

Mary, Mother of God Church

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Parish & Diocesan Policy For Extraordinary Ministers of Holy Communion

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1. Introduction

This document has been prepared for Extraordinary Ministers of Holy Communion serving at Mary, Mother of God Parish in Hillsborough, New Jersey. It is our hope that this document will provide each Extraordinary Minister of Holy Communion with the information they need to serve in this capacity with confidence. Updates to this document and other information is available online at the Mary, Mother of God Ministry Website at: <http://www.rotundasoftware.com/ministry/mmog?user=mmog>

This is an awesome ministry in that we come in contact with the Most Blessed Sacrament as we serve others. It is an honor to serve in this ministry and we must respond that way. Like Mary, may we respond to His call of service as we recall her fiat...

“Behold, I am the handmaid of the Lord.
May it be done to me according to your word.”
Lk 1:38

As an Extraordinary Minister of Holy Communion, you are an example to others. Parishioners look at you to see how you present yourself. This is both in and out of church. It is especially important to set a good example of honor and respect whenever you are in the presence of the Blessed Sacrament. In the presence of the Blessed Sacrament you refrain from unnecessary talking or joking. Genuflect as you pass the Tabernacle, and before you enter your pew. Your reverence, love and respect should be obvious, and it will be a light to others.

As an Extraordinary Minister of Holy Communion, you should have a deep respect and understanding of the substantial, true presence of God in the Most Blessed Sacrament of the Altar. You are encouraged to spend time in Adoration. Our church has Exposition of the Blessed Sacrament for Eucharistic Adoration in the chapel from Friday morning after the 8:30 a.m. Mass until 10:00 a.m. Sunday morning.

Ordinary Ministers of Holy Communion are those who have received the sacrament of Holy Orders, i.e. our Priests and Deacons. The term Extraordinary Minister of Holy Communion means that we are **extra** ministers to the Ordinary Ministers, servicing only if there is a need. An Extraordinary Minister of Holy Communion should **never** take the place of an Ordinary Minister, unless there is a reason (i.e. an Ordinary Minister is ill).

There may be times when an unexpected Deacon or Priest is present at a Mass we are serving at, and since they are Ordinary Ministers, an Extraordinary Minister of Holy Communion may need to step down.

During Christmas and Easter, we may be called to serve in the gymnasium. Remember, Jesus' humble entrance into the world as He was laid in a manger. The surroundings are not what is important. Jesus in the Eucharist is what is important. Be humble as Jesus was humble, serve as Jesus served.

There is a story told about an elderly woman who lived at the bottom of a steep hill. The Church she attended was at the top of the hill. Every morning she would walk up the steep hill to attend Mass. Across the street from her lived an atheist who thought her daily journey was ridiculous. One cold, icy day as he returned home from an all-night party in the early morning he joked that at least that day she would not be climbing up that hill. Much to his amazement, as he approached his home, he saw her negotiating the steep hill on her hands and knees. He was extremely affected by this. The next day he went up that hill to speak to the Pastor. He wanted to know what it was that he had in that Church that would make an elderly lady climb an icy hill on her hands and knees. He then learned about God in the Eucharist and eventually converted.

We pray that as Extraordinary Minister of Holy Communion, we develop a deep level of devotion and desire for Jesus in the Eucharist and the Word. That is what we should all be striving for. We pray that others will see that devotion in us and it will bring about great conversions in our parish. May God bless each of us abundantly.

Amen

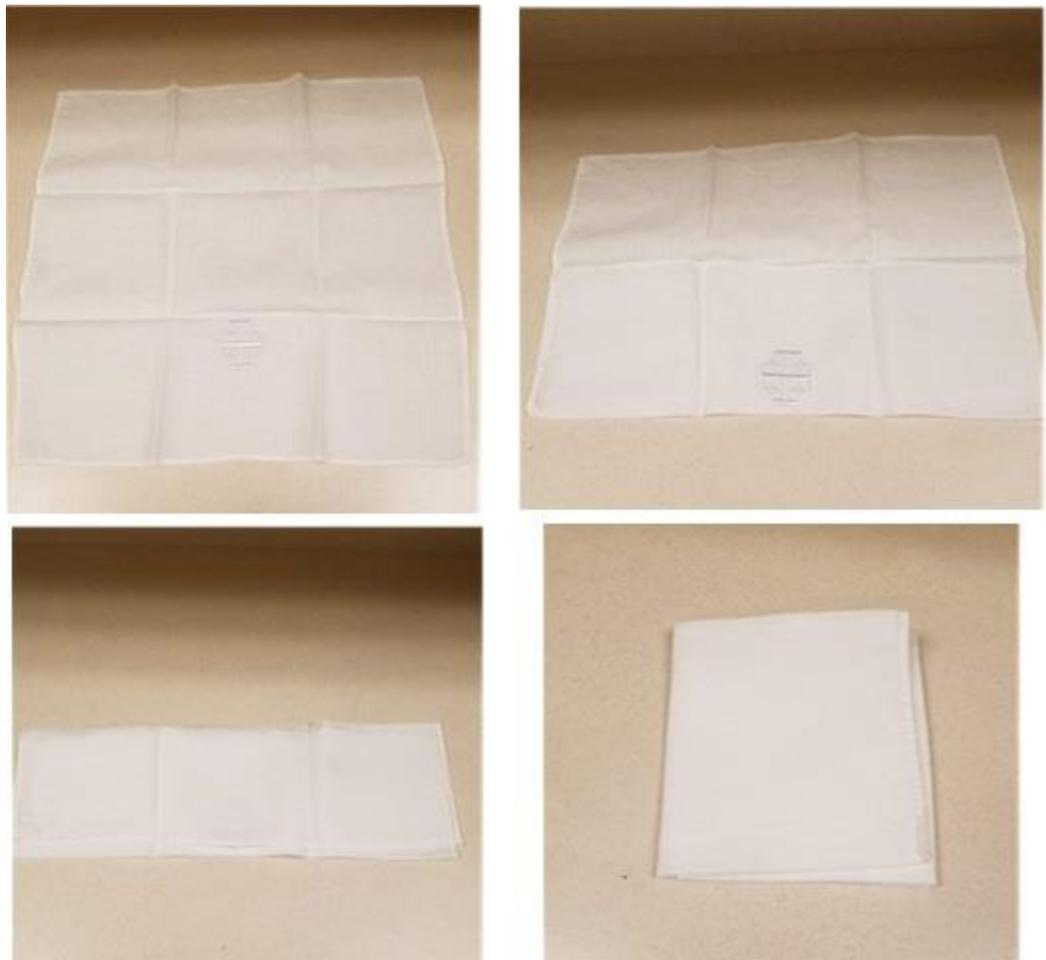
2. Terminology

➤ The Eucharist

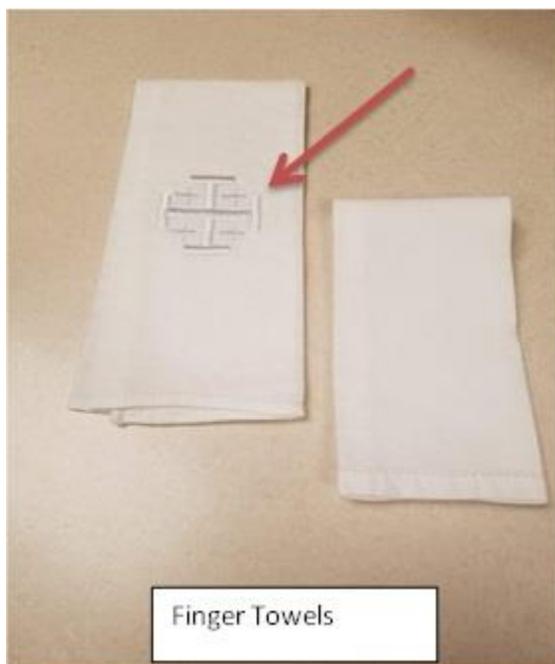
- ✓ The word **Eucharist** means thanksgiving. It is the name given to the **Blessed Sacrament**. It also describes the liturgical rite which brings us to the Table of the Lord, the **Liturgy of the Eucharist**. We experience the Eucharist during Mass as both Sacrifice and Sacrament. During the **Sacrifice of the Mass**, bread and wine become the Body and Blood of Christ. Then we receive the Eucharistic Jesus in the **Sacrament of Holy Communion**.
 - ✓ **The Eucharist** refers to both the **Body of Christ** (consecrated bread) and the **Blood of Christ** (consecrated wine), both of which are fully the actual Body, Blood, Soul and Divinity of our Lord Jesus Christ. We believe that Jesus Christ is **truly substantially present** under the appearance of bread and wine.
 - ✓ During the **Liturgy of the Eucharist**, we witness the **words of institution** and the **consecration**, which is when the Priest speaks the words of Jesus and by the Power of the Holy Spirit, the bread and wine become the Body and Blood of Jesus. This change is called **transubstantiation**, the substance of bread and wine transform into the Body and Blood of Our Lord. The bread and wine are now **consecrated**.
 - ✓ Any vessels that held the Body or Blood of Christ must be **purified** after being used. This is a special way of cleaning the vessels so as not to treat any particles of the Lord left in the vessels with disrespect. Vessels with particles of Host or any Precious Blood should be purified before they are put away.
 - ✓ The bread and wine that we have in the sacristy is **unconsecrated**. Unconsecrated hosts are **never** to be placed in a Tabernacle. The Tabernacle is used to hold consecrated Hosts in reserve, and consecrated and unconsecrated hosts should **never** be mixed.
 - ✓ **Exposition of the Blessed Sacrament** - The Eucharist is exposed so that it may be adored. During Exposition there is often a rite called **Benediction** that takes place, which consists of the singing of certain hymns, prayers and a Eucharistic blessing. Exposition of the Blessed Sacrament in our church starts after morning Mass on Friday and concludes at 10:00 a.m. on Sunday. When Exposition of the Blessed Sacrament is taking place, there is someone present with the Lord at all times.
 - ✓ The **monstrance** is the vessel used to display the exposed Eucharist. It comes from the word: **monstrar** which means to show.
 - ✓ The **lunette** is a glass holder that holds the actual Host, the **Body of Christ**. The lunette is slid into the monstrance by a Deacon or Priest at the start of exposition.
- **The linens used during Mass.** They are found in the top drawer of the chest of drawers in the working/lower sacristy. There are also some (for emergency purposes) located in the credence table behind the Altar:
- ✓ The **pall** is a stiffened square card covered with linen, usually embroidered with a cross, or some other appropriate symbol. It is used to cover the chalice and protect the Precious Blood.
 - ✓ The **corporal** is a square cloth, with a cross towards the bottom. It is folded in thirds, and thirds again, so that when unfolded you will see 9 sections. Vessels that contain unconsecrated hosts and wine to be consecrated during Mass should be touching a portion of the corporal during the consecration. If a vessel is not touching a corporal, it does not mean that the bread or wine are not consecrated – all vessels that contain bread or wine that the Priest intends to consecrate for that Mass are consecrated. Also good to note, items that the Priest does not intend to consecrate, are not consecrated – i.e. if the flagon is inadvertently left on the Altar, the wine in it is still wine.

When folding a corporal, place it in front of you seam side down, cross towards you. Fold the bottom a third way up. Fold top a third way down. Fold right a third way over. Fold left a third way over. When placing this on the Chalice, place it just as you folded it, on top of the pall, with the cross of the Chalice facing you.

Folding a Corporal →



- ✓ The **purificator** is a rectangle. It has a cross in the center of it. It is folded in thirds lengthwise, then in half. It is used when distributing the Precious Blood and when purifying vessels. Once folded the cross is located at the fold.
- ✓ The **finger towel** is usually smaller than a purificator and typically has no cross on it or the cross is towards the bottom of the towel. It is folded in thirds lengthwise, then in half. After folding, if it has a cross, it is in the center of the folded towel. It is used to dry hands.



- **The vessels used during Mass.** All the vessels are in the safe in the working/lower sacristy unless otherwise noted.
 - ✓ The **chalice**, the first among Sacred Vessels, is the communion cup used by the Priest to consecrate the wine during Mass. The chalices are located in the safe.
 - ✓ The **paten** is a small round plate used to hold the large Host to be consecrated during Mass. Each chalice in the safe has a paten on top of it.
 - ✓ The **cruets** are small glass pitchers used to hold water and wine. There are usually wine and water cruets in the refrigerator. Extra cruets are located in the cupboard above the small refrigerator.
 - ✓ A **ciborium** is the vessel used to distribute consecrated Hosts during Communion. They are located in the safe. Most ciboria are rather large bowls with a lid. Some, however, look like a chalice with a lid (chalices do not have lids).
 - ✓ A **pyx** is a small metal vessel with an attached lid used to transport Holy Communion to the sick and homebound. The pyxes are located in the drawer to the right of the sink. It is also the name of the vessel used to hold the lunette containing the Host used during Eucharistic Adoration.
 - ✓ A **burse** is a small fabric or leather pouch used to hold a pyx for protection.
 - ✓ The **flagon** is used to hold large quantities of wine which will be consecrated during Mass. There are both metal and glass flagons located in the upper cupboard to the left of the sink. The glass flagons are only used on special occasions.
 - ✓ The **communion cups** used to distribute the Precious Blood to the congregation are located in the safe.
 - ✓ The **ablution cup**, a small dish with a lid containing water, it is used to rinse fingers after distribution of Holy Communion. It is kept next to the Tabernacle, along with a finger towel.
 - ✓ A **lavabo bowl** (finger bowl) is a dish or bowl that is used to collect water when the Priest's hands are washed during Mass. We use a glass dish. They are located in the cabinet above the small refrigerator.
- **Roles**
 - ✓ **Ordinary Minister** of the Eucharist is a Bishop, Priest or Deacon.
 - ✓ **Extraordinary Minister of the Eucharist** is an extra lay person that will serve in addition to the Ordinary Ministers of the Eucharist, if there is a need.
 - ✓ The **Sacristan** is the person whose responsibility it is to setup for the Mass and to clean up after it is over.
 - ✓ The **Sign-In Coordinator** is responsible for making sure we have enough Extraordinary Ministers, Readers and Altar Servers for the Mass or Service.
- **The Church**
 - ✓ The **narthex** - The gathering space as you enter the church building.
 - ✓ The **nave** - the main part of the church where the congregation sits.
 - ✓ The **sanctuary** is the area in the front of the nave up the steps. It is where the Altar is located, as well as the Tabernacle, the presider's and other chairs, the ambo, lectern and credence table.
 - ✓ The **Tabernacle** is a metal case used to hold consecrated Hosts that were not consumed during Mass. It is directly behind the Altar. The keys to the Tabernacles are located in the safe, except on Sunday when the chapel key is hung on the right side of the cabinet to the right of the sink so that ministers bringing back their pyxes after visiting the sick can return remaining Hosts to a ciborium in the Tabernacle. An ablution cup with a finger towel should be next to the Tabernacle.
 - ✓ The **sanctuary candle** – this candle is lit whenever Jesus is present in the Tabernacle. It is mounted on the wall near the Tabernacle.
 - ✓ The **ambo** is where the Liturgy of the Word is proclaimed.
 - ✓ The **Altar** is where the Mass is celebrated.
 - ✓ The **lectern** by the choir is used for announcements and by the music ministry.
 - ✓ The **credence table** is the small table located in an alcove behind the Tabernacle. It is used to hold any items used during Mass. There is a drawer in the credence table that should contain a lighter and extra linens. Additional items are put on the credence table for use during Mass.
 - ✓ The **offertory table** or gift table is the small table at the back of the nave which is where we place the gifts to be brought down during Mass.

➤ **The Sacristy**

- ✓ The **sacristy** is a room where the vestments, church furnishings, sacred vessels, linens, and other treasures are kept. It is where the clergy meet and vest, where the sacristan prepares for Mass and where vessels are purified, if not purified during Mass. We have two sacristies – the vesting or upper sacristy which is located in the Narthex area – it is where the Priests and Deacons vest, and the working or lower sacristy which is located behind the sanctuary – it is where items used during Mass are located. It is where the sacristan would go to setup for Mass.
- ✓ The **sacrarium** is a sink that drains into the ground. The sacrarium is used to take care of any Hosts or any Precious Blood that is not consumable for some reason (i.e. it was spit up, or if the Precious Blood spilled on the floor). Each sacristy contains a sacrarium which is marked. It is the right sink in both sacristies.

➤ **The Chapel**

The **chapel** is smaller than the main church; it has an Altar, Tabernacle, sanctuary candle, and ambo. It is used to celebrate daily Mass, for Exposition of the Blessed Sacrament, and for other smaller gatherings. Adoration of the Blessed Sacrament starts after the Friday 8:30 a.m. Mass and continues until 10:00 a.m. on Sunday. On Sundays, Extraordinary Ministers of Holy Communion who brought Holy Communion to the sick return any extra Hosts to the chapel Tabernacle if Mass is in progress in the main church and then purify their pyx in the working/lower sacristy. The key to the chapel Tabernacle is hung on the right side of the cupboard to the right of the sink in the working/lower sacristy on Sundays, otherwise it is kept in the safe. The outside entrance to the chapel is located to the right of the rectory. The working/lower sacristy is down the half flight of stairs in the hall, just inside the doors to the nave.

3. **Scheduling**

- Each Extraordinary Minister of Holy Communion is responsible for viewing the schedule online. Links to the quarterly schedule, roster information and next quarter sign-ups are available at the ministry website:
<https://secure.ministryschedulerpro.com/webterminal/login.php?user=mmog>.
- This site is password protected since it contains phone number information. There are links to printable copies of the schedule and roster at the website. A non-password protected schedule is also accessible from the Mary, Mother of God Website.
- Each Extraordinary Minister of Holy Communion is responsible for finding their own replacement if unable to attend an assigned Mass.
- By logging into the website and following the instructions in the tabs of the website, you can submit changes to the information that is on file for you, sign up for Holy Days, or enter information about travel plans or other events that would cause you to be unavailable to serve. You are strongly encouraged to sign up for Holy Day Masses so as to ease the burden of the person doing the schedule. If you do not sign up, especially for Christmas and Easter, it **does not** mean you will not be assigned, instead it indicates that you have no preference about that Holy Day.
- Most of the Extraordinary Ministers of Holy Communion serving at the 9:00 a.m. Mass will be bringing Holy Communion to the sick. This is a serious assignment that takes extra time and is not easy to fill “on the spot”. It is extremely important to make sure you find a replacement if you cannot make one of these assignments.
- Sacristans should arrive 25-30 minutes prior to their assigned Mass or service.
- Sign-In Coordinators should arrive 15-20 minutes prior to their assigned Mass or service.
- All other ministers should arrive no later than 10 minutes prior to their assigned Mass or service.
- A replacement should be found from the congregation for any minister not present 5 minutes prior to Mass. Do not expect to serve if you arrive late.

4. Dress

- Always dress in appropriate Sunday attire, even if not scheduled to serve. You never know if you may be needed.
- No shorts, short skirts or dresses, jeans, gym sneakers, beach type sandals, low cut or sleeveless tops, spandex, tight or form fitting coverings, T-shirts, etc.
- When fellow parishioners look at you, your attire and attitude should not cause them to be distracted from Jesus.
- If you are serving during daily Mass, your attire may be more casual.

5. Arrival

- If you are not scheduled for the Mass you are attending, stop and check to see if help is needed.
- If you are the sacristan, be there 25-30 minutes prior to Mass.
- If you are the sign-in coordinator, be there 15-20 minutes prior to Mass.
- All other Extraordinary Ministers of Holy Communion that are serving should be there 10-15 minutes prior to Mass.
- You should sign in on the schedule sheet in the sign-in area, initial the position you intend to distribute Holy Communion from. This way it is quick and easy to find out if anyone is missing. The sign-in area is down the hall, the third door on the left, marked office. Do not stand or chat in the vesting /upper sacristy as the Priests and Deacons need time to prepare for Mass.
- If you are the sacristan, instructions can be found in the cabinet above the refrigerator in the working/lower sacristy. The instructions are also available for review on the Mary, Mother of God Website.
- If you are not sacristan, but the assigned sacristan has not yet arrived, you should start setting up regardless. The assigned sacristan can take over for you when they arrive. If the assigned sacristan prefers help, it is fine to assist.

6. Sacristan

- The sacristan should have information to unlock the safe to retrieve vessels needed for the Mass. The information is sent to all sacristans and is also visible on the Home tab in the “For EMs” Section of the Ministry Website if you are a sacristan.
- **Setup hosts for consecration.** First, check the Tabernacle to see how many ciboria are in there and how full they are. If it is locked and the key is not in the lock, you will need to get the key from the working/lower sacristy. The key will be in the safe, hanging on the right side. **Make sure the key stays in the Tabernacle for use during Mass!** If the Priest is available, let him know the status of the ciboria in the Tabernacle, and how many ministers will be distributing the Host. Prepare ciboria with hosts to be consecrated according to the information below and make sure they are placed on the offertory table at the back of the nave.
- ✓ Number of ciboria needed at Sunday Mass:
 - For the 6:30 p.m. Vigil Mass: a total of 2 should be enough
 - For the 7:30 a.m. Mass: a total of 3 should be enough
 - For all other Masses: a total of 5 should be enough
 - Check the setup sheet in the working/lower sacristy for any changes. The latest copy of the EM Instructions can be found in the cupboard above the refrigerator.
 - The Priest for that Mass or the Deacon may suggest a different number if the Mass is unusually crowded or sparse – this may happen on Holy Days or special occasions
- ✓ It is **not desirable** to have a large number of Hosts left after Mass, only enough to bring to the sick and nursing homes.

- ✓ If some ciboria in the Tabernacle are nearly empty, you may combine them with another ciborium. Do not do this unnecessarily, only at Father's direction.
 - Any ciboria that were emptied should be purified. Procedures are found section 11 of this document. An Ordinary Minister of Holy Communion should do this if possible.
 - Counting the number of ciboria in the Tabernacle (consecrated), make up the difference for the ciboria needed for the Mass by filling empty ciboria with unconsecrated hosts, placing these on the small offertory table at the back of the nave. If the ciboria in the Tabernacle are very full, then you may fill the remaining ciboria with just a few hosts for consecration and place them on the offertory table, or place empty ciboria on the credence table as needed. You should ask the Priest how he would like this to be handled.
 - Empty ciboria may be found in the safe.
 - Unconsecrated hosts may be found in the larger metal container on the counter by the sacarium. If the container is empty, there are boxes of hosts in the second drawer of the chest of drawers.
 - Unconsecrated hosts **never never never** get put into the Tabernacle.
- **There should be a finger towel next to the ablution cup by the Tabernacle for washing fingers.**
- **There should be a glass dish for hand washing, a finger towel, and one cruet full of water on the credence table to be used during Mass.**
 - ✓ The dish for hand washing may be found in the cupboard above the refrigerator.
 - ✓ The cruets should be in the refrigerator, if not they will be in the cupboard above the refrigerator.
 - ✓ The water comes from bottled water in the refrigerator. Extra bottled water can be found in the third cabinet over from under the refrigerator.
- **Fill the flagon or a cruet with enough wine for the Priest's chalice and the number of cups that will be used to distribute the Precious Blood and place it on the offertory table.**
 - ✓ You may fill the flagon or cruet from the open bottle of wine in the refrigerator. There should always be a second bottle in there as well. New bottles may be found in wine boxes either in the second cabinet to the right under the refrigerator or in the closet. Empty bottles should be returned to the box upside down.
 - ✓ A full cruet of wine is the correct amount for Mass.
 - ✓ The flagon or wine cruet is brought down with the gifts, so it should be placed on the offertory table.
 - ✓ The flagon is located in the cupboard to the left of the sink. If using a wine cruet, it should already be in the refrigerator, but if not, cruets can be found in the cupboard above the refrigerator.
- **There should be 5 or 6 consecrated gluten-free Hosts in both the church and chapel Tabernacles.** They are kept in a special ciborium in each Tabernacle. If we are running low, some should be consecrated during Mass. There should be an extra special ciborium in the pyx drawer for use to consecrate extra gluten-free hosts during Mass, and this ciborium should be placed on the offertory table to be brought down with the gifts. After Mass, the consecrated gluten-free Hosts should be combined into one of the special ciborium and the now empty second ciborium should be purified.

Unconsecrated gluten-free hosts can be found in the second drawer in the working/lower sacristy and in the cupboard to the right of the sink in the vesting/upper sacristy. Each gluten-free Host **must** be kept separate from non-gluten-free Hosts. Wash your hands before handling the gluten-free hosts. Use one of the special ciboria that we have for this purpose.



Parishioners will request gluten-free Hosts if needed so we can make sure there are enough consecrated. Parishioners wanting to receive a gluten-free Host should receive it from Father.

- **The communion cups to be used for distribution of the Precious Blood should be placed on the credence table along with one purificator for each communion cup.**
 - ✓ The communion cups are located in the safe.
 - ✓ You may use a tray for the communion cups which is located on the counter to the right of the sink, however it is not required.
 - ✓ The tray should be covered with a corporal and the communion cups placed on top of the corporal. If a tray is not used, a corporal may be placed on the credence table. The corporal is used in the event that unpurified ciboria or communion cups are placed on the credence table.
 - ✓ The purificators are located in the top drawer of the chest of drawers.
- **Setup the chalice and place it on the credence table:**
 - ✓ The Priest may have a preferred chalice. There is a schedule in the sacristy that shows which Priest is celebrating each Mass.

✓ Fr. John:



✓ Fr. Alex:



or

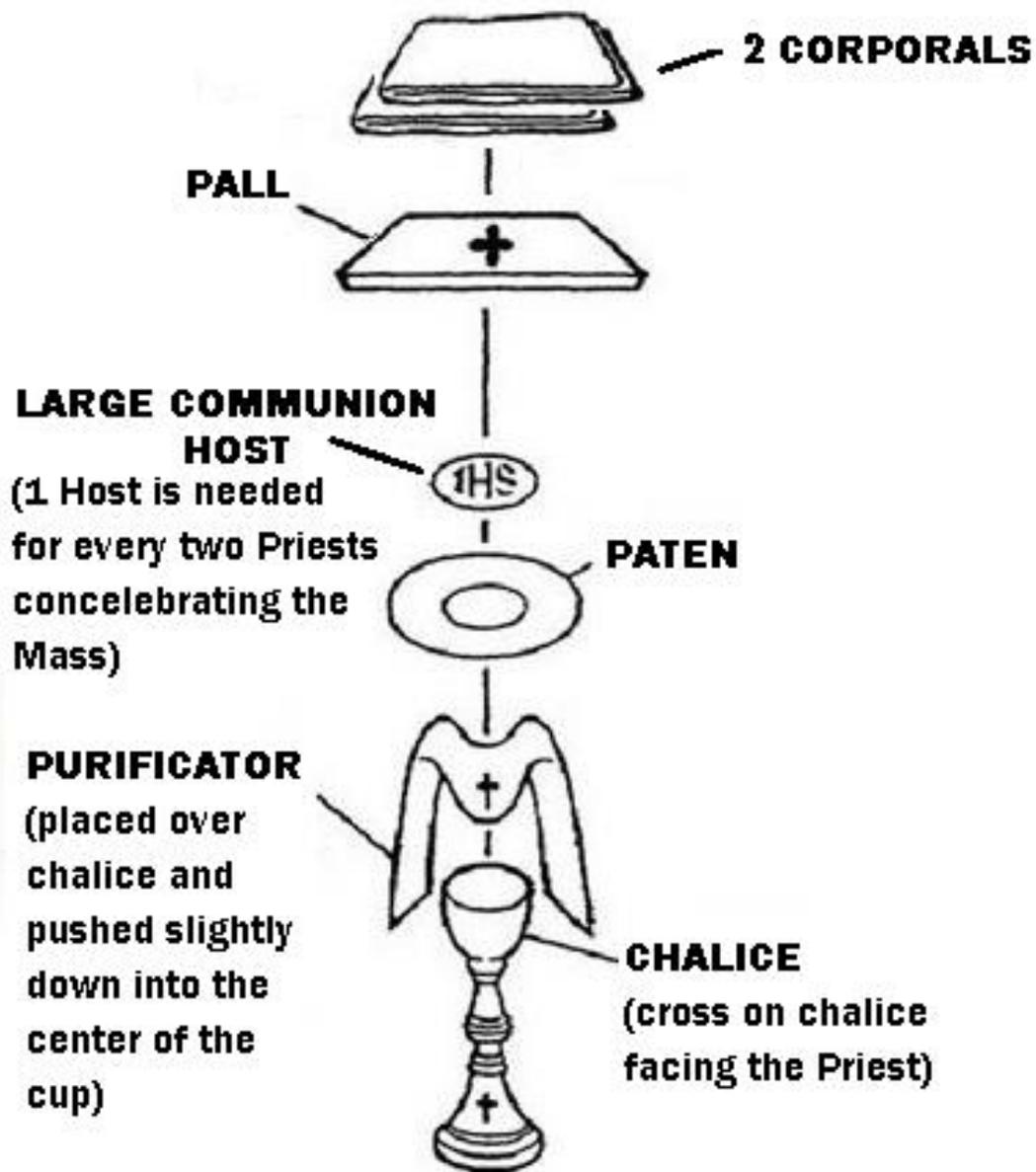


✓ Fr. Sean



- ✓ We place 2 corporals on top. It is up to the Priest or Deacon to decide how many to use. It depends on how many vessels are needed during the consecration.
- ✓ The large communion host is found in a metal container on the counter by the sacarium.
- ✓ If using a tray, the setup chalice may go on the tray with the communion cups

Chalice Setup



- **Just before Mass starts, make sure the candles are all lit.** Candles are located on either side of the Tabernacle, the ambo and the Altar. If needed, a lighter may be found in the credence table drawer.
- **9:00 a.m. Mass only - make sure the pyxes are on a corporal covered tray on the offertory table**
 - ✓ The pyxes should be placed **closed but not latched**, on a **corporal** that has been placed on the small round tray.
 - ✓ The tray should be located on the counter to the right of the sink.
 - ✓ The pyxes are in the drawer to the right of the sink.
 - ✓ The pyxes should be filled with unconsecrated hosts, to be consecrated during Mass.
 - ✓ The number of hosts to put in each pyx is based on the sheet in the pyx drawer.
 - Nursing home pyxes:
 - o The largest pyx is used for Foothills and the next smaller size is used for Brookdale/All American.
 - Pyxes for the homebound:
 - o There are two homebound routes. A pyx should be chosen based on the number of hosts needed for each route. Sometimes an Extraordinary Minister of Holy Communion may prefer to use their own pyx.

7. Sign-In Coordinator

- The Sign-In Coordinator is responsible for ensuring there are enough ministers to serve at a given Mass or Service.
- Check the schedule to see how many Extraordinary Ministers, Readers and Altar Servers were assigned for the Mass or Service.
- If not enough ministers show up for each position, do not worry that you do not know all the Extraordinary Ministers, Readers or Altar Servers to find replacements. Your responsibility is simply to be aware if there are any ministers missing and to ask everyone present to help in finding ministers to fill those positions if needed.
- ✓ Ministers that are not serving are supposed to check in with the sign-in coordinator to see if they might be needed. They should let you know where they will be in the event you need to ask them to step in.
- For Extraordinary Ministers, you should make sure the number serving matches the number scheduled. It is not preferable to reduce the number of scheduled Extraordinary Ministers. In desperate times depending on the Mass, if not enough Extraordinary Ministers are available, some options might be:
 - ✓ One less Extraordinary Minister distributing the Host on either side if two were scheduled.
 - ✓ If it is a Mass with only one Extraordinary Minister on either side distributing the Host, and two distributing the Precious Blood, you could have one less communion cup, with the remaining minister standing in the center of the step.
- For Readers, you should try to make sure the number matches the number scheduled, however one Reader is sufficient in most cases. It is much harder to choose an additional Reader since Readers must prepare ahead of time to make sure they proclaim the Word correctly. If none of the scheduled Readers show up however, it will be necessary to find someone who is willing to serve with little preparation.
- ✓ Some Readers prepare even if they are not serving and check to see if there is a need prior to the start of Mass.
- For Altar Servers, it is most preferable to have at least two per Mass, but it is possible to get by with one. If no Altar Servers show up, and none can be found from the congregation, there are some adults that are trained to step in.

8. Start of Mass Checklist

for all Extraordinary Ministers of Holy Communion, primarily the Sacristan and Sign-In Coordinator

➤ **The Sacristy – 9:00 a.m. Mass only:**

- ✓ The key to the chapel Tabernacle MUST be moved from the safe to the hook in the cupboard to the right of the sink, so that 9:00 a.m. Extraordinary Ministers of Holy Communion returning from the homebound can access the Tabernacle to return remaining Hosts.

➤ **The Credence Table behind the Altar should contain:**

- ✓ The communion cups and one purificator for each communion cup.
- ✓ There should be a lavabo bowl for the Priest to wash his hands.
- ✓ There should be a finger towel to dry the Priest's hands.
- ✓ ONE cruet of water for purification of vessels and for washing the Priest's hands.
- ✓ The set-up Chalice.

➤ **The Offertory Table should contain:**

- ✓ Any ciboria containing hosts to be consecrated.
- ✓ The flagon or cruet with wine to be consecrated.
- ✓ **9:00 a.m. Mass Only** - The corporal covered tray with the pyxes. The pyxes should be closed but not latched.

➤ **The Sanctuary:**

- ✓ The candles on either side of the Altar should be lit.
- ✓ The candles on either side of the ambo should be lit.
- ✓ The candles on either side of the Tabernacle should be lit.
- ✓ The Tabernacle should have the key.
- ✓ Check the ablution cup by the Tabernacle to make sure it does not need to be cleaned. If it does, pour the water from the ablution cup into the sacrarium, clean, and fill with clean water. Return it to its place by the Tabernacle.
- ✓ A finger towel for the ablution cup.
- ✓ Nothing should be on the Altar, unless Fr. Sean is celebrating Mass, then the Missal should be placed on a book stand on the Altar.

➤ **The Ministers Serving at Mass:**

- ✓ Based on the schedule for the Mass, make sure there are the correct number of Extraordinary Ministers.
- ✓ Based on the schedule for the Mass, make sure there are enough Readers. There must be at least one.
- ✓ Based on the schedule for the Mass, make sure there are enough Altar Servers. There must be at least one.

NOTE: There should be extra finger towels, purificators and corporals in the credence table drawer. If any of these are used before or during Mass, please re-stock after the Mass. It is good to check on this periodically.

9. Mass

➤ Things to do, consider and decide prior to Mass:

- ✓ You should sign in on the sheet in the sign-in area showing which station you will be distributing Holy Communion at. Do this well before Mass begins.
- ✓ At 9:00 a.m. Mass, Extraordinary Ministers of Holy Communion going to the homes and Brookdale/All American should pick up their routes in the sign-in area. Also, gather bulletins while in the sign-in room, they are on the back counter. In the Narthex, gather any other handouts, including the Catholic Spirit if there is a new issue.
- ✓ You should gather outside the vesting/upper sacristy.
- ✓ You should wear one of the chains with a large crucifix hanging to the left, just inside the sacristy door. If you have your own, you may wear that.
- ✓ Based on how many Extraordinary Ministers of Holy Communion are gathered, **start looking for substitutes if anyone is not there at least 5 minutes prior to Mass.**
- ✓ In addition to making sure there are enough Extraordinary Ministers of Holy Communion, make sure there is at least one Reader, and at least one Altar Server. If no Readers or Altar Servers have shown up at least 5 minutes prior to Mass, start looking for backups for them as well.
- ✓ You should not serve at Mass in more than one capacity (i.e. music, reader ...) unless there is a desperate need.
- ✓ If there are Deacons or concelebrating Priests that were not on the schedule, some Extraordinary Ministers of Holy Communion may need to step down. This should be decided prior to the procession. If it is preferred that no one steps down due to heavy attendance, then extra ciboria may be needed.
- ✓ If a Priest is not feeling well, he may prefer to sit down during the distribution of Holy Communion. You should ask if they plan to distribute during Mass, and if not you should pull in another Extraordinary Minister of Holy Communion from the congregation. In this case, if a Deacon is not present, it may also be necessary for an Extraordinary Minister of Holy Communion to be responsible for handing out the vessels.
- ✓ The moments before Mass should be a prayerful time so try to settle everything as early as possible.
- ✓ **There should be no discussion, especially in procession or on the Altar.**
- ✓ Father will lead a prayer prior to processing.

➤ Entrance Procession at the start of Mass:

- Altar Server with the Processional Crucifix
 - Altar Servers (may process with candles)
 - Readers
 - Extraordinary Ministers of Holy Communion
 - Deacon(s)
 - Priest Concelebrants (if present)
 - Priest Celebrant
- ✓ When the procession arrives at the Altar, the Altar Servers go to the steps, bow if not carrying anything, and then enter the sanctuary, place the processional crucifix in its stand and go to their seats.

The Readers and Extraordinary Ministers of Holy Communion should pass the pew closest to the sanctuary, bow, then go to their seat, unless their seat is in the center aisle. If you are seated in the center aisle, then wait off to the side in front of the first pew until Father has kissed the Altar, then go to your pew.

The Deacon(s) and Priest(s) approach the bottom step, bow or genuflect, enter the sanctuary and kiss the Altar.

➤ **Towards the end of the sign of peace:**

All Extraordinary Ministers of Holy Communion should approach the steps before the Altar to form a line, about 2-3 feet (which is the third tile) from the bottom step. All bow together, and then move to the left side of the Altar to go up the side steps into the sanctuary. Extraordinary Ministers of Holy Communion who will be distributing the Precious Blood should wait to go up the side steps last, they should step back to allow all the Extraordinary Ministers of Holy Communion who will be distributing the Host to enter the sanctuary first. This way, the Extraordinary Ministers of Holy Communion who will be distributing the Precious Blood will always be positioned by the ambo. Once in the sanctuary, stand in a line facing the Altar. You should try to be in place prior to the start of the Lamb of God.

➤ **After receiving Holy Communion:**

The Priest and/or Deacon will hand the Extraordinary Ministers of Holy Communion the vessel they will use, either a ciborium or communion cup and purificator.

➤ **After the Priest leaves the Altar:**

Extraordinary Ministers of Holy Communion should go to their station.

✠ **Do Not Cross Through the Sanctuary**

✠ **Do not enter or leave by the front steps, only the side steps (left or right).**

✠ **You may cross to the other side by going behind the credence table.**

➤ **Stations for distribution of the Host and Precious Blood:**

✓ C – Extraordinary Minister of the Cup

If a Deacon is present he is the official Minister of the Cup and will always distribute from the first cup station – If two Deacons are present, they will distribute from both cup stations. At most Masses, the Minister of the Cup will stand on the bottom step at the head of the return aisles.

✓ H – Extraordinary Minister of the Host

Extraordinary Minister of Holy Communion on Host station 1 (H¹) is responsible for first distributing Holy Communion to those in the handicap section.

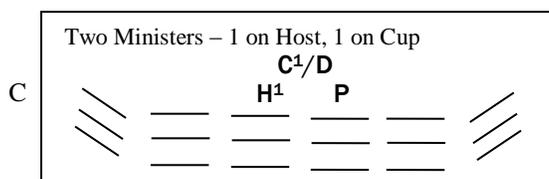
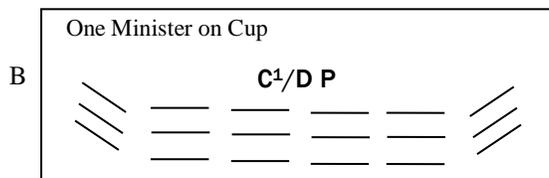
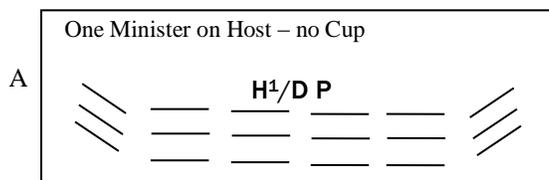
Extraordinary Minister of Holy Communion on Host station 4 (H⁴) is responsible for distributing Holy Communion to the Folk Group or Choir if needed.

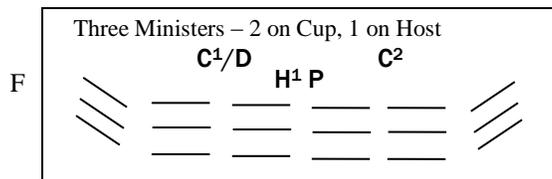
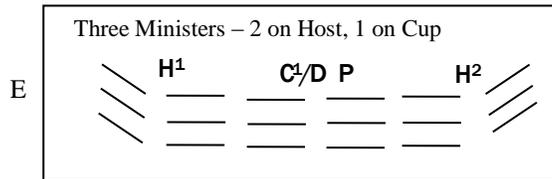
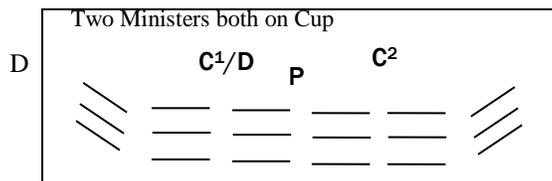
✓ P – Priest

✓ D – Deacon

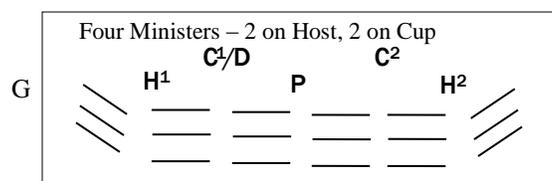
The Deacon is the official Minister of the Cup and should always distribute the Precious Blood if present.

Some sample stations are shown below.

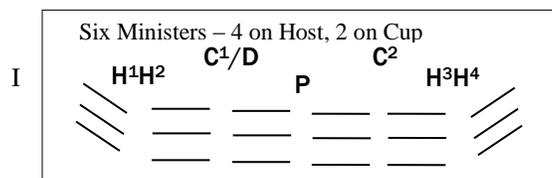
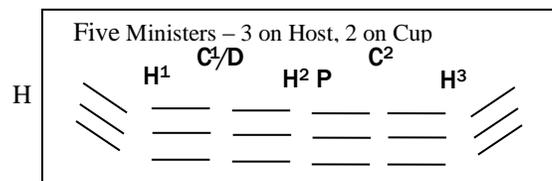




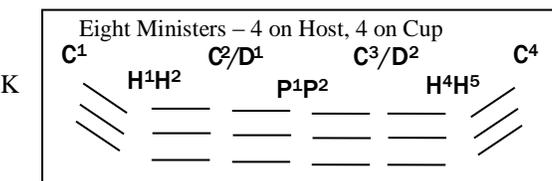
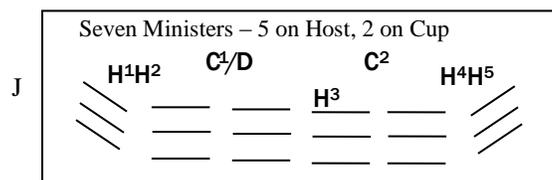
Formation used at the 6:30 p.m. Mass



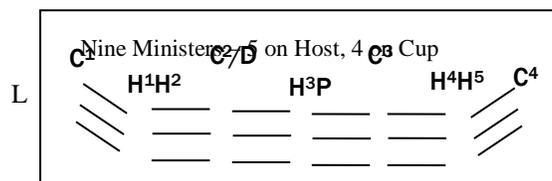
Formation used at the 7:30 a.m. Mass



Formation used at the 5:00 p.m., 9:00 a.m., 10:30 a.m. and 12:00 Noon Masses



Formation used on Holy Thursday



Formations D, F and G are typical for 7:00 a.m. and 12:10 p.m. Holy Days
 Formations G, H and I are typical for 7:00 p.m. Holy Days

- **When distributing the Host, raise the Host and in an audible tone say the words “the Body of Christ”, do not add extra words.** Look to see if the communicant’s hands are out, if so, give them Holy Communion in the hand, otherwise give them Holy Communion in their mouth. If they have their hands crossed in front of their chest and their head is down, this is a sign for a blessing only. You may trace a sign of the cross on their forehead or place your hand on their shoulder and say “May God bless you, Father, Son and Holy Spirit”. Do not make a sign of the cross as the Priest or Deacon would, whatever action you make it should be discreet.
- ✓ If you do not have enough Hosts, you may get some from another Extraordinary Minister of Holy Communion. Hosts may also be broken if there are not enough.
- ✓ If a Host drops:
 - The person that dropped it may pick it up and consume it
 - The Extraordinary Minister of Holy Communion may pick it up, hold it and consume it when done giving out Holy Communion
 - Or the Extraordinary Minister of Holy Communion should pick it up and hold it, then when done, give it to the Priest or Deacon and let him know what happened
 - If it is not consumable, the Host should be placed in the ablution cup by the Tabernacle and poured down the sacrarium after Mass.
- **When distributing the Precious Blood, raise the communion cup and in an audible tone say the words “the Blood of Christ”, do not add extra words.** Hand the communicant the communion cup; when you take the communion cup back, hold it firmly by the stem and wipe inside and outside of the rim where the communicant received, then turn the communion cup a quarter turn.
- ✓ If you do not have enough Precious Blood, you **may not** get more from another communion cup, simply cover the communion cup with your purificator and return the vessel to the Altar. **Do not** push the purificator into the communion cup, just lay it over the top.
- **When your station is done**
 - ✓ First look to see if you may be able to assist elsewhere. There may be a need to bring Holy Communion to parishioners in the back of the Church who cannot approach the Altar. The ushers should direct the Extraordinary Ministers of Holy Communion if this is the case.
 - ✓ After distribution of the Precious Blood, if standing on a step, step down, turn to face the Altar and consume any remaining Precious Blood in the communion cup. If you are not able to consume what is left, make sure to let the Priest or Deacon know when you return the communion cup, but it is best not to distribute the Precious Blood if you are not able to consume what may remain. Cover the communion cup with the purificator, return to the Altar by the side steps and hand the communion cup to the Priest or Deacon. If they are occupied, wait. If they are not present, or if directed to, place the communion cup on the Altar along with the purificator.
 - ✓ After distribution of the Host, return the ciborium to the Altar, it should be handed to the Deacon or Priest if he is able to receive it. Otherwise if no Priest or Deacon is present, or if directed to, you may place it on the Altar.
 - ✓ If you feel you have particles of the Host on your fingers, you may wash your fingers in the ablution cup which is located by the Tabernacle.
- **Leave the sanctuary, Extraordinary Ministers of Holy Communion should not assist at the Altar after the distribution of Holy Communion. **Do not** combine Hosts from one ciborium to another, **do not touch anything on the Altar!****
- ✓ Go down the steps on the left side of the Altar and wait for all other Extraordinary Ministers of Holy Communion to finish. When all Extraordinary Ministers of Holy Communion are done, you should all go to the center aisle, face the Altar (3rd tile back from bottom step), bow to the Altar together, then return to your seat.

- **Dismissal of Extraordinary Ministers of Holy Communion** bringing Communion to those who are unable to attend Mass
 - ✓ Before the final blessing, Extraordinary Ministers of Holy Communion that will be bringing Communion to one or more parishioners who were not able to attend Mass will be asked to approach the Altar. If there is more than one minister, they should approach sanctuary together, bow and stand in the center. The Priest or Deacon will give a blessing and will distribute the pyx(es). Make sure the pyx is securely closed and latched. You **do not** bow to the Altar when leaving the sanctuary since you now have Jesus in your hands. You should **not** have idle talk, you should **not** return to your seat other than to get your belongings quickly. You should leave as quickly as possible to avoid being tempted to get into conversation. You are now on a mission to bring Holy Communion to the sick, and this mission should be handled reverently.
 - ✓ At 9:00 a.m. Mass there are always ministers who will be dismissed for this purpose, however Extraordinary Ministers of Holy Communion may be dismissed to bring Holy Communion to those in need from any Mass. The procedure is the same no matter which Mass the minister is being dismissed from.
 - ✓ No idle talk. You may talk to the people you are bringing Holy Communion to, as this is part of the ministry. Jesus visited the sick too. Just no idle talk to others.
 - ✓ No inappropriate music
 - ✓ No radio or TV
 - ✓ You should be Christ centered
 - ✓ You should bring any handouts, especially the bulletin and any new Catholic Spirit, to the homebound. If going to the nursing homes or Assisted Living Centers, be sure to take a large number of bulletins
- **When Mass is over and the Priest comes down from the Altar, the Extraordinary Ministers of Holy Communion should stand in front of the first pews, bow when the Priest bows and follow out of the Church in procession:**
 - Altar Server with the Processional Crucifix
 - Altar Servers with candles
 - Readers
 - Extraordinary Ministers of Holy Communion
 - Note: If you are serving as sacristan, you may choose not to process out, you may remain behind to begin clean up after the Mass.
 - Deacon(s)
 - Priest Concelebrants (if present)
 - Priest Celebrant
- ✓ If you used one of the crucifixes from the vesting sacristy, do not forget to return it.

10. Sacristan Cleanup After Mass

- After Mass, the sacristan is responsible for making sure that all items used during Mass are returned to the sacristy.
- Check the ablution cup and if needed bring it to the sacristy for cleaning. To clean, empty the water into the sacrarium, not the regular sink. Rinse it in the sacrarium and fill with clean water. Return it to its place by the Tabernacle when done.
- Feel free to begin setting up for the next Mass if there is one immediately following the Mass that just ended.
- Purificators used during Mass should be placed in the white hamper in the working/lower sacristy. Do not close the lid to allow for air circulation. Hang wet linens on the sides.
- The corporals used should only be changed if needed. Shake into the sacrarium prior to reusing them for another Mass and also prior to putting them into the white hamper. Rinse the sacrarium.
- The finger towel should be placed in the white hamper.
- The lavabo bowl should be emptied.
- All purified vessels should be gently washed with clean water in the sacrarium, dried then placed in the safe in their marked locations, unless needed for the next Mass.
- The pall should be placed as is in the top drawer of the chest of drawers, unless needed for the next Mass.
- A clean purificator should be placed between the chalice and paten. The chalice and paten should be placed in the safe, unless needed for the next Mass.
- Trays used during Mass (unless needed for the next Mass) should be placed on the counter to the right of the sink. If it is the last Mass, the corporals may be folded and put back in the top drawer, unless they need to be cleaned.
- After the last Masses on Saturday and Sunday and all Masses on Holy Days, the main church Tabernacle key should be returned to its hook on the right side of the safe. The chapel Tabernacle key should be moved from the cupboard to the right of the sink, back into the safe as well.

11. Purification of Vessels

- **Extraordinary Ministers of Holy Communion should not be purifying vessels, it is the responsibility of an instituted acolyte, Deacon, or Priest.**
- **Ordinary Ministers should purify all vessels if possible.**
- **Only if there is no Ordinary Minister available to purify a vessel, the procedure is as follows:**
 - ✠ When purifying the communion cup first make sure there is no Precious Blood remaining, then pour in some water and swirl gently to rinse any Precious Blood from the sides, and drink the water mixed with the Precious Blood. Repeat as necessary to consume all traces of Precious Blood, and then dry the communion cup with a purificator.
 - ✠ When purifying pyxes and ciboria, pour water into the vessel, swirl, and then consume in the same manner as the communion cup. When done the vessel should be dried with a purificator. If you have a number of vessels to purify, you may pour water in one, swirl the water and pour that water into the next, swirl and so on. You should repeat at least once. You should try to end with the water in a vessel that is easy to drink from. When done, dry all vessels with a purificator.
 - ✠ Under **no circumstances** during purification, should anything consumable be poured down a sacrarium. Only if the Eucharist is spit up or is unconsumable for some other reason, should it be poured down a sacrarium.
 - ✠ Prior to putting away vessels, wash them with clear water, then dry with a purificator.
 - ✠ Put all vessels away when done (see section 2 for locations). When putting a pyx away, leave it open so it can dry thoroughly. Some pyxes have rusted due to them being closed with some residual water in them.

12. Bringing Holy Communion to the Sick

- **The two drawers to the right of the sink in the working/lower sacristy contain:**
 - ✓ The pyxes
 - Use the largest pyx for Foothill Acres Nursing Home unless the assignment will be shared. If shared use the two good sized flatter pyxes.
 - Use the next largest pyx for Brookdale/All American Assisted Living Centers
 - Any of the small pyxes may be used for bringing Holy Communion to the homes, or you may choose to use your own pyx for this
 - ✓ There are burses for the pyxes in the drawers (small pouches, if you would like to use one)
- **There are two homebound routes.** There is one copy of each route in the sign-in area. You do not need to return your copy of the list. The two Extraordinary Ministers of Holy Communion going to the homebound should decide as soon as possible which route each will take, and then determine which pyx has the right number of Hosts for that route.
- **The counter to the right of the sink should have the tray that the pyxes are placed on to be brought down with the gifts.** It **must** have a corporal on it, with the filled pyxes placed on the corporal. The lids should be closed, but do not have to be latched shut. Father will need to open each pyx prior to the consecration.
- **It is helpful to gather bulletins, and any other handouts ahead of time**
- **Before the final blessing, the Priest should call you up, and give you a blessing.** He will hold out the tray and you should take your pyx. You should make sure it is closed and latched. You should leave the Altar and exit the Church immediately. **Do not** bow to the Altar since you now have Jesus in your hands. **Do not** return to your pew except to retrieve your belongings if needed.
- **Prior to leaving the Church building, make sure you have:**
 - your pyx
 - enough bulletins and any other handouts
 - a burse for your pyx if you would like one
 - if you are going to the homes or Assisted Living Centers, you should have the list with names, addresses, phone info, and directions
 - a “Communion to the Sick” guide, if needed. There are copies in the top drawer in the sign-in area.
- **Remember to be reverent since you are holding Jesus** - no idle conversation, no inappropriate music, no radio or tv, no side errands, ...
- **Follow the Communion to the Sick procedure in the next section.**
 - ✓ Feel free to spend time during your visits. You may be one of very few people they have the opportunity to speak with.
 - ✓ Some things to consider when bringing Holy Communion to the Nursing Homes and Assisted Living Centers
 - if there are many rooms to visit, you might consider omitting the optional elements otherwise the visit will run too late and may become disruptive of the home’s schedule.
 - Both Brookdale and All American watch the 10:30 a.m. Streamed Mass
 - Foothills moves residents to the lunch room and it is difficult to distribute Holy Communion there
 - You may also want to omit the optional elements in the memory impaired units
 - If a person is sleeping, you may call to them gently, but do not force them to wake. It may be that they had a difficult night and are just now able to sleep. You may say a prayer for them.
 - If a person is on a feeding tube, or cannot receive for any other reason, you may say a prayer with them.

➤ **Taking care of your pyx when done**

- ✓ You should return remaining Hosts to the Tabernacle
 - Enter the church building by the chapel door.
 - Go down the steps, through the doors to the working/lower sacristy.
 - Get the chapel Tabernacle key from the upper cupboard to the far right of the sink.
 - Go to the chapel, place your pyx on the Altar then open the Tabernacle, genuflect.
 - Empty your Hosts in the ciborium in the Tabernacle.
 - Genuflect, close then lock the Tabernacle.
 - Return to the working/lower sacristy with your empty pyx and the Tabernacle key.
 - Return the Tabernacle key to the upper cupboard to the far right of the sink.
 - Purify the pyx (see section 11), **only if** no Ordinary Minister of Holy Communion is present.
 - Put the pyx into the pyx drawer, **leaving the lid open.**
- ✓ If there are remaining Hosts, but the church is locked:
 - Try to see if you can get into the church by knocking on the door of the rectory.
 - You can call Dorothy DeLuca: 908-625-8776, for help getting access to the church.
 - If you cannot gain access, you should **immediately** consume any remaining Hosts and purify the pyx as described in section 11 as soon as you can get access to water. Try to return the pyx to the church or rectory before the next 9:00 a.m. Mass, however we do have extra pyxes if it is a problem.
- ✓ If the pyx belongs to you and is empty, purify the pyx as described in section 11.

Communion to the Sick Procedure

The basic elements of what to say and do when bringing Holy Communion to the sick (required elements are **bold, underlined, marked (Required) and highlighted in purple**). In those sections an asterisk is next to the minimum required elements containing suggested verbiage:

† **(Required) Opening Prayers**

- ✓ You should open the pyx as you start so that the Blessed Sacrament is exposed during this service.

***All:** *(Making a Sign of the Cross)* In the name of the Father, Son and Holy Spirit

Minister: **The peace of the Lord be with you always**

All: And also with you.

† **(Optional) You may have a penitential rite:**

Minister: **My brothers and sisters, to prepare ourselves for this celebration, let us call to mind our sins.**

- ✓ *You may choose either:*

Minister: **Lord Jesus, You healed the sick, Lord have mercy**

All: Lord have mercy

Minister: **Lord Jesus, You forgave sinners, Christ have mercy**

All: Christ have mercy

Minister: **Lord Jesus, You give us Yourself, to heal us and to bring us strength, Lord have mercy**

All: Lord have mercy

- ✓ **OR** *you may lead in the following prayer:*

I confess to Almighty God, and to you my brothers and sisters, that I have greatly sinned

In my thoughts and in my words. In what I have done and in what I have failed to do.

Through my fault, through my fault, through my most grievous fault.

Therefore, I ask blessed Mary, ever virgin, all the angels and saints, and you my brothers and sisters, to pray for me to the Lord our God. Amen

- ✓ *Conclude the penitential rite with:*

Minister: **May Almighty God have mercy on us, forgive us our sins, and bring us to everlasting life.**

All: Amen

† **(Optional) Liturgy of the Word**

- ✓ *You may use the missalette to read the Gospel reading for the day, a reading of your choice, or the following from Jn 6:51:*

Minister: **A reading from the Holy Gospel according to John**

All: *(Making sign of cross on forehead, lips and heart)* **Glory to You, O Lord.**

Minister: **Jesus says: “I myself am the living bread come down from heaven. If anyone eats this bread he shall live forever; the bread I will give is my flesh for the life of the world.”**

This is the Gospel of the Lord.

All: Praise to you Lord, Jesus Christ.

† **(Optional) General Intercessions**

- ✓ *You may invite the people present to lift up anyone or any intentions in prayer that they would like to*
- ✓ *Or you may say something simple like:*

Minister: **We lift up to You, Lord God, all of our intentions for healing in mind, body, soul and spirit of all present here and for all those that we hold dear in our hearts.**

(You can engage those present to see if they have any intentions, lifting up prayers as needed, conclude with...)

We lift up all of these intentions to you Lord God, in the mighty name of Jesus.

All: Amen

† **(Required) the Lord's Prayer**

***Minister: Now let us pray as Christ the Lord has taught us:**

***All:** Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen

† **(Required) Holy Communion**

- ✓ *Distribute Holy Communion to all who would like to receive. Some communicants may not be able to receive a whole Host. You may break off a piece for them. Some may not be able to receive at all (those on liquid diets for example), you may say a quiet prayer over them.*

Minister: Behold the Lamb of God, behold Him who takes away the sins of the world. Blessed are those called to the supper of the Lamb.

All: Lord, I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed.

*** Minister: The body of Christ**

***Communicant: Amen**

† **(Optional) Prayer after Holy Communion**

Minister: Let us pray

All-Powerful God, we thank you for the nourishment you give us through your holy gift.

Pour out your Spirit upon us and in the strength of this food from heaven, keep us single minded in your service.

We ask this in the name of Jesus the Lord.

All: Amen.

† **(Required) Concluding Rite**

- ✓ Conclude with either:

Minister: May the almighty and merciful God bless and protect us;

(Making a sign of the Cross) **Father, Son, and Holy Spirit.**

All: Amen.

- ✓ **Or:**

***All: *(Making a Sign of the Cross)* In the name of the Father, Son and Holy Spirit**

13. Frequently Asked Questions

1) What do you do if the Host falls on the floor during Mass?

- The communicant may pick up the Host and consume it
- Or you must pick up the Host, hold on to it until after distribution of Holy Communion is complete, and
 - ❖ If it is consumable
 - you may consume it
 - or give it to the Priest or Deacon, letting them know what happened.
 - ❖ If it is not consumable, place the Host in the ablution cup by the Tabernacle for it to dissolve. Make sure the sacristan knows to take care of this after Mass is over.

2) What do you do if the Precious Blood spills on the floor?

You cover it with a purificator, and when you are done distributing Holy Communion, you soak up the Precious Blood and wash the area with water using purificators. You may continue to distribute the Precious Blood if there is more in your communion cup by using one of the extra purificators from in the credence table, however position yourself so no one would step where the spill is. If there are none, you may use the one from the Altar. If you use one from the credence table, make sure to replace it after Mass, if you use Father's, make sure to return it as soon as possible.

3) When is it appropriate to bow to the Altar?

During Mass, you should bow when you approach and leave the Altar provided you are not holding Jesus in the Most Blessed Sacrament. For example, when you leave the Altar with a ciborium to bring Holy Communion to someone in the back of the church and then return, you would not bow, or when you leave or return with a pyx that contains the Blessed Sacrament.

4) When is it appropriate to genuflect?

Outside of Mass, you genuflect towards Jesus in the Most Blessed Sacrament, rather than bowing to the Altar. If the Blessed Sacrament is present in the Tabernacle, then you would genuflect towards the Tabernacle as you enter or leave the main church or chapel, before entering your pew, after opening the Tabernacle, before closing the Tabernacle and when passing in front of the Tabernacle. If the Blessed Sacrament is exposed for Adoration, you should go down on both knees before Him. You would not genuflect if you were holding Jesus in the Most Blessed Sacrament.

Inside of Mass, the Priest or Deacon would genuflect after opening and before closing the Tabernacle.

5) What do you do if you are visiting the sick and you do not feel that someone understands that they are going to receive Jesus?

- If their loved ones are present, you should try to honor their wishes. Sometimes a loved one or caregiver may spark the memory of the communicant. You may ask for their assistance.
- You should try to show them the Host, sometimes visually seeing Jesus brings back their memory.
- You should **not** try to force the Blessed Sacrament into someone's mouth. You should simply say a prayer with that person.

6) In the nursing homes, who do I give Holy Communion to?

Go to the front desk and ask for a list of Catholic residents, or have an employee walk around with you, you may give Holy Communion to residents that have assembled for the Communion service and those in their rooms who are on the list or who you are directed to by the nursing home employee. If employees, visitors or residents request Holy Communion, they may receive.

7) What do you do if someone spits out the Host when I bring Holy Communion to the homebound or Nursing Homes, or it becomes unconsumable by some other means?

You collect it in something, preferably a small cup; something that does not dissolve in water. Take it back to Church with you, then dissolve it in water and pour it down the sacrarium.

8) How do I know where to go when bringing Holy Communion to the homebound?

The directions to each home are on the sheets in the Sign-In Area. The sheets are on the counter. There is a copy for each Extraordinary Minister of Holy Communion to take with them when going to the homebound. There is a phone number for each home as well, so if the directions are not clear, you may call. We follow the full Communion to the Homebound procedure in the homes.

9) How do I get to Brookdale Assisted Living? **Address: 600 Auten Rd - Phone: (908) 431-1300**

1. Turn right out of the Church parking lot
2. Right onto New Amwell
3. Left onto Auten (first light)
4. Brookdale is on the left, just before the light at Amwell
5. Communicants gather in the foyer area and someone from Brookdale will point out who should receive. We follow the full Communion to the Homebound procedure here.
6. The person who helped you will then take you to the Memory Care unit. Someone working in that unit will tell you who in there should receive Holy Communion. We do the short form of the Communion to the Homebound procedure here. They will also help you exit the unit once you are done.
7. There may be some residents who are not able to leave their rooms. The front desk will have that list.

10) How do I get to All American Assisted Living? **Address: 351 Route 206 - Phone: (908) 829-0523**

1. Turn right out of the Church parking lot
2. Left onto New Amwell
3. Left onto Rte 206
4. All American is on the right, just after the light at Hamilton
5. Someone will show you to the TV room where most communicants are present. We follow the full Communion to the Homebound procedure here unless they are in the middle of watching the Mass. Then do the short procedure.
6. The person who helped you to the TV room will then take you to the Memory Care/Respite unit and will tell you who in there should receive Holy Communion. We do the short form of the Communion to the Homebound procedure here. We usually have some rooms to visit in here as well. They will also help you exit the unit once you are done.
7. There may be some residents in the main building who are not able to leave their rooms. The front desk will have that list.

11) How do I get to Foothill Acres Nursing Home? **Address: 39 E. Mountain Road - Phone: (908) 829-0523**

1. Turn right out of the Church parking lot
2. Right onto New Amwell
3. Left onto Beekman
4. Right onto South Branch Road (at the municipal building)
5. Left onto East Mountain Road (at the corner mall)
6. Foothills is on the right
7. There are 4 wings to distribute in. First, pick up the binder with the list of Catholic residents from the front desk. It is helpful to grab a couple of disinfectant wipes from the counter. It is also helpful to grab a small plastic cup from the first nurses cart you pass to have on hand in the event someone spits out a Host. Take the elevator to the second floor, to the right is the 300s wing. Visit the rooms in that wing, then the activities room there, they will have a number of residents gathered. Next go to wing on the left side of the elevators, the 400s wing. First visit the activities room on that side, then the rooms. Next go to first floor and visit the re-hab room and see if anyone in there needs Holy Communion, then the Magnolia unit, the 200s wing, where the Memory Care patients are (the codes to enter and leave are in the book), most residents will be in the lunch rooms, an aide will point out who should receive, and finally, the sub-acute unit, the 100s wing. In the sub-acute unit, go to the rooms then finish with the lunch room. We do the short form of the Communion to the Homebound procedure in all locations.

- 12) What do I do if I get back from bringing Holy Communion to the sick and the Church is locked?
- You may see if there is someone in the Rectory that may help you, you will need a main door and sacristy key
 - You may try to call Dorothy DeLuca – 908-625-8776 for help getting access to the church
 - If no one is available, you should consume any Hosts, then purify the pyx at home, and return it as soon as possible.

- 13) What if I am going to the homes and no one comes to the door and the house does not look empty?
- First, you should try to call their number to see if they just could not hear you at the door
 - Second, you should try to call the emergency number listed for them, if one exists
 - Third, try to let someone in the rectory know – you can call 908-874-8220, and follow prompts.
 - Last, you should call the police and let them know the situation

- 14) What if there are plenty of consecrated Hosts for the Mass, but not enough ciboria for the number of ministers/Deacons/Priests?

You may place empty ciboria on the credence table, if they are available. You should inform the Priest that you are doing this. Just before distributing Holy Communion, consecrated Hosts will be moved to the empty ciboria. If there are no empty ciboria, and there are more Ministers of Holy Communion than expected, the lid of a ciborium may be used.

- 15) What is intincture and is it allowed?

Intincture is the practice of dipping the Host into the Precious Blood. This is not allowed in our Diocese. If someone attempts to intinct, you should cover the communion cup and quietly tell them that it is not allowed.

- 16) Do I give the Precious Blood to children, or to someone that looks like they may drop the communion cup?

- If it looks like a communicant is having difficulty, you may continue holding the communion cup and assist a communicant in receiving from the communion cup
- Children may receive the Precious Blood.

- 17) What should I do if someone comes up during the distribution of Holy Communion with a pyx and asks for a Host to bring home?

You ask them to speak to the Priest after Mass. No one should ever take Jesus back to their pew. There is a time and procedure for obtaining a Host to bring to the sick. If a person is mandated to bring Holy Communion to the sick, they should speak to the Priest ahead of time. The proper procedure is to have their pyx containing unconsecrated hosts brought to the Altar along with the gifts, and prior to the final blessing, the Priest should call them up, give them their pyx and a blessing and send them to distribute Holy Communion. They should leave the Church at that time. Although not preferred, a mandated person may receive a consecrated Host after Mass is over to bring to the sick.

- 18) May someone who is not an Extraordinary Minister of Holy Communion bring Holy Communion to someone at home, or serve as an Extraordinary Minister of Holy Communion at Mass?

The Priest has the authority to mandate a person to serve for a special occasion. This is not a long-term mandate such as the 2-year mandate that comes from the Bishop, it is only for the time of the special occasion.

- 19) If I know the name of a person that I am going to distribute Holy Communion to, may I address them by name?

It is not acceptable. You are not allowed to add extra words. You should not call extra attention to one communicant over another. It also avoids embarrassment if you know someone and cannot recall their name at that moment. Smiling as you distribute is welcoming and allowed. This is a joyful moment.

- 20) What should I do if someone comes up during the distribution of Holy Communion and has their hands crossed over their chest? May an Extraordinary Minister of Holy Communion give blessings?

This is the sign to be given a blessing instead of Holy Communion. It is not preferred for Extraordinary Ministers of Holy Communion to do this during Mass, however it is permitted in our diocese. Extraordinary Ministers of Holy Communion may be asked to give a blessing either in during the distribution of Holy Communion or when visiting the sick. You may simply trace a sign of the cross on their forehead or place your hand on their shoulder and say something appropriate such as “May God bless you; Father, Son and Holy Spirit”. Your action should be discreet, it should not look like the blessing given by the Priest or Deacon.

- 21) What should I do if someone does something wrong when receiving Holy Communion?

It is **never** appropriate during the distribution of Holy Communion to make a scene. If you know the person involved you may speak to them afterwards if you are comfortable doing so, or you should speak to the Priest or Deacon after Mass.

- 22) What should I do if I know someone is not in a state of grace? Do I give them Holy Communion?

You may not deny Holy Communion to anyone coming to receive. You may, however, if your relationship deems it acceptable, talk to them outside of Church about your concerns.

- 23) What should I do if I see someone return to their pew after receiving Holy Communion, but they did not consume the Host?

If they are in ear shot, you can quietly let them know they need to consume the Host. If out of ear shot, you should not chase after them, but you should note who it is and keep an eye on them. You may either speak with them after the distribution of Holy Communion, after Mass or ask the Priest or Deacon to speak to them.