

Holy Spirit Catholic Church

EXTRAORDINARY MINISTER OF HOLY COMMUNION PROCEDURE GUIDE

Revised January 2023

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.
- 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, athletic clothes, 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

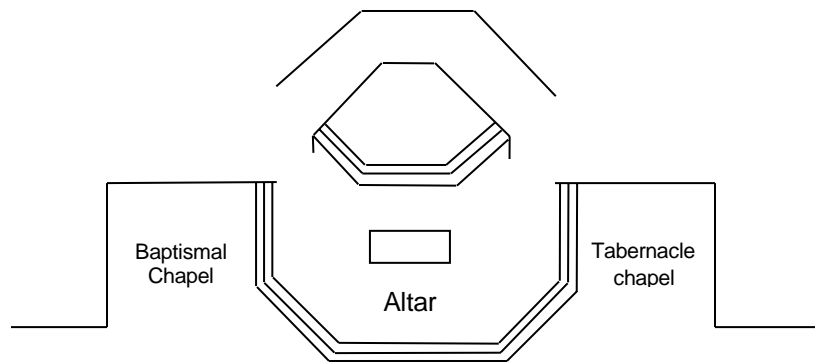
Women: dress or skirt with conservative length or dress pants, covered shoulders, conservative neckline

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 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 and/or use hand sanitizer prior to Mass.

WHEN TO PROCEED TO THE ALTAR

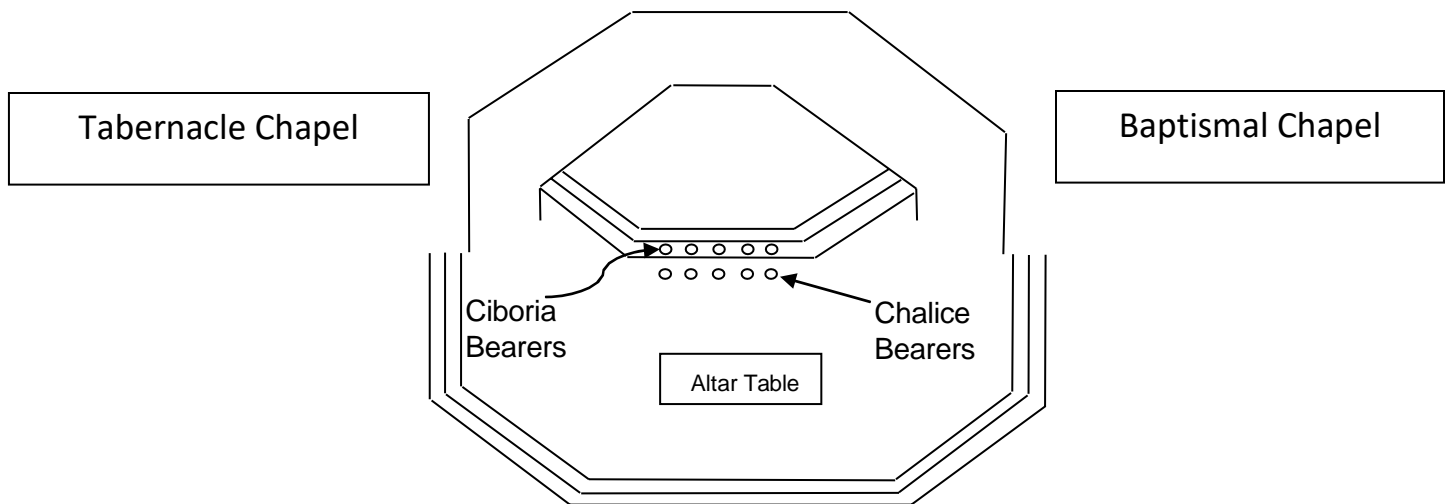
At the beginning of the Our Father, you will process to your next position. If you are serving in the front of the church, please proceed to either the tabernacle chapel or the baptismal chapel. If you are serving in the Narthex, please proceed to the Narthex. Please do not walk with your hands extended. If you are serving from the Ciborium in the balcony, you will process to the Narthex. If you are serving from the Chalice in the balcony, you will process to the baptismal 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. The EM assigned to chalice in the balcony, should stand to the far end of the area behind the Altar table closest to the baptismal chapel and on the floor.

NARTHEX CIBORIA SERVERS & BALCONY CIBORIA SERVER – Once the priest has consumed the Precious Blood, EMs serving in the Narthex will approach the temporary tabernacle, receive communion from the Mass Coordinator and then proceed to their position. The balcony server will wait for Balcony Chalice server to join the in the Narthex.



DISTRIBUTING THE EUCHARIST

All EMs on the Altar are to receive the host the hand, not in 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 over 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.

- They should not do so, but you may be approached by an EM for the sick. Do not refuse them, but inform the priest or deacon after Mass, and identify the person. They will have a gold container (Pyx) open to receive a host. First serve the parishioner and then deposit a host in the Pyx.
- Upon completing distribution, do not place the ciborium on the Altar. Go to the Tabernacle side of the Altar and hand it to the deacon, or priest, or Elite Altar server – if necessary, wait until one of them is ready to receive the vessel. Then go back down the

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 Intinction. 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 directly to the credence table at the floor level. Tabernacle chalice servers should **NOT** cross behind the Altar but instead walk through the working sacristy to the credence table or if communion is over, may walk on floor level in **FRONT** of the Altar. EMs have the choice of consuming the remaining Precious Blood at the credence table **OR** placing the chalice on the table and placing the purifier across the chalice. Do **NOT** wipe the chalice or put the purificator inside the chalice. Do not consume remaining Precious Blood as your communion station, or while walking. Since the chalice is not purified, treat it as containing Precious Blood, So, do **NOT** bow to the Altar when passing in front of it. Remember not to cross behind the Altar table at any time except when you walk up to Altar to receive communion and your communion vessel.
- 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.
- If you are distributing on the Tabernacle side, and your chalice is emptied before the line of communicants down the center aisle is finished, you may remain in place, with the

purificator covering the chalice or you may leave your spot and walk through the working sacristy to the credence table.

- In returning to your pew, if you pass in front of the Altar, stop and bow before proceeding to your pew.

Balcony Ciborium and Chalice Procedures

- The priest or deacon should serve the Balcony Chalice EM first. Without waiting for the priest to leave the Altar, proceed to the balcony using the right aisle. You will meet the Balcony Ciborium server in the Narthex and you will proceed up the elevator together. 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 quickly to reach the position where you will distribute communion and throughout the distribution process.

Ciborium Position

- When exiting the elevator on the balcony, please first serve the Body of Christ to any people standing in front of the elevator doors. While you are 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 position is directly in front of the elevator buttons.
- 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 the ciborium to the Narthex Tabernacle. Mass Coordinator should be there or you may place the ciborium inside the Tabernacle.

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. 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.
- When finished serving, use the elevator to return to the church level.
- Return to the church using the left aisle (baptismal chapel side). There you may consume the remaining Precious Blood or place the Chalice on the table with the purifier gently over chalice. Do not wipe the inside of the chalice with your purificator nor put the purificator inside of the chalice Return to your seat. If you pass in front of the Altar while doing so, stop and bow.

Church and Narthex Ciborium Procedures

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, go to the tabernacle side of the Altar and hand the ciborium to the deacon, priest or Elite Server – if necessary, wait for one of them to take the ciborium from you. Go back down the steps, turn and bow to the Altar.

Ciborium –Tabernacle

- When the celebrant leaves the Altar, proceed to the Tabernacle 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, go to the tabernacle side of the Altar and hand the ciborium to the deacon, priest or Elite server go back down the steps, turn and bow to the Altar.

Ciborium Narthex 1 & 2

- After serving from your position in the Narthex, return your ciborium to the Mass Coordinator stationed near the Narthex Tabernacle and return to your seat in the church.

Church and Narthex Chalice Procedures

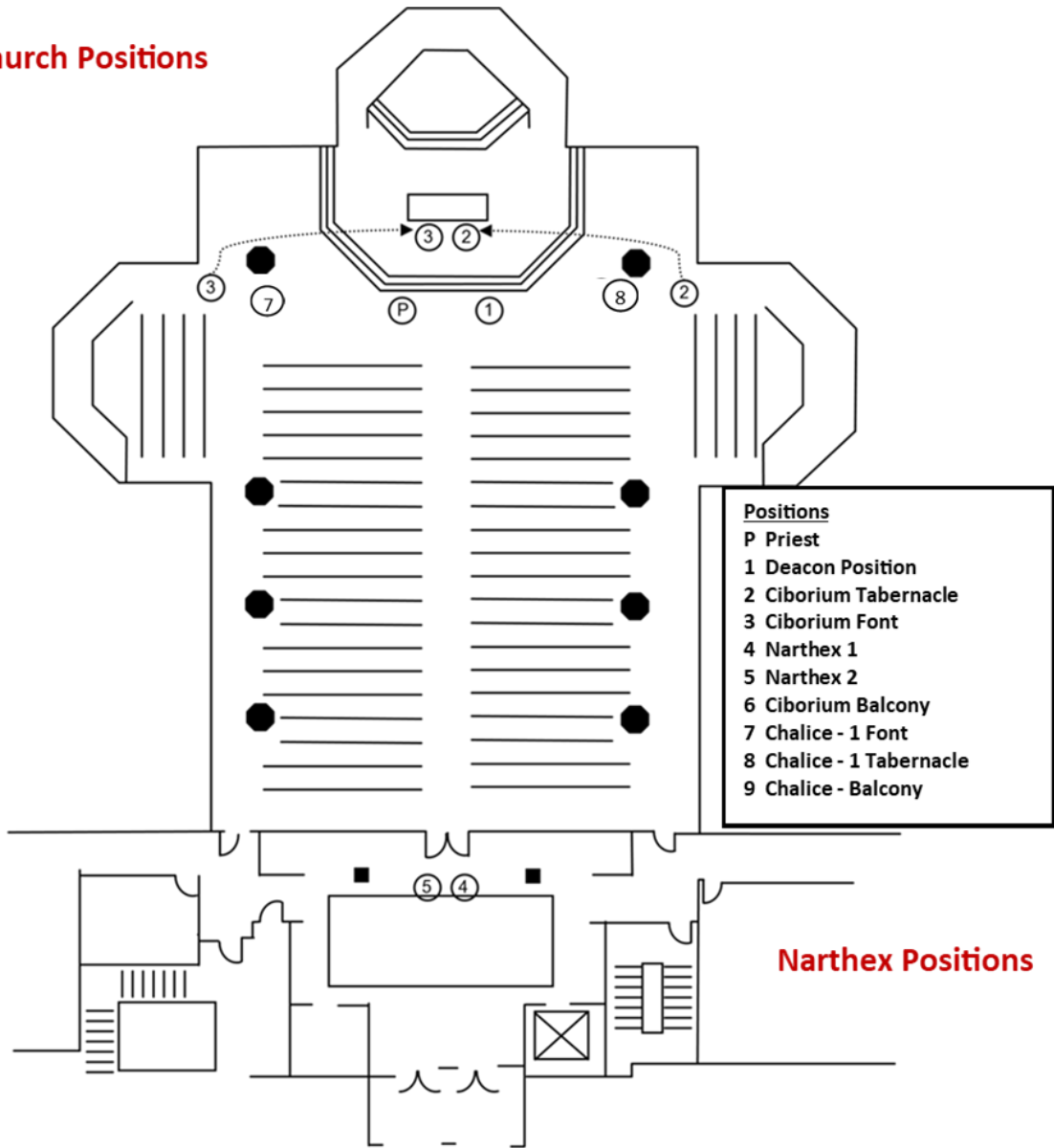
Chalice – 1 Font

- 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 and the transept area.
- When finished serving, proceed to the credence table. There you may consume the remaining Precious Blood or place the Chalice on the table with the purifier gently over chalice. 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. Return to your seat – as indicated above if you are passing in front of the Altar.

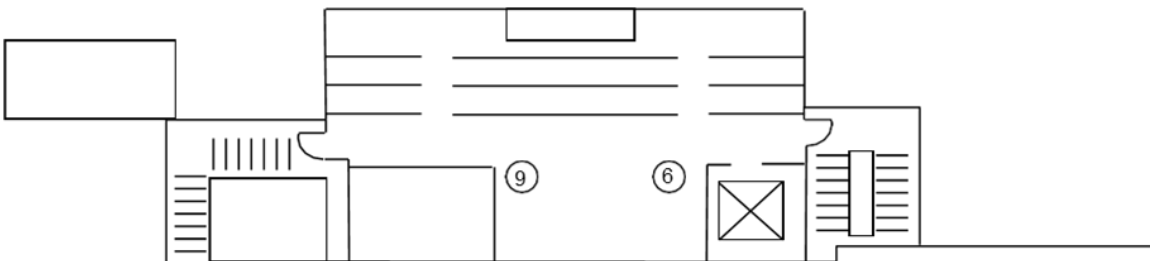
Chalice – 1 Tabernacle

- 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 and the transept area.
- When finished serving, proceed to the credence table. There you may consume the remaining Precious Blood or place the Chalice on the table with the purifier gently over chalice. 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. Return to your seat – as indicated above if you are passing in front of the Altar.

Church Positions



Balcony Positions



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.

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| <p>Chalice – 1 Font</p> <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 | <p>Chalice – 1 Tabernacle</p> <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 |
| <p>Chalice – Balcony</p> <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). 2. To distribute, stand opposite the ciborium bearer in the alcove on the clock side. 3. Return chalice to side table | <p>Ciborium - Balcony</p> <ol style="list-style-type: none"> 1. To receive, go to the Narthex during the Our Father and receive from the Narthex tabernacle. Wait for Chalice Balcony bearer to join you and proceed together up to the balcony. 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 Narthex tabernacle. |
| <p>Ciborium - Tabernacle</p> <ol style="list-style-type: none"> 1. To receive, stand on first step behind the Altar. 2. To distribute, stand near tabernacle to serve transept; go to Altar position. | <p>Ciborium – Font</p> <ol style="list-style-type: none"> 1. To receive, stand on floor behind the Altar. 2. To distribute, stand near baptismal font to serve transept; go to Altar position. |
| <p>Ciborium – Narthex 1</p> <ol style="list-style-type: none"> 1. To receive, go to the Narthex during the Our Father. 2. To distribute, stand on carpet in Narthex. | <p>Ciborium – Narthex 2</p> <ol style="list-style-type: none"> 1. To receive, go to the Narthex during the Our Father. 2. To distribute, stand on carpet in Narthex. |

GLOSSARY

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| 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. |

Holy Spirit Catholic Church

EXTRAORDINARY MINISTER OF HOLY COMMUNION PROCEDURE GUIDE FOR DAILY MASS

Revised January 2023

EXTRAORDINARY MINISTER DUTIES

Typically, each weekday daily Mass requires one priest and 2 to 3 EMs (two ciboria and two chalices). The priest will determine “during” the Mass how many Eucharistic vessels will be needed. Therefore, EMs 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

- 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.
- Typically, most EMs 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.

WHEN TO PROCEED TO THE ALTAR AND WHERE TO GATHER

- All EMs should proceed side of the Ambo side of Altar (the U.S. flag side) as soon as the Our Father is begun. Do NOT walk with hands extended in the Orans position.
- Similar to the weekend Mass, after the priest consumes the Precious Blood, move to the Sanctuary, and stand in a diagonal line from the Ambo to the side of the Tabernacle enclosure.
- In some cases, there will be more EMs 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

- 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.
- The priest may also make a decision to only use one ciborium during the Mass and therefore, only two (2) EMs are required for the chalice.
- Since there are no pre-assigned positions, the priest will determine and hand each Eucharistic vessel to you while standing on the Altar.
- 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 behind the kneeler so that those who wish to receive on the tongue may kneel to do so.
- The chalice servers need to be stationed at the sides, beside the flags, in such a way to allow those who don't receive the Precious Blood to be able to pass.