

Holy Spirit Catholic Church

EXTRAORDINARY MINISTER OF HOLY COMMUNION PROCEDURE GUIDE

March 2014

Serving God and his people at the Lord's Table as an Extraordinary Minister of Holy Communion is a great privilege. As Jesus offered his body and blood as the sign of the new covenant to his disciples gathered with him in the Upper Room, you share that same Body and Blood with your fellow parishioners.

The procedures contained in this document will enable you to perform your duties appropriately. Please read them carefully and feel free to ask one of the clergy should you have any questions.

Terms used in the guide can be found in the brief glossary at the end of this manual.

EXTRAORDINARY MINISTER DUTIES

- Please volunteer to serve at any Mass you attend. When you arrive in the narthex, ask a member of the clergy or mass coordinator if assistance is needed.
- The mass coordinator assigning positions might ask three people to assist with a 5-10 minute clean-up procedure after Mass.
- Please consider serving at Christmas, Easter, and other Holy Day Masses. These Masses may require large numbers of EM volunteers. These Masses will also be on a volunteer basis and special position cards will be provided to you.

ATTIRE GUIDELINES

We ask that you do not serve on the altar in athletic shoes, flip flops, jeans, shorts, cut offs or other such casual wear. (A gentle reminder that a sweater or jacket should be worn over tank tops, dresses with spaghetti straps, or strapless dresses.)

Men: dress pants or nice khakis, dress shirt or nice sports shirt (e.g., polo shirt), shoes - loafers or similar dressy casual shoes, sport coat - preferred, but not required, no tie required

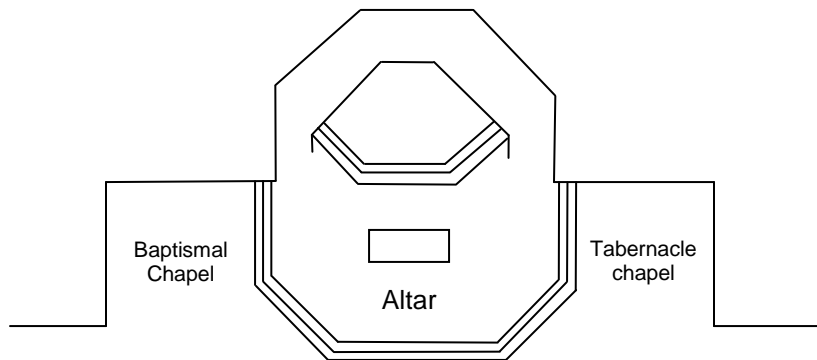
Women: dress or skirt with conservative length or dress pants, covered shoulders, conservative neckline

BEFORE MASS

- Upon arrival, the mass coordinator will give you a card indicating your assigned position and ask you to sign in. See page 9,10 for samples of the cards
- For ease of access to the altar it is suggested that you sit at the end of your selected pew for easy exit.
- You are encouraged to wash your hands prior to Mass.

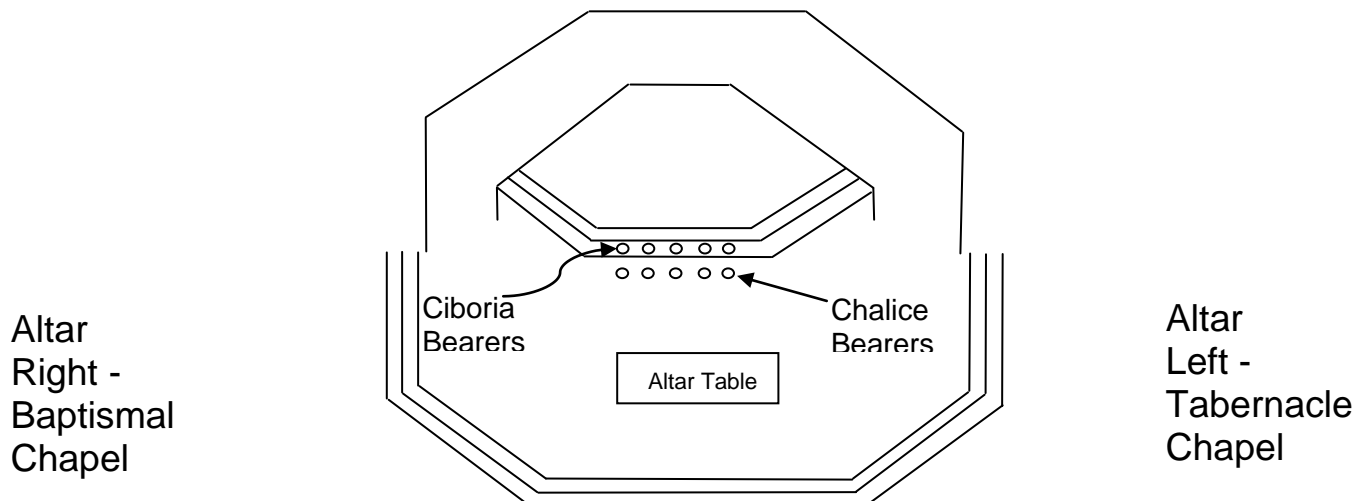
WHEN TO PROCEED TO THE ALTAR

At the beginning of the Our Father, proceed to either the tabernacle chapel or the baptismal chapel (the one closest to your seat). If you are serving in the Ciborium-Deacon position, you must go to the tabernacle chapel.



WHEN TO PROCEED TO THE BACK OF THE ALTAR

Remain in the chapel until the priest has consumed the Precious Blood. All Extraordinary Ministers should then proceed simultaneously up the side steps of the altar to the area behind the altar table. EMs serving the ciboria should stand on the first step behind the altar table (in front of the chair where the celebrant sits). EMs serving the chalice should stand on the floor behind the altar table, in front of the ciboria bearers. EM's assigned to balcony positions should stand to the far right (closest to the baptismal chapel) of their respective rows.



DISTRIBUTING THE EUCHARIST

All EMs on the altar are to receive the host in the hand, not in the mouth. After receiving both species, follow the priest and depart the altar (see illustration on page 8 for approximate locations of each position).

Ciborium Bearers

- Hold the ciborium with one hand. Elevate a single host with the other hand a few inches above the ciborium while waiting for a communicant to approach. Say **“The Body of Christ”**. They will respond with **“Amen”**. Place the Blessed Sacrament in their open hand or on their tongue.
- Those coming forward with arms folded over their chest wish to receive a blessing rather than communion. Blessings are given to children accompanying their parents in the communion line who are too young to receive the Blessed Sacrament only when they come forward with their arms crossed in front of them or if parents request a blessing for their child. To bless an individual place your hand on the recipient’s head or shoulder while saying **“May God bless you”**.
- Do not make the sign of the cross by waving your hand in a cross motion in front of the communicant as priests and deacons do at any time
- Do not touch babies or very young children- instead, hold your hand over their head while saying **“May God bless you”** if a parent requests they receive a blessing.
- If you were already holding the Blessed Sacrament, place it back in the ciborium before administering the blessing
- If the Blessed Sacrament is dropped, pick it up and consume.
- Do not refuse to serve the Blessed Sacrament to anyone. Do not judge their right to receive.
- You may be approached by an EM for the sick. They will have a gold container (Pix) open to receive a host. First serve the parishioner and then deposit a host in the Pix.
- Wash your hands after Mass.

Chalice Bearers

- Chalice bearers distribute Precious Blood by holding the chalice in one hand and the opened purifier in the other. As parishioners approach, say **“The Blood of Christ”**. They will respond with **“Amen”**. Hand the chalice to them to sip. When returned to you, firmly wipe the chalice rim inside and outside where the parishioner consumed with the purificator three times and rotate the chalice 90 degrees (¼ turn) in preparation for the next communicant. As the purificator becomes soiled, use a fresh area to clean the rim of the chalice.
- On rare occasions, a communicant will be holding the Blessed Sacrament for Intincture. Take the Blessed Sacrament, dip it very slightly into the Precious Blood,

and say “The Body and Blood of Christ”. They will respond with “Amen”. Place the Blessed Sacrament on the communicants tongue. DO NOT ALLOW THE COMMUNICANT TO DIP.

- When finished serving, go to the credence table and there consume any remaining Precious Blood and place the chalice and soiled purificator on the credence table (do not wipe the chalice or put the purificator inside of the chalice). If for any reason you are unable to consume, please ask another EM to assist you (preferably before proceeding to the altar while in a side chapel).
- If a small drop or two is spilled, wipe the spill with your purifier. If a larger amount is spilled, place your purifier over the spill to mark the spot. Do not clean the spill. Inform a priest or deacon who will perform a cleaning procedure as soon as possible.
- Do not refuse to serve the Precious Blood to anyone.
- Wash your hands after Mass.

Balcony Ciborium and Chalice

- Upon receiving the ciborium and chalice, the chalice bearer serves the ciborium bearer.
- Without waiting for the priest to leave the altar, proceed to the balcony using the right aisle and elevator. Given the comparatively long travel time to reach the balcony (vs. other positions) and the crowds that sometime assemble in the balcony which complicate logistics, it is imperative that you move with haste to reach the position where you will distribute communion and throughout the distribution process.

Ciborium Position

- When exiting the elevator on the balcony, please quickly serve the Body of Christ to any people standing in front of the elevator doors. While you are quickly serving these people, the usher will begin directing people to come forward who are sitting in the section along the right wall (when facing the altar) in front of the elevator. The intent is to free up the space in front of the elevator and the right aisle so that there is a sufficient area to line people up to receive the Eucharist. As needed, you and the usher should notify those people that they need to make room in this space in front of the elevator.
- After serving any people in front of the elevator, please move to your permanent position to distribute the Body of Christ to all others in the balcony. The proper place to stand is illustrated on the map of the church found on page 8, noted as position number 6. You should stand left of the elevator doors (as you face the altar), at the corner entering the alcove area, about two feet into the alcove.
- Please be prepared and be quick to serve the Body of Christ to communicant. You should already have the Body of Christ taken out of the Ciborium and raised up waiting for the next person. This pace is required to complete distribution in the balcony in a timely manner.
- People in the section along the right wall will be directed up the stairs to you and then they will circle back around to their left to be reseated (unless they walk over to the

Chalice bearer). When right section has been served, the usher will guide people both in the middle section and the left wall section (under the clock) to come forward by pew (both sections of pew – middle and left – at the same time), so that a circular traffic pattern is established across the top of the balcony.

- Some Masses will have a choir or band located in the balcony. Members of these groups will also want to receive the Eucharist. If you have already completed serving the congregation, but the choir is still singing and members haven't been served, signal the organist or choir/musical leader that you are ready to serve the musical group.
- When finished serving, use the elevator to return to the church level.
- Return using the left aisle (tabernacle chapel side). If the altar has not been cleared, return the ciborium to the altar and return to your seat. If the altar has been cleared, proceed to the tabernacle, unlock the door and place the ciborium inside, close the door, genuflect, and then lock the door.

Chalice position

- When exiting the elevator on the balcony, please move immediately to your position to distribute the Blood of Christ. Do not remain with the Ciborium bearer. The proper place to stand is illustrated on the map of the church found on page 8, noted as position number 9. You should stand at the corner of the alcove on the far side of the alcove from the elevator, about two feet into the alcove. Stand at least 10 feet from the Ciborium bearer's position at the opposite of the alcove to avoid excessive backups that interfere with the line of people waiting to receive the Body of Christ.
- When finished serving, use the elevator to return to the church level. While on the elevator, consume any remaining Precious Blood, enlisting the help the ciborium partner if necessary.
- Return to the church using the right aisle (baptismal chapel side). Place the soiled purifier and chalice on the credence table. Do not wipe the inside of the chalice with your purificator nor put the purificator inside of the chalice – lay the purificator beside the chalice. Return to your seat.

Ciborium – Font

- When the celebrant leaves the altar, proceed to the right transept and serve near the baptismal font. When those in the transept have been served, proceed to the front of the altar and serve standing at the right corner of the altar table tight up to the altar.
- When finished serving, return the ciborium to the altar table. Check with the person serving in the chalice right transept position to see whether they need assistance in consuming any remaining Precious Blood and then return to your seat.

Ciborium -Tabernacle

- When the celebrant leaves the altar, proceed to the left transept and serve near the tabernacle. When those in the transept have been served, proceed to the front of the altar and serve standing at the left corner of the altar table. When finished serving, return the ciborium to the altar table. Check with the person serving in the chalice left transept position to see whether they need assistance in consuming any remaining Precious Blood and then return to your seat.

Ciborium Narthex 1 & 2

- When the celebrant leaves the altar, proceed to the narthex together via the center aisle and stand just outside of the doors leading into the sanctuary from the narthex on the edge of the red carpet, facing the outside doors.
- When all people in the narthex have been served, go inside the doors to the church to begin serving people from the back pews as they are directed by the ushers.
- When finished serving, return the ciboria together to the altar table via the center aisle and return to your seat. (Note: communion will be distributed under one species in the narthex – there are no chalice positions here.)

Ciborium Deacon Position

This position is used only on rare occasions at masses when there is no deacon serving.

- Serve the first pew on the left side of church (altar left). Begin at the outside of the pew and work your way toward the center aisle of the church.
- After serving the first pew, stand on the left side of the main aisle near the foot of the altar to serve parishioners coming forward to receive communion.
- When you are finished serving, return the ciborium to the altar table return to your seat.

Chalice - 1 Font

- Follow the priest to serve the first pew. When finished, position yourself by the flowers adjacent to the baptismal font, to serve people coming to communion from the center aisle.
- When finished serving, proceed to the credence table and there consume any remaining Precious Blood. Place the soiled purifier and chalice on the credence table. Do not wipe the inside of the chalice with your purificator nor put the purificator inside of the chalice – lay the purificator beside the chalice. Return to your seat.

Chalice – 2 Font

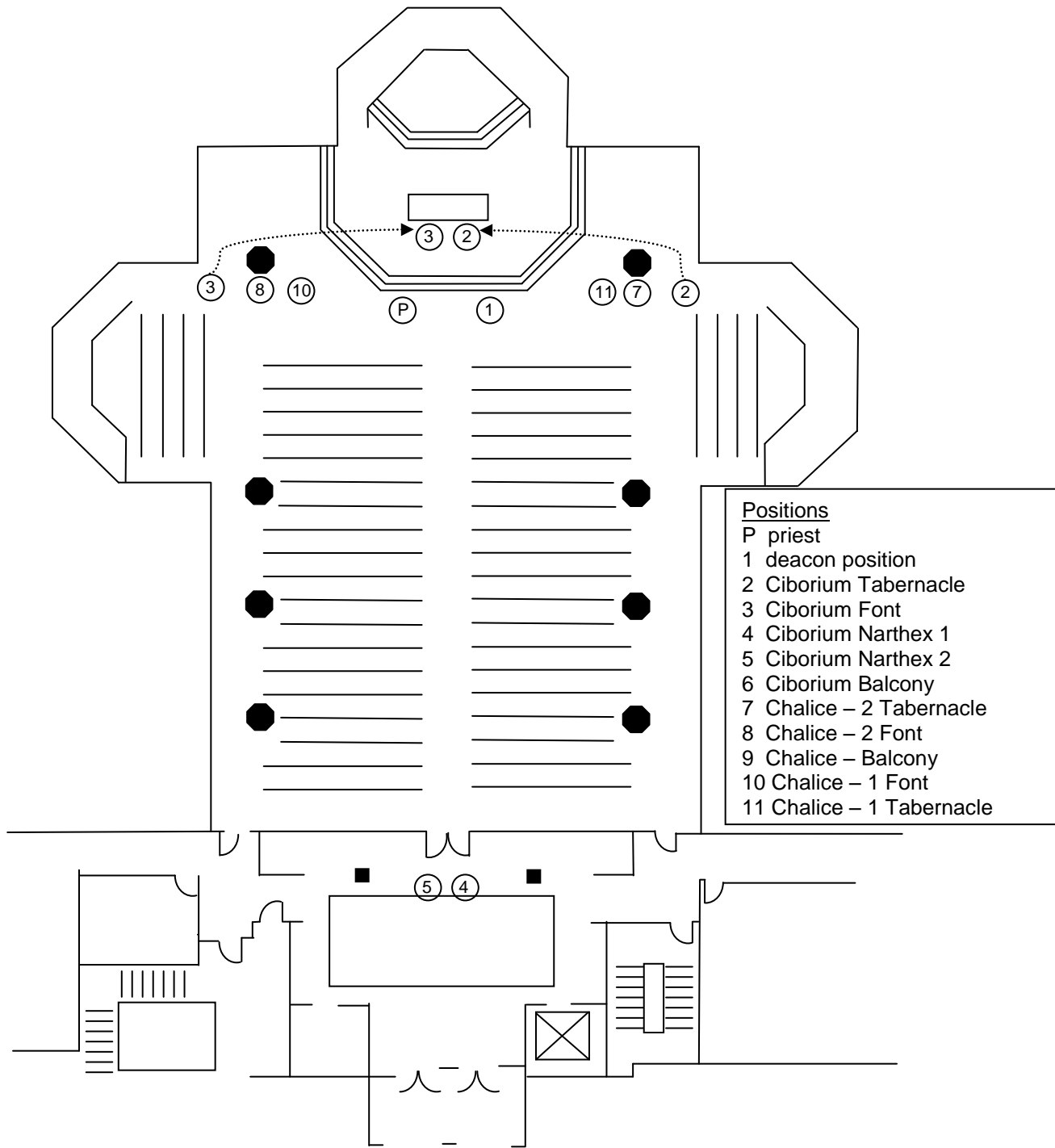
- When the priest indicates it is time to move to your station (after all vessels have been distributed to EMs) proceed to the right transept (baptismal chapel side) near the flowers by the baptismal font.
- After serving communicants seated in the right transept, turn toward the center aisle of the church to serve as the second chalice.
- When finished, proceed to the credence table and there consume any remaining Precious Blood. Place the soiled purifier and chalice on the credence table. Do not wipe the inside of the chalice with your purificator nor put the purificator inside of the chalice – lay the purificator beside the chalice. Return to your seat.

Chalice – 1 Tabernacle

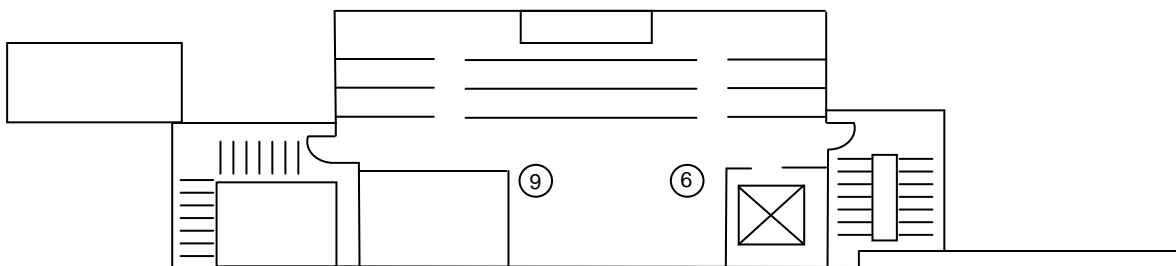
- Follow the ciborium altar left server and serve the first pew. When finished with the first pew, position yourself by the flowers near the tabernacle, and serve people coming to communion from the center aisle.
- When finished serving, proceed to the credence table and there consume any remaining Precious Blood. Place the soiled purifier and chalice on the credence table. Do not wipe the inside of the chalice with your purificator nor put the purificator inside of the chalice – lay the purificator beside the chalice. Return to your seat.

Chalice – 2 Tabernacle

- When the priest indicates it is time to move to your station (after all vessels have been distributed to EMs) proceed to the left transept (tabernacle chapel side) near the flowers by the tabernacle.
- After serving communicants seated in the left transept section, turn toward the center aisle of the church to serve as a second option for people coming down the center aisle.
- When finished serving, proceed to the credence table and there consume any remaining Precious Blood. Place the soiled purifier and chalice on the credence table. Do not wipe the inside of the chalice with your purificator nor put the purificator inside of the chalice – lay the purificator beside the chalice. Return to your seat.



Balcony



CLEANING/PURIFICATION AFTER MASS

If you are assigned to wash the vessels and set up for the next Mass, please see the purification procedures located in the working sacristy behind the altar. Wait for a deacon to purify the chalices before washing them. This procedure takes no more than five minutes to complete and it is very important that we all assist when asked to serve in this role.

EXTRAORDINARY MINISTER POSITION ASSIGNMENT CARDS

As mentioned on page two in the section entitled "Before Mass", upon arrival, the mass coordinator will give you a card indicating your assigned position and ask you to sign in your position in the book on the narthex stand. Examples of those cards are found below and on the next page.

This first card is one that you are not likely to frequently see. As mentioned on page six, there is an additional extraordinary minister position required when a deacon isn't serving at the mass. This card will be assigned in such cases.

Ciborium – Deacon Position

1. To receive Communion, stand on the first step behind the altar table
2. To distribute, serve the left front pew and then stand on the left side in front of the altar server cushions

<h3>Chalice – 1 Font</h3> <ol style="list-style-type: none"> 1. To receive, stand on floor behind the altar and in front of ciboria bearers. 2. To distribute, follow priest/deacon to first pew; stand near flowers at <i>baptismal font</i>. 3. Return chalice to side table. 	<h3>Chalice – 1 Tabernacle</h3> <ol style="list-style-type: none"> 1. To receive, stand on floor behind the altar and in front of ciboria bearers. 2. To distribute, follow priest/deacon to first pew; stand near flowers at <i>tabernacle</i>. 3. Return chalice to side table.
<h3>Chalice – 2 Font</h3> <ol style="list-style-type: none"> 1. To receive, stand on floor behind the altar and in front of ciboria bearers. 2. To distribute, stand near flowers at <i>baptismal font</i>, serve transept, then turn to serve remainder of congregation. 3. Return chalice to side table. 	<h3>Chalice – 2 Tabernacle</h3> <ol style="list-style-type: none"> 1. To receive, stand on floor behind the altar and in front of ciboria bearers. 2. To distribute, stand near flowers at <i>tabernacle</i>, serve transept, then turn to serve remainder of congregation. 3. Return chalice to side table.
<h3>Chalice Balcony</h3> <ol style="list-style-type: none"> 1. To receive, stand on floor behind the altar to the far right (closest to the credence table and baptismal font), and in front of the balcony ciborium bearer. 2. To distribute, stand opposite the ciborium bearer in the alcove area on the clock side. 3. Return chalice to side table. 	<h3>Ciborium – Balcony</h3> <ol style="list-style-type: none"> 1. To receive, stand on first step behind the altar to the far right (closest to the credence table and baptismal font), and behind the chalice bearer. 2. To distribute, quickly serve those standing and then, as you're facing the altar, move to the left of the elevator by the alcove and quickly serve the remaining congregation 3. Return ciborium to tabernacle.
<h3>Ciborium – Tabernacle</h3> <ol style="list-style-type: none"> 1. To receive, stand on first step behind the altar. 2. To distribute, stand near <i>tabernacle</i> to serve transept; go to altar position. 	<h3>Ciborium – Font</h3> <ol style="list-style-type: none"> 1. To receive, stand on first step behind the altar. 2. To distribute, stand near <i>baptismal font</i> to serve transept; go to altar position.
<h3>Ciborium – Narthex – 1</h3> <ol style="list-style-type: none"> 1. To receive, stand on first step behind the altar. 2. To distribute, stand on carpet in narthex. Serve narthex first; go inside door to serve back of church. 	<h3>Ciborium – Narthex – 2</h3> <ol style="list-style-type: none"> 1. To receive, stand on first step behind the altar. 2. To distribute, stand on carpet in narthex. Serve narthex first; go inside door to serve back of church.

GLOSSARY

Ciborium	Plural, Ciboria. Vessel with a lid in which the Blessed Sacrament is reserved in the Tabernacle or contained during Communion.
Chalice	Sacred vessel that holds the unconsecrated wine which, after Consecration, becomes the Blood of Christ or Precious Blood.
Credence Table	Table near the altar on which are located the various sacred vessels, the finger bowl and towel, the water and wine cruets, etc., used during Mass.
Intincture	The custom of consuming the Body of Christ and Precious Blood by first dipping the host into the chalice. Although prohibited, some do this.
Narthex	Front lobby of the church.
Purificator	Small linen folded three ways, which is used by priest, deacon, and Extraordinary Ministers to clean the rim of the chalice after use by each communicant.
Sacristy	Place where Sacred Vessels are kept and also the place where the priest and deacon vest. The sacristy is located across from St. Mary's chapel, across the breezeway from the narthex. The area behind the altar where vessels are purified is called the <u>working sacristy</u> .
Tabernacle	Locked and secured place of reservation of the Blessed Sacrament.
Transept	The layout of the church is in the form of a cross. The transept is the seating located on the far wings of the cross to the left and right of the altar.

EXTRAORDINARY MINISTER OF HOLY COMMUNION PROCEDURE GUIDE FOR DAILY MASS

Extraordinary Minister Duties

Typically, each weekday daily Mass requires one priest and 2 to 3 EM's (one or two ciboria and two chalices). The priest will determine "during" the Mass how many Eucharistic vessels will be needed. Therefore, EM's will need to be flexible and work with the priest as called upon during the Mass.

Attire Guidelines

We ask that you serve on the altar in presentable clothing and shoes that are worthy to be associated with serving the Eucharistic Hosts. Shorts, cut-offs, tee shirts, flip flops and any garment that exposes any part of the body above the knees to the shoulder area is discouraged.

Before Mass

1. There is no pre-advance sign up to serve as an EM at the weekday daily mass. Instead, you should ask the priest beforehand if you can volunteer and serve as an EM.
2. Typically, most EM's don't even check in with the priest before the Mass, but move to the side of the altar to serve as an EM **when the Our Father prayer begins**.
3. There is a strategy to sit on the end of the pew and either in the front (so you can be the first one to the altar) or in the back (to see if any EM position does need an EM volunteer).

When to Proceed To the Altar and Where to Gather

1. Proceed side of the altar as soon as the Our Father is begun.
2. Similar to the weekend Mass, after the priest consumes the Precious Blood, move to the altar in front of the tabernacle and behind the priest, facing the congregation.
3. In some cases, there will be more EM's than are required, and in addition, the priest could make a decision to limit the number of Eucharistic vessels required. So please be flexible.

Distributing the Eucharistic Hosts

1. Typically there will be 2 ciboria and 2 chalices served during the Mass. The priest will distribute one ciborium, and depending upon any other priests/deacons assisting will get the other ciborium.
2. The priest may also make a decision to only use one ciborium during the Mass and therefore, only two (2) EM's are required for the chalice.
3. Since there are no pre-assigned positions, the priest will determine and hand each Eucharistic vessel to you while standing on the altar.
4. Typically there will be two ciboria lines to distribute the Eucharistic Host. If you receive the ciborium, then you will need to go to the station that is opposite the priest, standing on the bottom step of the altar lined up with the outside edge of the inner aisle.
5. The chalice servers need to be stationed at the sides, beside where the kneelers are positioned, in such a way to allow those who don't receive the Precious Blood to be able to pass.
6. After you are done serving, take the ciborium to the altar, and the chalices to the credence table. If you are assigned a chalice, consume any remaining Precious Blood before placing the chalice on the credence table or ask another EM to assist you if you are unable to consume yourself.

Cleaning/Purification after Mass

Typically there are people who purify the vessels after Mass. To be on the safe side, however, please ask the celebrant after Mass if assistance is needed.