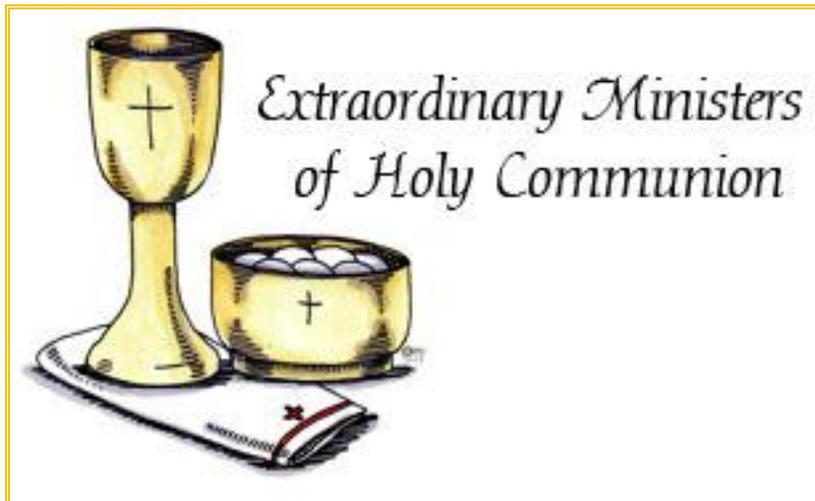




ST. MAXIMILIAN KOLBE
CATHOLIC COMMUNITY
LITURGICAL MINISTRIES



EXTRAORDINARY MINISTER
OF HOLY COMMUNION
(EMHC) HANDBOOK

GOAL

To distribute the Eucharist at Mass and to take Communion to the sick and to the dying.

WHAT IS AN EXTRAORDINARY MINISTER OF HOLY COMMUNION?

“A non-ordained person who is commissioned to distribute the body and blood of Christ for either a single or multiple occasion(s).”

– Guide for Extraordinary Ministers of Holy Communion

WHO CAN SERVE AS AN EXTRAORDINARY MINISTER OF HOLY COMMUNION?

- a fully initiated Catholic (have received the sacrament of Confirmation) – at least 16 years of age;
- a registered parishioner, in good standing with the church; and participates regularly in the sacramental life of the church; able to act as an example to the other faithful by piety and reverence for this Most Holy sacrament of the Altar;

A PRAYER FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Blessed are you, God of all creation!
I thank you for calling me to serve your holy people.
May I see you in them.
May they see you in me.

God of Love and Mercy,
With reverence and humility,
I approach the Eucharist and this ministry.
Grant me the grace
To help others encounter you in this sacrament.
I ask through your son, Jesus Christ our Lord.
Amen

BEFORE MASS

- **Arrive at least 15 minutes prior to Mass and sign-in on the Minister's check-in sheet located in the Ministry Sacristy.**
 - Check-in is important because of our accountability program. If a scheduled liturgical minister is not present, and you are substituting, write the name of the substitute in the space provided on the check-in sheet.
- **Dress appropriately. *Not only should you dress to reflect the sacredness of the Mass and the ministry in which you serve, but you should also dress to set an example for our community.***
 - Men must wear a collared shirt, no shorts or jeans.
 - Women must wear modest dresses or pants.
 - Appropriate shoes; No flip flop sandals should be worn.
- **After checking in, retrieve an EMHC pendant with your station reminder on the back.** They are located above the check-in sheet in the Ministry Sacristy.

- **Clean your hands.**
 - Take time to clean your hands prior to Mass.
 - During Mass, be attentive to what you touch. Avoid touching your face, mouth, eyes, etc. in order to maintain a form of cleanliness.
- **Find a seat with easy access in the Worship Space.**
 - Sit close to the front and on the end of an aisle.
- **Gather in the Parlor 5 minutes prior to Mass to pray with everyone serving at Mass.**

DURING MASS – AT THE ALTAR

- **After the Sign of Peace, the EHMCs go and stand behind the Altar, behind the Clergy.**
 - If you are coming from the opposite side of the Worship Space, please bow and reverence the Altar and Tabernacle when you reach the center.
- **Once the “Lamb of God” has begun, the opportunity to exchange a sign of peace has past.**
 - Please do not offer a sign of peace when you are lined up at the Altar.
 - While the “Lamb of God” (and Communion Hymn) is being sung, all should sing.
- **After the Deacon receives the Precious Body and Blood, the EMHC’s will receive.**
 - The Priest and Deacon (and Acolyte) will ordinarily give Communion to the EMHC’s. *On some rare occasions, the Priest or Deacon may ask one or more of the EMHC’s to help give Communion to the EMHC’s.*
- **How to Stand**
 - The posture for receiving communion is standing. Ministers are not to refuse communion to those who kneel. The presider should instruct the communicant after Mass on the proper posture for communion in the United States- (Roman Missal 3rd ed. #160).
- **How to Bow**
 - The Bishops have instructed that a bow of the head, as a sign of reverence, is to be made by each communicant before receiving communion under either form. (Roman Missal 3rd ed. #160).

- **Body or Blood**
 - Jesus' Body & Blood are both fully present in **both species** (*the consecrated bread and the consecrated wine*)
 - Reception of the consecrated bread alone is allowed. It is the choice of the communicant, not the minister, to receive from the chalice.
 - Reception of the Blood alone is typically not allowed, unless:
 - The communicant has difficulty swallowing the consecrated host.
 - The ministers have run out of consecrated hosts while consecrated wine remains.

- **After all of the EMHC's have received the Precious Body and Blood, the Celebrant will hand the Ciboria and the Chalices to the EMHC's.**
 - EMHC's should never take these vessels from the Altar, unless directed to do so by the Celebrant.
 - Vessels should be carried in both hands, in a reverent manner.
 - The EMHC should move to their station as soon as they have received their vessel. Not necessary to wait until all are served.

DURING MASS – DISTRIBUTING THE EUCHARIST

- **Be present to the person who is receiving.**
 - The reception of the Eucharist is a moment of intimate encounter between the Minister offering and the person receiving.
 - Do not rush through the ritual action. Take your time and make eye contact.
 - The EMHC should reflect and radiate the qualities of prayerfulness, faith, and joy. *The EMHC should not be a dispensing machine.*

- **When giving Communion, the proper words to use are, "The Body of Christ," and "The Blood of Christ."**
 - **Do not** shorten the wording and only say "Body of Christ" or "Blood of Christ."
 - **Do not** use the person's name as in, "Julie, the Body of Christ."
 - Allow time for the Communicant to say "Amen" before presenting the Host or the Cup.

- **After each person has received from the Cup, dry both sides of the rim of the Cup with the purificator. Then turn the Cup ¼ turn.**

- **Blessings**
 - If a child should accompany or be carried by the Communicant, the EMHC should first give the Precious Body and Blood to the adult. If it is convenient, the EMHC may bless the child, holding their hand over them. Do not insist on blessing the children.
 - When persons who are unable to receive Communion come forward to receive a blessing (and customarily have their arms crossed on their chests,) the EMHC should hold their hand over the person and pray, **“May God bless you.”**

- **Communion to disabled in pews**
 - Prior to Mass the Usher[s] will identify any people[s] who are unable to approach the altar to receive Communion.
 - The Usher will approach the Deacon [or Priest] at the **beginning** of Communion, to bring the Precious Body to that person; Only the Deacon or Priest should move from the altar area to serve Communion in the pews. Only the Precious Body will be served; the Precious Blood will not be brought out from the altar.

- **Intinction**
 - ***NOTE: Due to the risk of a moistened Host breaking and falling to the floor, and since we do not use patens, we will not distribute Holy Communion via Intinction here.***

- **If the EMHC runs out of consecrated Bread, he or she should proceed to the Celebrant or Deacon to refill his or her Ciborium.**

- **If Precious Blood is spilled on the floor, place your purificator over the spilled Precious Blood on the ground and retrieve another purificator, or signal for help – to have the Sacristan or Acolyte bring a new one to you.**
 - Following Communion, inform the Sacristan, and it will be attended to.

- **Wait for the Music Ministry.**
 - If you are positioned by the music area of our Worship Space, please make sure that all music ministers who wish to receive; have received before assisting other lines; or returning to the Altar.
 - The Music Ministry may choose to receive prior to beginning the Communion Hymn. They will make this known by lining up in the aisle.

- **If an EMHC has finished distributing Communion to those persons in his or her line, the EMHC may move to another position and distribute Communion to persons who are still in another line.**
 - If the EMHC is able to assist the center aisle, please stand next to the end of the first pew – allowing room for the communicant to walk around you to receive the Precious Blood. Only one extra EMHC should assist the center aisle on each side.
- **When you are finished giving Communion...**
 - When the EMHC's have all finished giving Communion, those EMHC's who still have consecrated Bread in the Ciborium should take the consecrated Bread to the Altar and place the Ciborium on the Altar.
- **Carry all Chalices to the Work Sacristy (behind the Altar.)**
 - Consume any remaining Precious Blood after arriving in the Sacristy. Do not do this while walking to or from the Sacristy.
 - Leave the empty Chalices on the counter and return to your place in the assembly.
 -

AFTER MASS

- **The Sacristan should make sure a Priest, Deacon, or Acolyte is present to purify the vessels.**
 - Return your EMHC pendant to the Ministry Sacristy.
 -

ASH WEDNESDAY

- **You may be asked to assist with the distribution of ashes on Ash Wednesday.**
 - If you are signed up to assist in one of the Ash Wednesday services, you should check in at the Ministry Sacristy and determine from the Sacristan, where you will be located to distribute the ashes and what script you will use: *"Turn away from sin and be faithful to the gospel", or "Remember, you are dust and to dust you will return."*
- **You mark each person's forehead with the sign of the cross with your thumb while saying one of the scripts.**

SCHEDULING – MINISTRY SCHEDULER PRO

▪ What is Ministry Scheduler Pro?

- Ministry Scheduler Pro is the program used to create our Liturgical Minister Schedule. The program allows us to take into consideration every liturgical minister's preferences when scheduling as well as maintain an accurate database of all out ministers.

▪ How do I obtain a profile?

- When you have completed training for your liturgical ministry, the office staff will enter your information into Ministry Scheduler Pro and you can create your profile online.

<https://secure.rotundasoftware.com/l/web-terminal/login/stmaximilian>

▪ Why do I have a profile?

- Your online profile allows you to regularly update you contact information, preferences, and availability. By accessing your online profile you can also view the current Liturgical Minister Schedule and request replacements for masses in which you are scheduled but unable to serve.

▪ Having trouble accessing your profile?

- Contact the Dana Henkel by calling the parish office [281] 955-7324 x117 or e-mail: danah@stmaximilian.org to obtain your username and password.

▪ Unable to serve?

- If you are unable to serve when scheduled, it is important you find a replacement in a timely manner. **This should be done a week in advance!** Finding a replacement can easily be done through our Ministry Scheduler Pro website or phone app. Log into your account and click "My Schedules." Next to the date you are scheduled to serve click "Request Sub."
- You may also look under the "Roster" tab to obtain names and phone numbers of fellow members and call them directly.

▪ If you need to find a replacement, with less than a week until the scheduled liturgy, please use the phone number directory available through the website. It is the responsibility of the Liturgical Minister to find a replacement.

- A Liturgical Minister may perform only one liturgical ministry at a time, thus if you are performing the function of Extraordinary Minister, you may not also perform the function of Lector at the same Mass.
- Mass Captains will notify the Liturgy Director of EMHC's who are habitually absent. The Liturgy Director will contact these ministers and either rearrange their schedule or make them inactive, as appropriate.

QUESTIONS?

Contact the Parish Office:

Dana Henkel, Parish Stewardship Director

(281) 955-7324 x117

danah@stmaximilian.org

DEFINITIONS

AMBO

Elevated pulpit with a flight of stairs on each side, from which the Epistles and Gospels were read and sermons preached in the early Church. Later two ambos were used, one for the Epistle reading, the other on the right side of the altar for the Gospel. Generally, now, one ambo or lectern suffices for the entire Liturgy of the Word.

BURSE

The leather case containing the pyx, in which the Holy Eucharist is brought to the sick, is called a burse. It is also the name for an endowment or foundation fund especially for scholarships for candidates for the priesthood.

CHALICE

The cup-shaped vessel or goblet used at Mass to contain the Precious Blood.

For centuries it was made of precious material; if it was not of gold, the interior of the cup was gold-plated. A chalice is consecrated with holy chrism by a bishop.

CIBORIUM

A covered container used to hold the consecrated small Hosts. It is similar to a chalice but covered and larger, used for small Communion hosts of the faithful.

CORPORAL

A square white linen cloth on which the Host and Chalice are placed during Mass. When not in use it may be kept in a burse. It is also used under the monstrance at Benediction or under the Blessed Sacrament at any time.

CREDENCE

A small table or shelf in the wall at one side of the altar. On it are usually placed the cruets, basin, and finger towel. The chalice, paten, corporal, and veil used in the Mass may also be placed there until the Offertory of the Mass.

CRUET

One of two small bottles or vessels to contain the water and wine used at the Consecration of the Mass. They are presented as offerings of the faithful at the Offertory. The cruets are also used for a priest's ablution after the Offertory and the ablution of the chalice after Communion.

HOST

A victim of sacrifice, and therefore the consecrated Bread of the Eucharist considered as the sacrifice of the Body of Christ. The word is also used of the round wafers used for consecration.

INTINCTION

The Eucharistic practice of partly dipping the consecrated bread, or host, into the consecrated wine before consumption by the communicant.

NARTHEX

The portico of an ancient church. A vestibule leading to the nave of a church.

PATEN

A saucer like dish of the same material as the chalice--gold-plated and consecrated by a bishop or his delegate with holy chrism. It must be large enough to cover the chalice. On it rests the bread to be consecrated, and later on the Sacred Host.

PISCINA

An excavation or basin, provided with a drain directly to the earth, for the disposal of water that has been used for some sacred purpose and is no longer needed. The name is also given to the baptismal font or cistern. A sacrarium, synonymous with piscina, receives the water from the washing of the sacred 14 vessels and linens. It is generally located in the sacristy of a church.

PURIFICATOR

A small piece of white linen, marked with a cross in the center, used by the priest in the celebration of Mass. It is folded in three layers and used by the priest to purify his fingers and the chalice and paten after Holy Communion.

PYX

Any metal box or vessel in which the Blessed Sacrament is kept or carried. The term is more aptly applied to the small round metal case (usually gold-plated) used to carry a few hosts on visitation to the sick but the larger ciborium is also called a pyx.

SACRISTY

A room attached to a church, usually near the altar, where the clergy vest for ecclesiastical functions. The sacristy affords storage for sacred vessels, vestments, and other articles needed for liturgical use. The sacrarium is usually located there. (Etym. Latin sacristia, from sacrum, holy, sacred.)

SACRARIUM. See PISCINA.

TABERNACLE

A cupboard or boxlike receptacle for the exclusive reservation of the Blessed Sacrament. In early Christian times the sacred species was reserved in the home because of possible persecution. Later, dove shaped tabernacles were suspended by chains before the altar. Nowadays tabernacles may be round or rectangular and made of wood, stone, or metal. They are covered with a veil and lined with precious metal or silk, with a corporal beneath the ciboria or other sacred vessels. According to the directive of the Holy See, since the Second Vatican Council, tabernacles are always solid and inviolable and located in the middle of the main altar or on a side altar, but always in a truly prominent place.

Various resources on the Eucharist available from the United States Catholic Conference of Bishops (USCCB)

www.usccb.org/liturgy/documents.shtml Bishops Committee on Liturgy Newsletter – September 2004

<http://www.usccb.org/liturgy/innews/0904.shtml> Extraordinary Ministers of Holy Communion <http://www.usccb.org/romanmissal/resources-guides4.shtml> General Instruction of the Roman Missal 2007 <http://usccb.org/liturgy/current/revmissalisromanien.shtml> Norms for Holy Communion under Both Kinds <http://www.usccb.org/liturgy/current/norms.shtml> <http://www.usccb.org/liturgy/documents/menu.shtml> Catechism of the Catholic Church 1997 <http://www.usccb.org/catechism/text/> Constitution on the Sacred Liturgy (Sacrosanctum Concilium) from Vatican Council II http://www.vatican.va/archieve/hist_councils/ii_vatican_council/documents/vatii_const_19631204_sacrosanctum-concilium_en.html Immensae Caritatis – On Facilitating Reception of communion in Certain Circumstances Books available from the United States Conference of Catholic Bishops 1-800-235-8722 • Catechism of the Catholic Church, 1997 • Documents of Vatican Council II • General Introduction to the Roman Missal, 2007 • Norms for the Distribution and Reception of Holy Communion under Both Kinds in the Dioceses of the United States, 2002 Available from Liturgy Training Publications 1-800-933-1800

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*