick up one of the hosts from the ciborium, hold the host approximately at the eye level of the person receiving communion, and say "the Body of Christ." **After the person has responded "Amen"**, place the host either on their tongue or in their hand.

* If someone is not able to receive, but comes forward in the Communion procession, you may say a brief prayer for them, but do not make the sign of the cross in any way.

* Chalice bearers should stand on the same level as the communicants, in the middle of the center pew section. Look at the person receiving, and say, "the Blood of Christ." **After the person has responded "Amen"**, carefully hand the chalice to the communicant being sure he/she has a good grasp of the chalice. Be sure to wipe the rim carefully and rotate the chalice.

III. After Communion

For Holy Communion under the form of bread:

At the end of the distribution of the Eucharist, the Extraordinary Minister places the ciborium on tray on the altar or hands the ciborium to the priest if he is already there.

Clean your fingers in the ablution cup and return then immediately to your seat. If you wish to use hand sanitizer, use after purifying your fingers in the ablution cup.

At the steps going into the sanctuary BOW TO THE ALTAR as before. The celebrant or deacon will take the ciboria and consolidate the remaining Hosts before returning the ciborium in the tabernacle.

For the Precious Blood:

After communion, any remaining Precious Blood should be consumed reverently at the altar or credence table, not at your station. If you are not able to consume all the remaining consecrated wine, ask for assistance from another Extraordinary Minister or the priest. Please lay the purificator over the chalice and do not push it down into the cup. Return chalices to the tray on the altar. Return then directly to your seat. At the steps of the sanctuary BOW TO THE ALTAR as before and return to your pew.

- * The church's liturgical guidelines do not call for EMs to remain on or near the altar until after the Blessed Sacrament is placed in the tabernacle.
- * Remember: respect is owed even to any crumbs of the host or drops of the Precious Blood.
- * The sacred vessels will be purified by the deacon or priest after Mass or at the credence table, or the priest may purify the vessels at the altar.

IV. After Mass

After Mass the sacristan will take the vessels into the sacristy, rinse them with tap water after they have been purified. Dry them with towels provided at the sacrarium; and place them on the vesting case.

A *sacrarium* is "special sink used for the reverent disposal of sacred substances. This sink has a cover, a basin, and a special pipe and drain that empty directly into the earth, rather than into the sewer system." (USCCB, *Built of Living Stones*, 236)

