

Guide For Extraordinary Ministers of Holy Communion



September 2023



In this ministry, you must be examples of Christian living in faith and conduct; you must strive to grow in holiness through this sacrament of unity and love. Remember that, though many, we are one body because we share the one bread and one cup.

*As Extraordinary Ministers of Holy Communion be, therefore, especially observant of the Lord's command to love your neighbor. For when he said to them:
"This is my commandment, that you should love one another as I have loved you."*

- *Taken from Order for the Commissioning of Extraordinary Ministers of Holy Communion, BOOK OF BLESSINGS # 1872-1878*
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ST. GEORGE CATHOLIC CHURCH

Dear Eucharistic Ministers,

The purpose of this guide is to help all who serve as extraordinary ministers of holy communion in their work of bringing the Body and Blood of Jesus Christ to the People of God and to deepen their appreciation of the importance and dignity of the ministry they have undertaken. In his instruction *Immensae caritatis*, Pope Paul VI wrote:

The faithful who are special ministers of communion must be persons whose good qualities of Christian life, faith and morals recommend them. Let them strive to be worthy of this great office, foster their own devotion to the eucharist, and show an example to the rest of the faithful by their own devotion toward the most august sacrament of the altar.

Here at St. George we are very blessed to have a large number of extraordinary ministers, all of whom exhibit these good qualities that Pope Paul VI mentioned. We are so very grateful that so many have heard the call to share their time and talent with the community.

Gratefully,

Joseph Smaldino
Director of Liturgy and Music

Instructions for Communion Ministers

General Items

Extraordinary Ministers of Holy Communion must be fully initiated Catholics and in good standing with the Church. Ministers are expected to be attentive to their own spiritual lives through prayer and regular Mass attendance and should strive toward deepening their relationship with Christ.

Since ministers have direct contact with other people as part of their ministry, Extraordinary Ministers of Holy Communion will have washed their hands with soap and water and will have used sanitizing gel prior to their service at Mass. They should also wash their hands after Mass.

Before Mass

Arrive to your assigned Mass 15-20 minutes prior to the start time of the Mass. Upon arrival, to the Minister's Sacristy to check in with the presider or sacristan for any special circumstances that day, sign-in and select which station you will go to (consult the diagram of communion stations on back cover). After, report to one of the Church doors to greet and welcome people. Prepare yourself before every Mass with a moment of quiet prayer.

During Mass

Participate fully in all parts of the liturgy at which you are serving by singing, praying, and listening attentively to the homily.

During the Sign of Peace/Lamb of God, approach the sanctuary using the ramp by the Baptismal Font.

It is encouraged to sit in the pews closest to the ramp, or at the very least, the front of Church. Bread ministers are to use the hand sanitizer while at the credence table, not while walking.

After the presider receives Communion, if a deacon is present, the presider will give the deacon Communion and then serve the Eucharistic Ministers. If there is no deacon present, the presider will serve Communion to the Eucharistic Ministers.

When you receive Communion and have been given your vessel by the presider, remain in your place until all the other ministers have received and have been given their vessels. When the presider moves to his station, then move to your station. Once you are in place, give your full attention to each person who comes forward to receive. Greet each person with a direct gaze and pleasant expression.

Those with special needs in the front pews are served first. Ushers will also direct you to others who cannot come forward.

When you are serving at station 4B or 5B and the choir is present at Mass, the choir receives Communion immediately after those in the front row with special needs. The remaining members of the congregation receive communion after the choir. Others with special needs, including those in the choir, are served when the communion procession is complete.



For those distributing the Eucharistic Host

As the communicant approaches, take a host, smile, raise it slightly, and show it to the communicant saying "The Body of Christ." The communicant replies: "Amen." The communicant will extend either his/her hand or their tongue and the host is given accordingly. Try to avoid touching them with the fingers used in distributing the Eucharist.

If you run out of consecrated hosts, quietly tell the next communicant in your line that you will return shortly. Go to the Ciborium on the altar and take more consecrated hosts. When your station is finished, always check with the other ministers on your side of the church to see if they are running low on hosts. If they are, you should give them any remaining hosts. If you drop a host, pick it up immediately and hold it in your hand. You can consume it after you complete your line or give it to the priest.

For those distributing the Precious Blood

As the communicant approaches, hold the chalice slightly raised, smile and say, "The Blood of Christ." After the communicant answers: "Amen," hand the chalice to the communicant. After the communicant has returned the cup, wipe it with the purificator and turn it slightly before presenting it to the next communicant.

If there is any precious blood remaining in your chalice, and other ministers are still distributing communion, stand next to the other minister with the chalice. Never pour the Precious Blood from one chalice to another. If you run out of the Precious Blood, place your purificator on top of the cup, not inside the cup. If you spill a small amount of Precious Blood, place a purificator on the spill and stand in front of it so that no one steps on it. After you complete your line, wipe it up with the purificator. After Mass, tell the head sacristan or head usher.

For ministers serving at 7:30AM Sunday Mass, stations 5B, 6B, 5W, 6W, 9B, 10B, 9W and 10W will not be used. See the diagram of Communion Stations on back cover.

For all ministers

Don't rush the communicant: allow time for them to bow and to answer, "Amen." You are encouraged to acknowledge the children and adults who are unable to receive and accompany others to the communion station. They will usually cross their arms over their chest. You may want to place your hand on their shoulder and say "May God Bless You." Do not say the name of the person you are giving Communion to.

Duties Following Distribution of Communion and Post-Mass

As the distribution concludes, all gather at the foot of the Sanctuary, facing the Altar. At the Presider's cue, host ministers return to the Sanctuary. Host ministers place their bowls on the altar and then take their seats. Chalice ministers bring their chalices to the credence table adjacent and consume any remaining Precious Blood. Please do not consume the Precious Blood while walking. There is no need to fold the purificator; place it on the tray and not in the chalice. Return to your place in the assembly by way of the side steps or ramp. Ministers are asked to assist the sacristans in bringing all vessels to the sacristy. After Mass, all vessels are purified. The sacristan may also ask for assistance in purifying the vessels.

Bringing Communion to the Homebound

Those Eucharistic Ministers who are interested in learning more about this ministry, please contact Kristel Neupert at (225) 293-2212, ext. 213 or kristeln@st-george.org to schedule a one-on-one meeting where you will be instructed in the procedures and guidelines that accompany this particular ministry.

Those who are Homebound Communion Ministers, do not place hosts into a pyx during the Communion Procession. Ministers to the homebound should give their pyx to the sacristan before Mass. The minister should tell the sacristan how many hosts are needed. The sacristan will place the pyx, with the number of unconsecrated hosts as directed by the homebound minister, on the tray with the other vessels for the hosts to be consecrate.

Mishaps that may occur

We are human beings and mistakes do happen. Handle the situation with reverence and common sense.

Dress

The Eucharist is a sacred and special meal. When we come to Mass, the way we dress should show that we are the Body of Christ and that we are going to a special banquet. Liturgical ministers play a public role at Mass and should set an example to the rest of the parishioners. All liturgical ministers are asked to dress accordingly whenever they come to Mass, particularly when they are assigned to serve. As a rule of thumb, men should wear dress slacks, shirt with a tie and a jacket. For ladies, a dress with sleeves, a blouse with sleeves and knee length skirt or dress slacks, or a pants suit are appropriate. Dress shoes should be worn by both ladies and men, however, ladies may wear dress sandals in the summer months.

Scheduling

Scheduling is handled using a software system entitled Ministry Schedule Pro. Ministers using this scheduling website can directly input their unavailable dates, update their Mass preferences, and keep their contact information current. The address of the website is:



MINISTRY SCHEDULER PRO
Volunteer Scheduling and Service Planning

<https://secure.rotundasoftware.com/29/msp/web-terminal/home?user=SGCC>

It is accessible through the scheduling website as well as St. George's website: www.st-george.org under the "Liturgy" tab on the homepage. Ministers may also download the MSP mobile app. The app is compatible for an iOS (Apple product) or Android device.

After downloading, you'll need the following Organization ID to sign in: SGCC, as well as your username and password. The schedule, once finalized, will be emailed out. It is important to keep your information as up-to-date as possible so there are no errors in scheduling. Reminder e-mails are sent out two-three days before the assigned Mass.

Keeping Assignments

Once the schedule is completed and posted or mailed out and you have a scheduling conflict, it is your responsibility to contact and secure a substitute. This can be done by doing a "sub request" through the scheduling website. Be sure to follow up to make sure someone has volunteered to fill your slot.

If there is an emergency and you cannot get a replacement, please call one of the other ministers who are assigned so that they might ask another minister who might be attending the Mass to assist.

Please always be prepared to serve at a liturgy you are attending if help is needed. For our holy days, feasts, and special celebrations please consider serving at those specific times as well.

If you did not sign in or you missed your assignment, you will probably receive a phone call or e-mail from the parish office. If you do miss an assignment, it would be very helpful if you called the office first thing Monday morning. That would eliminate the office having to call you.

Diocesan Training Module

Per Fr. Yi's request, for those who need to complete the training module provided by the diocese please do so through this link:

<https://learncat.diobr.org/courses/extraordinary-minister-of-holy-communion-training/>

If you do not already have a LearnCAT account setup, please make one to register for this training video. Once you complete the module, you will be issued a digital certificate. Please forward the certificate to the Director of Liturgy and Music.



Who to contact for assistance:

Joe Smaldino, Director of Liturgy and Music
(225) 293-2212, ext. 211
josephs@st-george.org

Marvin Borgmeyer, Coordinator for Eucharistic Ministers
(225) 769-0002
borg769@aol.com

Prayer: One in the Eucharist

God and Father of our Lord Jesus Christ,
you bind the members of your Church together through
the sacraments.

You are the fount and foundation of life,
uniting us to yourself
and endowing us with gifts
fitting for our position
in the body of Christ, the Church.

Through the grace of the sacraments
you equip us for your work in the world,
forming us into a whole
whose parts are knit together
by the bond of our Baptism.

May the members of your body
continue to increase in number
And spread your love throughout the world,
So that all men and women
Will come to grow in your image and likeness.

May the Holy Eucharist nourish the union of Christ,
the head, and the members of His body.

Make us one bread and one body,
Broken and shared for the life of the world.

We ask this through Christ, Our Lord. Amen.

- From *"Guided by Grace: Prayers for Worship Committees"*
by Michael R. Prendergast

St. George Church Communion Distribution Stations

