

GUIDELINES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

WITH UPDATES FOR THE NEW GIRM

BEFORE MASS

- EMHCs' attire should be appropriate to the role of distributing the Body and Blood of Christ to the community.
(Slacks, shirt and tie or polo shirt are suggested for men, and dresses or slacks with a nice top for women. Jeans are allowed so long as they do not have holes or are not frayed. Skirts and dresses should not be shorter than finger tip length. No spaghetti strap shirts, shorts, windbreakers, etc. Neat clean shoes should be worn. No flip-flops.)
- The EMHC (Extraordinary Ministers of Holy Communion) scheduled as Bread 2/Setup and Cup 5/Setup are responsible for preparing the hosts, wine and vessels before Mass. Please arrive at least 20 minutes early to insure all is in order. Other EMHCs should assist as needed. Bread 2/Setup is responsible for making sure all the EMHC are present and for getting someone to substitute if needed.
- Please note the position from which you distribute Communion before Mass. See diagram.
- All EMHC should be under the crucifix in the Narthex 10 minutes before Mass to pray with the other ministers and to be informed of any last-minute changes. If you arrive late, please check with the Bread 2/Setup person to see if a substitute has been assigned.

Note: When attending Mass on a week that you are not scheduled, please check in the narthex to see if any substitutes are needed.

PREPARATION CHECKLIST

Place the following on the Credence Table behind the Altar

- the small cruet of water
- the chalice
- communion cups as needed for each minister for each Mass (3 for the Saturday 5pm, Sunday 8:30am and 5pm Masses, and 5 for Sunday at 11am)
- a purificator for each communion cup plus one for the chalice
- a bowl and a small hand towel for "Washing of the Hands"

Prepare the following and place on the Gift Table behind the baptismal font

The flagon of wine

- for Saturday 5pm, Sunday 8:30am and 5pm Masses one flagon with about 3" of wine
- for Sunday at 11am, one flagon with about 5" of wine
- On special Feast Days (Easter, Christmas, etc.) it will be necessary to adjust the amount depending upon the size of the congregation.

The ciboria – Father should be consecrating enough hosts to serve the people at that liturgy. The ciborium in the tabernacle should only be used if we run out, not on a regular basis. You will need to see how many hosts, if any, are in the tabernacle before setting up for Mass.

- ✓ For 5:00pm on Saturday & Sunday and 8:30am on Sunday we need 4 ciboria in total, either in the tabernacle, on the gift table, or on the credence table.
- ✓ We need enough hosts to fill 2 ciboria.
 - If there is a full one in the tabernacle, then we need another full one. Fill one ciborium and then distribute it evenly among three ciboria. All 3 ciboria should be placed on the gift table.
 - If there are 2 full ciboria in the tabernacle, then we need one on the gift table, with only the large host for Father, and one empty ciborium on the credence table.
 - If there are 3 or more full ciboria in the tabernacle, then only put the large host that Father uses in a ciborium on the gift table. (No empty ciborium on the credence table.)
 - If there is only one partially full ciborium in the tabernacle, please take that into account when trying to figure how many hosts to put out to fill two ciboria. Distribute the hosts evenly among three ciboria, and place them on the gift table.
- ✓ For the 11:00am Sunday Mass we need 6 ciboria.
- ✓ We need enough hosts to fill 3 ciboria.
 - If there is a full one in the tabernacle, then we need 2 more full ones. Fill the two ciboria and then evenly distribute the hosts among 5 ciboria, and put all 5 on the gift table.
 - If there are 2 full ciboria in the tabernacle, then we need 1 more full ciborium. Fill the one ciborium and then distribute the hosts evenly in 4 ciboria. Put all 4 ciboria on the gift table.
 - If there are 3 full ciboria in the tabernacle, then we need one with only the large host Father uses on the gift table, and 2 empty ciboria on the credence table.
 - If there are 4 ciboria in the tabernacle, then one ciborium with only the large host will be put on the gift table and one empty one on the credence table.
- ✓ If Communion is being taken to the sick, any Pyx should be placed on the credence table, with a note taped to the bottom of each indicating how many hosts are needed.
- ✓ Place the tabernacle key in the tabernacle opening to facilitate bringing the ciborium(a) to the altar when needed.

FOR COMMUNION

- Immediately after they have exchanged the sign of peace, the Altar Servers go to the credence table and bring the empty ciborium(a) and Pyxes to the altar. The servers then go and stand with the EMHCs as they gather around the altar.

- After the sign of peace, all the EMHCs should clean their hands with the antibacterial gel on the credence table. Bread 2/Setup (if there is no deacon present) goes to the tabernacle and brings the ciborium(a) and places it on the altar. All the EMHCs gather around the altar table in a horseshoe shape. EMHCs should try to stand on the side that they will be distributing Communion.
- The celebrant will give Communion to the deacon (if assisting), and then they will give the Body of Christ to each EMHC and altar server. After receiving the Body of Christ, the Cup ministers will take one step forward. The celebrant (and deacon) will distribute the Blood of Christ to those who stepped forward. The Cup ministers then offer it to the Bread ministers and the altar servers who are near them. The celebrant will then distribute the ciboria to the Bread ministers. (EMHCs should never pick up their ciborium or cup from the altar!)
- Move to your position to distribute Communion. (Please note your position on the chart before Mass.)
- Bread Ministers will take the consecrated host, hold it up while saying “THE BODY OF CHRIST”¹ (not “receive the Body of Christ” or any other words), wait for the person to respond “AMEN”, and then place it carefully in the person’s outstretched hand (some may prefer to receive on the tongue).

For Those who have not received their First Communion, place your hand over their head and say, “God bless you”.

Cup Ministers will hold up the cup with the Blood of Christ, offer it to the communicant saying “THE BLOOD OF CHRIST” (not “receive the Blood of Christ” or any other words), wait for the “AMEN”, and then hand it to the person. When the communicant hands the cup back, wipe the edge carefully (be sure to remove any traces of lipstick), and rotate the cup, that is, turn it before offering it to the next person. Be sure to move the purificator so that you are wiping with all the cloth. There is no need to rush - this is a time for reverence.

POINTS TO REMEMBER

- Please - make good eye contact with each communicant as they come up to receive.
- If there are persons in the congregation who cannot come forward for Communion, please take Communion to them after serving the others. The ushers will help alert you to these people.
- When you are finished with your line, please go and help the others.
- INTINCTION by the communicant (dipping of the host into the Precious Blood) is forbidden in the Roman Rite of the Catholic Church. ² If someone approaches your station with that intent, gracefully place the purificator over the cup and politely but firmly request the person to consume the Body of Christ first.
- If someone approaches you to receive Communion while chewing gum (yes, it has happened) request him or her to dispose of the gum before receiving.
- If you run out of the Body of Christ, inform the next person to wait a moment, approach another minister or proceed to the altar(if another minister has already finished and has returned to the altar) and take a sufficient supply of Hosts to complete Communion.

¹ Norms for the Celebration and Reception of Holy Communion Under Both Kinds in the Dioceses of the United States of America #14; General Instruction of the Roman Missal (Third Typical Edition 2002) #161, 286

² This Holy and Living Sacrifice & #287 General Instruction of the Roman Missal (Third Typical Edition 2002) #52

- If there are consecrated hosts left, the first Bread minister to finish distributing Communion needs to stand near the altar until the celebrant returns to the altar.
- If you run out of the Precious Blood, place the purificator over the cup and take it to the credence table. Do NOT wipe out the cup with the purificator.
- Any remaining Hosts should be placed on the altar, where the celebrant will combine the ciboria, which are then replaced in the tabernacle by Bread2/Setup (if there is no deacon at the Mass).
- At the end of Communion, ministers of the cup should immediately consume what remains in their cups and take them to the credence table. If there is too much, invite another minister to help. Consecrated wine must be consumed. It may not be poured down the sacrarium. Do NOT wipe out the cup with the purificator. Place the purificator next to/over the cups.
 - A visiting priest may choose to do the purification of all vessels during or after Mass.

AFTER MASS

- Bring all empty vessels from the credence table to the sacristy, lock the tabernacle and return the key to the sacristy.
- Rinse all vessels in the sacrarium (the sink on the left) and then wash all vessels in the right sink with soap and water. Rinse off all soap residues, dry them and return them to their storage place. NO soapy water should be rinsed down the sacrarium!
- All of the EMHCs need to help with the clean up!

Contact Information:

Lois Carroll, Interim Liturgy Coordinator, aff@stmarysblacksburg.org, 552-1091

Fr Remi, Pastor, pastor@stmarysblacksburg.org, 552-1091

GLOSSARY:

AMBO The stand from which the Word of God is proclaimed.

CIBORIUM (pl CIBORIA) Traditionally a lidded vessel used to hold the Body of Christ

CHALICE The cup used by the priest at Mass for consecration of the Precious Blood

CORPORAL A linen cloth spread on the altar cloth to protect it, catch crumbs, etc.

CREDESCENCE SHELF or TABLE A small shelf or table on which the ciborium, bowls, cups, etc. are placed until needed.

FLAGON (CARAFE, DECANTER) A large vessel used to hold the wine

INTINCTION Dipping of the bread into the wine to give Communion under both forms together

LECTERN A stand, different from the ambo, from which the announcements are read

PATEN A shallow bowl or plate used to hold the Eucharistic Bread for the Consecration

PURIFICATOR A small linen cloth used to wipe the rim of the communion cup after each use

Rev. 11/09

PYX A small container used to hold consecrated hosts to carry them to the sick

SACRAMENTARY / ROMAN MISSAL The book containing the prayers said by the priest at Mass

SACRARIUM The special sink in the sacristy which drains directly into the ground. It is used to dispose of the water used in purification of sacred vessels.

SACRISTY The preparation area near the main worship space

TABERNACLE The container in the Eucharist Chapel in which the consecrated hosts are reserved

General Principles

In every celebration of the Eucharist, there should be a sufficient number of ministers of Holy Communion so that it may be distributed in a reverent and orderly manner. Bishops, priests and deacons distribute Holy Communion in virtue of their office as ordinary ministers of the Body and Blood of the Lord. ⁽¹⁾

When the size of the congregation or the incapacity of the bishop, priest, or deacon requires it, the celebrant may be assisted by other bishops, priests, or deacons. If such ordinary ministers of Holy Communion are not present, "the priest may call upon extraordinary ministers to assist him, i.e., duly instituted acolytes or even other faithful who have been deputed for this purpose. In case of necessity, the priest may also depute suitable faithful for this single occasion (GIRM 162)."

Extraordinary Ministers of Holy Communion should receive sufficient spiritual, theological, and practical preparation to fulfill their role with knowledge and reverence. In all matters they should follow the guidance of the diocesan bishop (*Norms for the Distribution and Reception of Holy Communion Under Both Kinds for the Dioceses of the United States of America*, NDRHC, no. 28). When recourse is had to Extraordinary Minister of Holy Communion, especially in the distribution of Holy Communion under both kinds, their number should not be increased beyond what is required for the orderly and reverent distribution of the Body and Blood of the Lord. In all matters such Extraordinary Ministers of Holy Communion should follow the guidance of the diocesan bishop (IBID).

All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread or wine. Should there be any mishap--as when, for example, the consecrated wine is spilled from the chalice--then the affected "area . . . should be washed and the water poured into the *sacrarium* [GIRM, 280]." (NDRHC, 29).

Liturgy of the Eucharist:

- As the *Agnus Dei* or *Lamb of God* is begun, the Bishop or priest alone, or with the assistance of the deacon, and if necessary of concelebrating priests, breaks the Eucharistic bread. Other empty ciboria or patens are then brought to the altar if this is necessary. The deacon or priest places the consecrated bread in several ciboria or patens, if necessary, as required for the distribution of Holy Communion. If it is not possible to accomplish this distribution in a reasonable time, the celebrant may call upon the assistance of other deacons or concelebrating priests.
- If extraordinary ministers of Holy Communion are required by pastoral need, they should not approach the altar before the priest has received Communion. After the priest has concluded his own Communion, he distributes Communion to the extraordinary ministers, assisted by the deacon, and then hands the sacred vessels to them for distribution of Holy Communion to the people.
- All receive Holy Communion in the manner described by the *General Instruction to the Roman Missal*, whether priest concelebrants (cf. GIRM, nos. 159, 242, 243, 246), deacons (cf. GIRM, nos. 182, 244, 246), or Extraordinary Ministers of Holy Communion (cf. GIRM, no. 284). Neither deacons nor lay ministers may ever receive Holy Communion in the manner of a concelebrating priest. The practice of Extraordinary Ministers of Holy Communion waiting to receive Holy Communion until after the distribution of Holy Communion is not in accord with liturgical law. (NDRHC, 39; GIRM, 160).
- After all Extraordinary Ministers of Holy Communion have received the Eucharist, the bishop or priest celebrant reverently hands vessels containing the Body or the Blood of the Lord to the deacons or extraordinary ministers who will assist with the distribution of Holy Communion. The deacon may assist

the priest in handing the vessels containing the Body and Blood of the Lord to the Extraordinary Ministers of Holy Communion. (NDRHC, 40).

- The proper and only permissible form for distributing Holy Communion is to offer the consecrated bread by saying, "The Body of Christ" and to offer the consecrated wine by saying, "The Blood of Christ." No other words or names should be added; and the formula should not be edited in any way. (Cf. GIRM, 161; 284-287).
- If the Eucharistic bread or some particle of it falls, it should be picked up reverently by the minister. The consecrated bread may be consumed or completely dissolved in water before being poured down the *sacrarium*.
- Should there be any mishap, for example, if the consecrated wine is spilled from the chalice, the area should be washed and the water poured into the *sacrarium*.
- In those instances when there remains more consecrated wine than was necessary, if needs dictate, Extraordinary Ministers of Holy Communion may consume what remains of the Precious Blood from their cup of distribution with the permission of the diocesan bishop. The sacred vessels are to be purified by the priest, the deacon or an instituted acolyte. The amount of wine to be consecrated should be carefully measured before the celebration so that none remains afterward. It is strictly forbidden to pour the Precious Blood into the ground or into the *sacrarium*. (NDRHC, 51-55).
- Similarly, "consecrated hosts are to be reserved in a ciborium or vessel in sufficient quantity for the needs of the faithful; they are to be frequently renewed and the old hosts properly consumed" (*Code of Canon Law*, no. 939). *Burying hosts or consecrated Eucharistic bread is strictly forbidden.*

Notes

1. *Norms for the Distribution and Reception of Holy Communion Under Both Kinds for the Dioceses of the United States of America [NDRHC] (August, 2002), no. 26 and cf. GIRM no. 162 and NRHC, no. 28*

Communion Arrangement

