

St. Augustine Catholic Church

Extraordinary Minister of Holy Communion Manual

Updated June, 2016

Description:

Extraordinary Ministers of Holy Communion (EMHC) are properly formed, instructed and commissioned lay persons. EMHCs may be male or female. These ministers are appointed for a given parish community to aid in the distribution of Holy Communion at Mass and to the sick and homebound when ordinary ministers of Holy Communion are unavailable. EMHCs are not to function apart from their parish community.

“The person who has been appointed to be an Extraordinary Minister of Holy communion must be duly instructed and should distinguish himself or herself by Christian life, faith, and morals, striving to be worthy of this great office, cultivating devotion to the Holy Eucharist and acting as an example to the other faithful by piety and reverence for this Most Holy Sacrament of the Altar.” *Immense Caritatis*

Requirements:

- Must be a Catholic in good standing.
- Must be 18 years old or older (exception: confirmed youth participating in Youth Mass).
- Must have received the sacraments of Baptism, Confirmation and Eucharist.
- If married, must have had a valid marriage in the Roman Catholic Church.
- Must attend a training and be commissioned with the Diocese of Knoxville every 3 years.

Attire:

The EMHC should dress in secular clothing that is modest, clean and appropriate for worship. EMHC attire should not be a distraction for congregants receiving Holy Communion. Avoid jeans, tennis shoes, low-cut or strapless tops, shorts, or short skirts.

Scheduling:

- EMHCs will receive an e-mail reminder before your scheduled date based on the notification preferences you indicated while setting your profile.
- When it is time to create the new schedule you will receive an e-mail from St. Augustine asking you to update your availability for the upcoming schedule.
- You will receive e-mails from volunteers who cannot serve on their scheduled date and are requesting a sub. If you can sub for that volunteer you can let us know by selecting that option on the e-mail. If you cannot sub for that date you can ignore the request.
- **You are responsible for finding a replacement if you cannot serve one of your scheduled dates.**
- **To request a sub:**
 1. Log onto your profile through the web terminal.
 2. Go to the ‘My Schedule’ tab

3. Click the “request sub” link next to the date you cannot work.
4. An e-mail will automatically go out to all volunteers who aren’t scheduled for that date.
5. You will receive notification when someone has accepted your sub request.

Ministry Scheduler Pro App:

If you have an iOS or android device, you can download a free app that will make it easier to view your scheduled dates, request and accept subs, and update our profile form from your mobile device.

1. Go to the App Store or Play Store on your device, search for “Ministry Scheduler Pro,” and install the app.
2. Open the app and enter the following under Organization ID: **staugustinecatholic**
3. Enter your Web Terminal Username and Password to log in.

Procedure:

Arrival:

1. Please arrive at least 15 minutes before Mass.
2. Place a check mark beside your name on the posted schedule, and pick up a EMHC cross to wear.
3. Make your presence known to the Hospitality Ministers.

Assembly:

- As the congregation exchanges the Sign of Peace, EMHCs gather at the rear of the church by the baptismal font.
- Use the hand sanitizer located on the back wall beside the door to the Cry Room.
- The priest or deacon will retrieve hosts from tabernacle.
- As you gather at the back of the church, confirm that the required number of EMHCs are present. Discretely recruit others from the congregation as needed.
 1. 5:30 p.m. Saturday Mass usually has 3 EMHCs- 2 on right side, 1 on left side (as you face the altar from the pews).
 2. 8:15 a.m. Sunday Mass usually has 4 EMHCs-
 3. 10:30 a.m. Sunday Mass usually has 7 EMHCs- 4 on right side 3 on left side (as you face the altar from the pews).
- Single file, quietly and reverently proceed down the side aisles. Stop at the end of the chapel wall closest to the altar on the right side and the first pew on the choir (left) side.
- Remain standing, facing the altar, until the priest and deacon have received Communion.

Sanctuary Process:

As the priest and deacon are receiving Communion, the EMHCs quietly and reverently process, single file, from the side aisles, up to the Sanctuary to the left and right sides of the altar.

****Do not reverence the altar. Christ is now present.****

Stand on both sides of the altar, facing it. Enough space must be left between the EMHCs and the altar so that the priest or deacon can move freely to give Communion to each one and the altar servers.

Communion Reception By EMHCs and Distribution of Vessels:

Posture and Language

- The actions of the EMHC are identical to other lay communicants. They are precise with no embellishments.
- Bow before you receive the Body of Christ and again before you receive the Precious Blood.
- Respond “Amen” to the priest’s or deacon’s proclamation, “The Body of Christ” and “The Blood of Christ.”
- To receive in hand, the hands make “a throne,” one under the other. The lower hand transfers the host to your mouth.

EMHC Communion

- The priest gives the Body of Christ to each EMHC and the altar servers.
- The priest gives the Precious Blood to the EMHC closest to him on the ambo (left) side. After receiving the Precious Blood him/herself, that EMHC then turns and offers the cup to each of the altar servers.
- Meanwhile, the priest or deacon will offer the remaining cups to other EMHCs. After receiving the Precious Blood themselves, each EMHC communicates the person next to them.
- The priest or deacon will distribute the remaining bowls.
- ****Only the priest or deacon may place or remove anything during this time on/from the altar. EMHCs must wait until the priest or deacon hands the open ciborium or cup to them.***
- The priest or deacon will hand you a cup and purificatory or a ciborium bowl. ***Do not exchange vessels with another EMHC.***

Distribution of Communion:

- At the 10:30 a.m. Sunday Mass, the two EMHCs closest to the congregation on the ambo side are to move immediately after being given the bowl to bring Communion to the choir. ****Do not wait for everyone to receive their vessels- proceed immediately down the steps to the choir and begin communicating them.****
- At the 5:30 p.m. Saturday Mass, the priest will distribute Communion to members of the choir first.

Proceed to Your Designated Stations

10:30 a.m. Sunday Mass

- 2 bowls at the bottom of the steps, center aisle. ***One is the priest *** the other a deacon or EMHC.
- 2 bowls (1 each) at the center aisle ends of the front row kneelers (vanity rail) right and left sides.
- 2 cups right side- 1 positioned along vanity rail after the EMHC with the bowl and 1 at the bottom of the steps positioned down from the priest or the person with a bowl standing next to him.
- 2 cups left side- 1 positioned along vanity rail after the EMHC with the bowl and 1 at the bottom of the small set of steps beside the ambo.
- ***Please be aware of leaving enough space between those with cups and bowls so that those receiving can move freely through the line. Cups and Bowls should be staggered to allow easiest movement.***

5:30 p.m. Saturday Mass

- 2 bowls at the bottom of the steps, center aisle. ***One is the priest*** the other a deacon or EMHC.
- 2 cups, 1 each on the bottom step left and right of the altar.

8:15 a.m. Sunday Mass

Protocol for the Distribution of the Body of Christ

1. Usually, the ciborium is held in the non dominant hand. A host is held securely between the thumb and first finger of the dominant hand.
2. Lift the host to eye level of the communicant, holding it over the bowl.
3. Announce, "The Body of Christ." ***Do not embellish this announcement by using someone's name or in any other way.***
4. After the communicant responds "Amen", gently place the Body of Christ on the "throned" hands or extended tongue of the communicant. While touching the palm of a communicant's hand is permissible, avoid touching the tongue.

****EMHCs are commissioned to distribute Holy Communion, not to police the communicants. If a communicant fails to respond "Amen", give them Communion anyway. If someone does not consume the Body immediately, do not embarrass them. Do try to take note of them and inform the priest or deacon immediately after Mass.***

5. Do not break the hosts.
6. If a host should drop to the floor, consume it, or hold it in your palm in the hand holding the ciborium.
7. If you run out of hosts before Communion is finished, take your empty bowl to the altar and wait until the priest or deacon returns to take it from you to wipe clean.

Protocol for the Distribution of the Blood of Christ

1. Hold the stem of the cup of the Precious Blood securely. In your other hand hold the purificator.
2. Lift the cup slightly, make eye contact with the communicant and announce, "The Blood of Christ." ***Do not embellish this announcement by using someone's name or in any other way.***
3. After the communicant responds "Amen", hand the chalice to the communicant. Do not continue to hold it. Let them raise it to their lips and return it to you.
4. Receive the cup; where the communicant drank, wipe both the inner and outer rim with the purificator and rotate the cup slightly so the Precious Blood will be received from a different portion of the rim by the next communicant.
5. Move the purificator to an unused portion for each communicant.
6. If you run out of Precious Blood, return to the sanctuary, place the chalice, with the purificator on top, on the credence table, and then wait at the altar for everyone else to finish.
7. If precious blood is spilled, cover the spill with the purificator. If there are extra purificators, use one and continue distribution. Otherwise, stand in front of the spill to prevent trampling until Communion is over.

8. EMHCs are not authorized to perform intinction (dipping the host into the cup). Certainly the communicant may not either. The passing of the chalice from one communicant to another is also forbidden. If it happens, it does. Catechesis can happen after Mass.

Blessings for Non-communicants

- ****Only Priests or Deacons may give an ecclesiastical blessing- using the Sign of the Cross.****
There can never be a sacramental blessing given by laity.
- It is the choice of the EMHC to put the non-communication hand on a non-communicant's shoulder or head. **Do not** make the Sign of the Cross gesture.
- You may choose from the following prayers:
 1. "May God bless you."
 2. "Receive the Lord Jesus in your heart."
 3. "May the peace of Christ be with you."

Return to the Altar and Exit

Before returning to the sanctuary, be aware of those who may wish to receive Communion but are unable to come forward. The Hospitality Ministers will often help identify those who need to receive Communion in their place. Take Communion to them at their seat before returning to the sanctuary.

1. After everyone has received Communion proceed up the steps to the sanctuary.
2. If you distributed the Host and there are leftover hosts in the bowl, proceed to the side of the altar and wait for the priest or deacon to accept the ciborium from you. ****Do not place it on the altar.**** After the bowl has been emptied and wiped clean of any remaining particles, the priest/deacon will return it to you. Turn immediately and proceed to the credence table. Place the bowl on the credence table to the side of the corporal cloth. ****Please do not stack bowls.**** Return to wait at the altar for the rest of the EMHCs.
3. If you distributed the Precious Blood, proceed directly to the credence table. Consume any remaining Precious Blood left in the cup and place the empty cup on the credence table to the side of the corporal cloth. Lay the purificator on top of the cup and return to the line of EMHCs on either side of the altar. ****Do not blot or wipe the small amount of remaining Precious Blood from the cup with the purificator.****
4. When the lidded ciborium is filled with the remaining hosts and covered, the priest or deacon will return it to the tabernacle.
5. After placing the ciborium in the tabernacle, the priest or deacon returns to the altar. As he is returning, all EMHCs, in unison, proceed down the steps to the center aisle, turn toward the altar and make a profound bow. All EMHCs then return to their seats.

******Please do not forget to return your cross to the bulletin board outside the sacristy. ******

Cleaning the Vessels:

After Mass, it is the responsibility of the designated EMHC (the first one listed) to return to the sanctuary and gather the vessels from the credence table for washing, drying and putting away. This is to be done in the working sacristy (behind the altar). The sink in the working sacristy is the only one that drains directly into the ground and is therefore the only one that can be used for this purpose. Please familiarize yourself with this room, its cupboards, and where things are in them so that when it is your turn you will know where to put things away. Please allow enough time after Mass to do this when it is your turn. We will make every effort to see that everyone takes his/her fair share of this duty.