

Guidelines for Extraordinary Ministers of Holy Communion for St. Joseph's Catholic Church

March 5, 2025,

Revision:250305

“The Church draws her life from the Eucharist.” (Saint John Paul II, 2003)

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“Let a man examine himself and so eat of the bread and drink of the cup” (1 Cor 11:28).
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I. INTRODUCTION

A. Purpose

1. The purpose of these "*Guidelines for Extraordinary Ministers of Holy Communion for St. Joseph's Catholic Church*" is to supplement and highlight the key points of various related documents for specific implementation in St. Joseph's Parish in the Diocese of Saint Augustine (DOSA), Florida.
2. This revision supersedes all previous revisions and may, from time to time, undergo further revision.

B. Background

1. Bishops, Priests and Deacons are the *ordinary* ministers of Holy Communion (OMHC). (Canon 910, 1983).
2. When these OMHC are not available or otherwise require assistance, commissioned Extraordinary Ministers of Holy Communion (EMHC or, simply, "extra ministers") may assist with the distribution of Holy Communion to the faithful.
 - a) Within this document, EMHC are specifically "parochial," that is, assigned within the parish.
 - b) When necessary, Priests serving in DOSA have been granted the faculty "*to appoint, for a given occasion, a fit person to distribute communion in cases of genuine necessity.*"
3. Norms established by the Diocesan Bishop are to be observed wherever the Eucharist is celebrated in the diocese, "*which are also to be observed in churches of religious and at celebrations with small groups.*" (USCCB, Norms and Directives, p. #24)

C. Called to Serve

1. It is a privilege and a blessing to serve the Lord Jesus and his Church through the service of EMHC.
2. At St. Joseph's Catholic Church (SJCC) we desire to distribute our greatest gift with dignity, reverence, and in the proper manner.
3. In a special way, God has called lay persons to be EMHC and to strengthen his people with spiritual food on the Christian journey.
4. EMHC are to strive to be worthy of the wonderful ministry they are called to by cultivating devotion to the Holy Eucharist and by being a good example of both reverence and servanthood toward the Most Holy Sacrament of the Altar.
5. It is highly admirable and encouraged for EMHC to attend daily Mass when possible, commit to a Holy Hour frequently in Eucharistic adoration, and regularly receive the Sacrament of Reconciliation.

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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6. EMHC are called to a high degree of holiness, humility, and conversion toward Our Lord Jesus Christ.
7. Term of Service
 - a) Extraordinary ministers should be appointed for a specified period of time, usually three years. (USCCB, Norms and Directives, p. Item #14)
 - b) All EMHC must be active members of SJCC, in good standing with the Catholic Church, and approved by the Pastor.
 - c) Visiting EMHC from other Catholic parishes must be approved by the Pastor and trained (when possible) prior to serving in our parish.

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II. HOLY COMMUNION AT MASS

A. Overview

1. This section pertains to the “Main Church.” Additional directions for other locations of Mass on the SJCC campus may be added later.
2. Proper Reverence
 - a) Proper reverence to be shown before receiving Holy Communion in the United States is a bow of the head.
 - b) EMHC are, therefore, to show reverence when they receive communion from the Priest or Deacon by bowing their head before receiving the Eucharistic Host and before receiving the Precious Blood.
 - c) However, they are not to bow their heads each time they distribute from the Host or Chalice to a communicant.
 - d) Reverence before Mass begins with genuflection toward the tabernacle.
 - e) Reverence during Mass is always and only a bow toward the altar.
3. Disposition during the Liturgy
 - a) Only Priests and Bishops are allowed to say the words of consecration and pray the words of the Eucharistic prayer.
 - b) EMHC may not put or take items directly from the altar or pass items from one to another except if noted otherwise herein.
 - (1) This pertains to both the host (ciborium) and the cup (chalice).
 - (2) Please hand items to or receive items from the Priest or Deacon or otherwise ask for their assistance. Patiently await the Priest's or Deacon's assistance when necessary.

B. Appearance and Demeanor

1. Appearance
 - a) The GIRM (GIRM, 2013) states that lay ministers are to wear “appropriate and dignified clothing.”ⁱ
 - b) All EMHC must show greatest reverence for the Most Holy Eucharist by proper attire and demeanor and by the reverential manner in which they handle the consecrated bread and wine.
 - c) “It is established custom in the United States for lay liturgical ministers ... to be attired in a manner which reflects their primary membership in the liturgical assembly.” (DOSA, 2003)ⁱⁱ That is, EMHC are dressed in lay clothing rather clerical vestments.
 - d) With this in mind, the following are provided as minimum guidelines for lay liturgical ministers at SJCC.
 - (1) Men are to be modestly attired in a sport coat and dress slacks (or suit), dress shirt and tie, appropriate shoes and socks.

“Let a man examine himself and so eat of the bread and drink of the cup” (1 Cor 11:28).
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- (2) Women are modestly attired at all Masses at all SJCC Altars (weekend and weekday), School Masses, Youth Masses, Funeral Masses, Marriage Masses, etc., and includes:
 - (a) Not-higher-than-the-knee length dress which completely covers shoulders with sleeves (or sweaters, jackets, shawls, etc.).
 - (b) Not-higher-than-the-knee length skirt or dress slacks with a dress blouse or dress top which completely covers shoulders with sleeves (or sweaters, jackets, shawls, etc.)
 - (c) Appropriate shoes or dress sandals.
 - (3) For all liturgical ministers – shorts, jeans, athletic footwear or other than “dress” sandals are never to be worn (i.e., no flip-flops or casual sandals, no tennis shoes).
 - (4) Medically prescribed footwear is allowed.
 - (5) Ministers are encouraged to dress so as not to draw attention to themselves, dress in “Sunday best” when serving in the name of our Lord, and, in all cases, dress as to “avoid scandal.”
 - (6) Exceptions must be approved by the Pastor or his representative.
2. Demeanor before Mass
- a) Silence before the liturgy and during appropriate times within the liturgy is particularly important. (Mannion, 2014)
 - (1) The Mass should proceed at a relatively deliberate pace with various periods of quiet. Silence may make some people nervous, but if explained, it is often accepted and appreciated.
 - (2) In an age of unprecedented noise, liturgical silence is of the greatest importance.
 - (3) Response to others
 - (a) Whenever you can avoid saying something and instead get your message across by a nod of the head, or a raised eyebrow, then you are creating silence. (Arnold, 2014)
 - (b) Of course, if there is some legitimate need to speak, you should do so without scrupling over it; but, otherwise, avoid speaking without drawing undue attention to your choice to do so.
 - (4) Let us consider the following quotes about “silence”:
 - (a) *“We need to find God, and He cannot be found in noise and restlessness. God is the friend of silence. . . . The more we receive in silent prayer, the more we can give in our active life. We need silence to be able to touch souls. The essential thing is not what we say, but what God says to us and through us.”* (Blessed Teresa of Calcutta)

“Let a man examine himself and so eat of the bread and drink of the cup” (1 Cor 11:28).
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(b) *"A silent moment, in a loud, chaotic, confusing world, amplifies reality. In silence, without distraction, we see what is real—what is truly before us. We are given the time to better comprehend the true meaning of things."* (Catholic News Agency)

3. Demeanor in general

- a) Dignity and reverence should be seen in our movements in the sanctuary and while holding the ciborium or chalice.
- b) Always use two hands to carry the ciborium or chalice reverently and cover the open ciborium with one hand and the chalice with the purificator while moving about.
- c) Please do not serve in more than one ministry at a single Mass (i.e., EMHC, lector, usher, choir member, etc.) unless permission is granted by the celebrating Priest (or clergy in charge).
- d) An EMHC is a public person, and therefore, should conduct their affairs as representing Christ and his Church.
- e) The EMHC Scheduling Coordinator provides the schedule of assignments to the participating EMHC.
- f) Arrival at mass
 - (1) Cooperation with the EMHC Parish Coordinator, the Mass Captain, fellow EMHC, fellow parishioners, and clergy is essential to the success of an EMHC.
 - (2) The EMHC Mass Captain should arrive at least 30 minutes before Mass begins.
 - (3) All EMHC assigned for a particular Mass are to check in with the EMHC Mass Captain at least 15 minutes (or sooner) prior to Mass.
 - (4) If an EMHC anticipates being absent at Sunday Mass at which he/she is scheduled to serve, then that EMHC must coordinate his/her replacement or substitute for the anticipated missed Mass.
 - (5) In this case, it is also the responsibility of each EMHC to contact the EMHC Mass Captain for that Mass by Thursday **before** the weekend of the assigned Mass with the name of the person already contacted and agreeable as their replacement.

C. Distribution of Holy Communion

- 1. EMHC go up towards the altar via the ramps (not the steps) as the Priest receives Holy Communion (that is, after the Sign of Peace).
 - a) Please do not delay, but come deliberately, reverently, and quietly.
 - b) Enter the sanctuary **via the ramps** on either side only (**do not use the steps**).
 - (1) EMHC serving the cup (chalice, Blood of Christ) will proceed to the base of the ramp at the left (choir) side of the sanctuary, bow to the altar, proceed up the ramp, and stop at the top of the ramp before entering the sanctuary.

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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- (2) EMHC serving the ciborium (host, Body of Christ) will proceed to the base of the ramp at the right (baptistery) side of the sanctuary, bow to the altar, proceed up the ramp, and stop at the top of the ramp before entering the sanctuary.
 - (3) As soon as the Celebrating Priests has completed reception of communion, all will enter the sanctuary together and stand about two feet away from the sides of the carpet that is behind the altar.
 - (4) The chalice EMHC (on the choir side) and the ciborium EMHC (on the baptistery side) are then situated opposite and facing each other.
2. The Priest and Deacon will then distribute Holy Communion to the EMHC gathered.
3. The Priest and/or Deacon will give each EMHC a ciborium or chalice and then the EMHC may immediately proceed to his assigned station via the ramp nearest to that assigned station for distribution of Holy Communion to the faithful, crossing only behind the altar.
4. Never bow toward the altar, statues, tabernacle, or anything else when carrying a ciborium or chalice containing Our Lord because He is in your hands.
5. Proper distribution of communion
 - a) Always cover the chalice with the purificator and the ciborium with your hand while walking to and from your assigned station.
 - b) Always use only the proper formula
 - (1) The proper formula for distributing the Host is, "The Body of Christ."
 - (2) For distributing the Precious Blood, the formula is, "The Blood of Christ."
 - (3) Please refrain from saying or adding anything else; for example, do not add the communicant's name.
 - c) An EMHC should not deny communion to anyone at mass; concerns about reception by someone should be brought to the Priest's or Deacon's attention after Mass.
 - d) Host ministers
 - (1) After the communicant says, "Amen" to the above formula, then the Host is placed either in the hand or on the tongue of the communicant.
 - (2) The host ministers are to assure that those who receive the host in hand immediately consume and not walk away without consuming.
 - (3) Do not wipe your fingers on clothing while serving.
 - (4) Before you place your ciborium on the credence table
 - (a) If a host minister completes serving his or her line and notices there are more than eight to ten of the faithful still in another line to receive, then he/she may proceed to a nearby position (referred to as "flanking") and continue serving.

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- (b) When “flanking”, please stand a bit away from the line which you are flanking so as not to block the flow of the line of communicants.
- (5) Running out of hosts
 - (a) If the EMHC runs out of hosts then proceed to the credence table in the tabernacle area where additional consecrated hosts, may be available; leave your empty ciborium and take a full one, if available on the credence table.
 - (b) If there are no additional consecrated hosts then place the empty ciborium on credence table in the tabernacle area, cover with the corporal found on the credence table, then return to your seat in the assembly.
 - (c) EMHC are not to move hosts from chalice to chalice at any time.
 - (d) REMINDER: Do not remove anything from the main altar.
- e) Chalice Minister
 - (1) Each Chalice minister uses his thumb and forefinger covered by his purificator to firmly wipe the rim (inside and outside) of the chalice after each communicant receives and then turns the cup with a slight twist (about 30 to 45 degrees).
 - (2) Also, they move the purificator or unfold it to an unused section before the next communicant.
 - (3) EMHC are not to pour Precious Blood from chalice to chalice at any time.
 - (4) Do not consume from the Chalice while walking or moving about.
 - (5) Always carry the chalice deliberately to avoid spillage and for general care of the sacred vessel.
 - (6) Do not hold on to the chalice while a communicant receives unless specifically requested by the communicant.
 - (7) Intinction (dipping the Host into the chalice and consuming) is not the preferred manner for distribution of Holy Communion under both forms.
 - (a) Only a Priest may distribute Holy Communion by intinction.
 - (b) A Deacon or, in his absence, an EMHC may hold the chalice for the Priest during intinction.
 - (c) If a communicant attempts intinction, then the EMHC must cover the chalice with the purificator before intinction is done and gently say, "This is not permitted because it is only done by a Priest." If you are questioned, then kindly ask them to speak to a Priest or Deacon after Mass.
- f) This choir is usually served as follows:
 - (1) At most masses there will be two ministers, one each for the body and blood, to serve the choir.

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- (2) The two assigned choir ministers will locate as shown in the diagram in Appendix 1 of this document.
- (3) Ministers serving the sections adjacent to the choir area should remain near their station to assist serving the choir if necessary.
- (4) If the assigned minister for the choir are not available then the choir will be served by the ministers closest to the choir (i.e., 1, 2, 3, 4, and flankers).

6. Blessings

- a) *Asking for a blessing in lieu of reception of communion is not part of the liturgy but may be done as a courtesy at the request of the faithful.*
- b) When a communicant approaches with hands crossed on their chest indicating their request for a blessing, the EMHC may simply say to the communicant, "May God bless you."
- c) This blessing by an EMHC should never resemble the manner of a blessing by a Priest or Deacon therefore only the above words are expressed.

7. Drops and Spillage

- a) From the GIRM (GIRM, 2013, p. Item #280) we read, *"If a host or any particle should fall, it is to be picked up reverently. If any of the Precious Blood is spilled, the area where the spill occurred should be washed with water, and this water should then be poured into the sacrarium in the sacristy."*
- b) If a Eucharistic Host is dropped from the communicant's mouth and if he doesn't pick it up and consume it, then the EMHC should calmly pick it up, go to the credence table (in the tabernacle area), and place it on a purificator.
 - (1) After communion or after Mass, dissolve the Eucharist in water and pour the water in the sacrarium.
 - (2) Ask the Sacristan or the Deacon for assistance, if necessary.
- c) If the cup is dropped or Precious Blood is spilled, purificators should be used to wipe the area as thoroughly as possible.
 - (1) If further cleaning is still required after Mass, then place purificator(s) over the spill area and return with more purificators after Mass to complete the clean-up.
 - (2) Clean the purificator with water and pour the water in the sacrarium
 - (3) Ask the Sacristan or the Deacon for assistance, if necessary.

D. After Distribution of Holy Communion

1. Host/Ciborium Ministers

- a) EMHC return to the sanctuary via the nearest ramp, proceed into the tabernacle area, and place their ciborium on the credence table
- b) *When the ciborium is empty, a purificator is stretched over the top of it but never on the inside of it. Please do not leave your ciborium unless the deacon is present or you have stretched a purificator over the top.*

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c) EMHC may then promptly return to the assembly via a ramp after they have completed serving communion.

2. Precious Blood/Cup Ministers

a) Precious Blood ministers return to the sanctuary via the nearest ramp, proceed into the tabernacle area.

(1) Consume any remaining Precious Blood at the credence table, place the cup on the credence table, cover the cup with the purificator, and then return to sit in the assembly via the ramp on either side.

b) Always consume the Precious Blood or ask for help if there is a relatively significant quantity remaining in the cup.

c) Never pour the Precious Blood down the drain of the sacrarium.

d) *When the cup/chalice is empty, a purificator is stretched over the top of the chalice but never pushed into the chalice. Please do not leave your cup unless the deacon is present or you have stretched a purificator over the top.*

E. The Tabernacle

1. Terms

a) The tabernacle is a liturgical furnishing used as the “dwelling place” of our Eucharistic Lord outside of Mass.

b) It provides a suitable location where the Eucharist can be kept for the adoration of the faithful and for later use (e.g., distribution to the sick, exposition, etc.).

2. Only Priests, Deacons, or instituted acolytes open and close the tabernacle because the tabernacle is the “dwelling place” of our Eucharistic Lord.

a) Do not enter the tabernacle area unless you are accompanied by (or are waiting for) a Priest, Deacon, or instituted acolyte during Mass.

b) If there is no Priest, Deacon or instituted acolyte in the Tabernacle area then please patiently wait for him to arrive unless otherwise instructed.

c) If an EMHC assists the Priest, Deacon, or instituted acolyte with moving the Body of Christ to the tabernacle, then only the Priest or Deacon will open the tabernacle, place the ciboria in the tabernacle, and close the tabernacle.

d) EMHC never place anything into or remove anything from the tabernacle without express and specific permission from the pastor (or his representative).

e) Assisting EMHC will genuflect or profoundly bow with the Priest or Deacon before the tabernacle is closed.

3. Key to the tabernacle

a) After the tabernacle is locked, it is preferred that the Priest or Deacon remove the tabernacle key and place it on top of the Priest's chalice/paten on the credence table or he may request an EMHC, altar server, or Sacristan to do so.

b) Alternatively, the key may be placed in a visibly prominent spot on the credence table.

c) After Mass, the tabernacle key is returned to the sacristy (baptistry side).

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F. Purifying and Cleansing Sacred Vessels

1. For use in this document, purifying refers to the act of the Priest, Deacon, or instituted acolyte reverently accumulating into one vessel the remaining particles of the Body of Christ and drops of the Blood of Christ from the sacred vessels, praying, and consuming such.
2. For use in this document, cleansing refers to the act of an ordained or lay minister reverently washing the already purified vessels with soap and water then drying and storing the vessels.
3. Purifying is performed only by a Priest, Deacon, or instituted acolyte.
4. Cleansing is performed by the Sacristan.

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III. Exposition of the Holy Eucharist

A. Introduction

1. Exposition of the Holy Eucharist leads us to acknowledge Christ's wonderful presence in the sacrament and invites us to the spiritual union with him that culminates in sacramental communion. (Sacred Congregation for Divine Worship, 1973)
2. Exposition of the Holy Eucharist at SJCC is done at the various churches and chapels on our campus, including the school chapel. However, the regularly *scheduled* exposition is conducted at the Cody Family Enrichment Center (CFEC) Chapel.

B. Regulations

1. Genuflection in the presence of the blessed sacrament, whether reserved in the tabernacle or exposed for public adoration, is on one knee.
2. For the exposition of the blessed sacrament in the monstrance, four to six candles are lit, as at Mass, and incense is used.

C. Ministers of Exposition

1. The ordinary minister for exposition of the Eucharist is a Priest or Deacon.
2. At the end of the period of exposition, before the reposition, he blesses the congregation with the sacrament.
3. The ministering Priest or Deacon should vest in an alb or a surplice over a cassock, and a stole.
4. The Priest or Deacon should wear a white cope and humeral veil to give the blessing at the end of adoration with the monstrance.

D. Lay Ministers at SJCC

1. In the absence of a Priest or Deacon or if they are lawfully impeded, the following persons may publicly expose and later repose the Eucharist for the adoration of the faithful:
 - a) An acolyte or a special minister is the only lay person who is to expose and repose the Blessed Sacrament in the CFEC Chapel or other locations on the SJCC campus, including the school chapel.
 - (1) Assignment of such lay persons is at the sole discretion of the Pastor.
 - (2) A listing of these special ministers is posted prominently in the CEC Chapel area and may be updated from time to time.
 - b) These special ministers should wear an alb, if available, for exposition and reposition of the Holy Eucharist.
 - c) The lay ministers have expressed permission from the pastor to open the tabernacle, place the Holy Eucharist into the monstrance, and place the monstrance on the altar.

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- d) At the end of the period of exposition, he removes the Eucharist from the monstrance and returns it into the tabernacle.
- e) It is not lawful, however, for them to give the blessing with the sacrament.
- f) Please see "Appendix 3" for optional prayer suggestions for lay ministers following repose of the Eucharist.

E. Exposition and Reposition

1. The following form of simple exposition and reposition may be observed:
 - a) The Priest or Deacon, vested in an alb, or a surplice over a cassock, and a stole, removes the Blessed Sacrament from the tabernacle and places it in the monstrance. Later, he replaces the blessed sacrament in the tabernacle after a brief period of adoration and a prayer said with those present.
 - b) The exposition and reposition of the blessed sacrament may take place again, in the same manner and at another scheduled time.
2. It is exemplary (but not required) that expositions of the Eucharist are arranged so that the blessing with the Eucharist by the Priest or Deacon is preceded by a reasonable time for readings of the word of God, songs, prayers, and a period for silent prayer before reposition.

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IV. PROCEDURES FOR COMMUNION TO THE SICK, ELDERLY, AND HOMEBOUND

A. Overview

1. Those who take Holy Communion to the sick and the elderly should be able to deal with the particular needs of these parishioners with compassion and understanding.
 - a) The EMHC may take Holy Communion to the sick at any suitable time for the communicant but there is special significance to carry the Eucharist from a Mass that an EMHC attended.
 - b) Only those who are commissioned and assigned give communion to the sick and any special exception to this directive is given only by the Pastor or his specific designate.
 - c) Obtaining the Eucharist for communion visits takes planning on the part of the EMHC in order to immediately obtain the hosts before going to the communicants.
 - d) Do not stop for errands, groceries, casual conversation, etc., between obtaining the Eucharist and completing your mission to the communicants.
 - e) EMHC always present themselves with a smile and caring heart.
 - f) As a general practice new ministers must go at least twice with an experienced EMHC and are to observe and learn normal routine, protocol, and practices as documented herein and otherwise related to the ministry before making visits on their own.
2. The best time to pick up the Eucharist from the Church is after one of the Masses of the day you are scheduled to go to the hospital, nursing homes, or to the homebound. Please consult the bulletin for the Mass schedule.
3. The Eucharist must be dispensed by a Priest, Deacon, or instituted acolyte unless otherwise specifically provided for by the Pastor or his designate.
4. Never enter the tabernacle area to pick up the Eucharist while Mass is in progress.
5. Please do not ask for hosts to be placed in your pyx when you come up for Communion during Mass because this is not the practice at our church.
6. Reserving hosts in your home or anywhere other than a tabernacle for that purpose is strictly prohibited.
7. Wear an identification badge, if available, while serving as an EMHC, especially in institutions such as nursing homes, hospitals, etc.

B. Using a Pyx and a Burse

1. Definitions:
 - a) Pyx (pronounced: pics and is used for both the singular and plural forms) is the container in which the consecrated bread of the Eucharist is carried to the sick or homebound.

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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- b) Burse (pronounced: bers) is the flat, square fabric case in which a pyx is carried to and from a church.
 - c) Sacrarium (pronounced: sa-crar-ium) is a drain that empties directly into soil and is used for disposing of water used to wash sacred items.
- 2. A pyx containing the Eucharist is always placed in a burse for transporting.
- 3. EMHC carry the burse hanging around his or her neck. Do not carry the Blessed Sacrament in your pocket or purse.
- 4. Several styles of “pyx” are available in the religious articles shop in the Main Church, at local Catholic stores, or online.
- C. Options for Procuring the Body of Christ after Regularly Scheduled Masses
 - 1. This section references both the Main Church and the Historic Church.
 - 2. Procedures for the Main Church after mass
 - a) After Sunday or daily Mass (not after funerals, weddings, etc.), EMHC that are intending to bring communion in this ministry must form a line near the door to the tabernacle area (baptistery side). Do not delay in forming the line!
 - b) Either before or after purifying the vessels, the Priest, Deacon, or instituted acolyte will acquire the tabernacle key.
 - (1) Only the Priest, Deacon, or instituted acolyte will open the tabernacle and then all genuflect or profoundly bow together.
 - (2) The Priest, Deacon, or instituted acolyte will proceed to add the consecrated hosts to pyx presented to him by the EMHC.
 - (3) All will remain in the tabernacle area until all have the appropriate consecrated hosts for their missions.
 - (4) All will genuflect or profoundly bow together with the Priest, Deacon, or instituted acolyte and then the Priest, Deacon, or instituted acolyte will close the tabernacle.
 - (5) The Priest or Deacon may give the EMHC a blessing and the pyx are placed in the burses (see Part “D” of this section).
 - (6) After dismissal by the Priest or Deacon, all reverently depart from the tabernacle area and *go immediately* on their visits to communicants without delay.
 - 3. Procedures for the Historic Church after daily mass
 - a) Before daily Mass begins, EMHC place their pyx on the rear altar to the left of the tabernacle noting how many Hosts are needed in their pyx.
 - b) After the tabernacle is closed (after communion) and immediately before the Prayer after Communion, all EMHC come forward to receive their pyx containing the now consecrated hosts from the Priest, Deacon, or instituted acolyte.
 - (1) Come immediately, bow to the altar, and stand waiting in front of the steps to the altar.

“Let a man examine himself and so eat of the bread and drink of the cup” (1 Cor 11:28).
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(2) Please do not delay; be there ready for the Priest, Deacon, or instituted acolyte.

(3) The Priest or Deacon may or may not give the EMHC a blessing but in either case the EMHC places the pyx in the burse, and then the EMHC returns to sit with the assembly (see Part "D" of this section).

c) After the final blessing and song, the EMHC go immediately and without delay to their communicants in a reverent and quiet manner

d) Alternatively, depending on the celebrant, pyx may be picked up by the EMHC after the final blessing and song. EMHC may wish to consult with the celebrant before mass as to his preferred timing for the return of the pyx.

D. Sample Prayers for Sending Extraordinary Ministers of Communion to the Sick

1. ⁱⁱⁱAfter the preparation of the pyxes which the ministers will use to bring Holy Communion to the sick and homebound, the Priest, Deacon or instituted acolyte may use one of the following or similar formulas to the EMHC gathered:

a) *"My dear friends, you are now entrusted with taking the Body of the Lord from this Eucharistic assembly to our brothers and sisters who are unable to be here with us. Give them our greetings and our love, read today's Holy Scriptures and pray with them. And in the name of this holy people, minister to them this most precious sacrament."*

b) *"We send you now from this Eucharistic celebration so that our brothers and sisters who are unable to be with us may receive Holy Communion. Share with them, as well, the Holy Scriptures proclaimed today so that they may be nourished by the Word of God, as well. Assure them of our prayers and ask them to pray for us so that together we may be built up as the Body of Christ. Go now to share the glorious presence of Christ with them in Word and Sacrament."*

E. Procuring the Body of Christ at other times (not after mass)

1. The EMHC is *strongly encouraged* to attend Mass and then procure the needed Eucharist specifically after that Mass.

2. If the Eucharist is not obtained after attending Mass, the following option is available:

a) During normal business office hours: Call the Parish Business Office (PBO) at 904.268.5422 to arrange for a Priest, Deacon, instituted acolyte, or designated lay minister to meet you to obtain the Eucharist from a tabernacle on the SJCC campus.

3. Please consult the bulletin for the PBO hours (usually 9:00 AM to 4:00 PM on weekdays except holy days and civil holidays). The PBO is closed on weekends.

4. It is preferred that the Eucharist is obtained after a scheduled Mass or, alternatively only, during normal PBO hours.

5. Weekdays are the preferred days to deliver Communion but exceptions for good reasons are allowed.

F. During the Visit to the Communicant

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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1. The preferred prayer book for communion rites is "Pastoral Care for the Sick – Rites of Anointing and Viaticum"^{iv} (the parts used by lay ministers).
 - a) Note that earlier editions of this prayer book may have referred to *A Ritual for Lay Persons*; this may be used if all sections are covered.
 - (1) The rite for communion to the sick in "Ordinary Circumstances" usually consists of the following:
 - (2) Introductory Rites
 - (a) Greeting
 - (b) Penitential
 - (3) Liturgy of the Word
 - (a) Reading
 - (b) Response
 - (c) General Intercessions
 - (4) Liturgy of Holy Communion
 - (a) The Lord's Prayer
 - (b) Communion
 - (c) Silent Prayer
 - (5) Concluding Rite
 - (a) Concluding Prayer
 - (b) Blessing
 - b) The rite for communion to the sick in "A Hospital or Institution" usually consists of the following:
 - (1) Introductory Rites
 - (a) Antiphon
 - (2) Liturgy of Holy Communion
 - (a) Greeting
 - (b) The Lord's Prayer
 - (c) Communion
 - (3) Concluding Rite
 - (a) Concluding Prayer
2. Always follow the ritual for the communion to the sick.
 - a) Do not add sprinkling with holy water, anointing with certain oils, special healing prayers, etc., especially if these water, oils, and prayers are only to be done by Priests or Deacons (not lay ministers).
3. If a potential communicant is not able to receive a full host, a small particle may be given.
 - a) Always ask elderly or ill persons first if they can receive an entire host before you begin the communion rite.

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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- b) Never force reception of the Eucharist.
- 4. It is advisable to first spend time conversing with the person and leave after distributing communion, letting the person spend some silent time with the Lord in prayer.
 - a) Always refrain from any gossip or harmful comments.
 - b) Always keep confidential any information you get from the sick, elderly, or homebound.
 - c) Always follow all HIPAA (Health Insurance Portability and Accountability Act) regulations^v of institutions or hospitals: What information is protected?
 - (1) The HIPAA Privacy Rule protects all "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral.
 - (2) The Privacy Rule calls this information "protected health information (PHI)" and it is illegal for you to share this information without the person's or the person's authorized representative's consent.
 - (3) "Individually identifiable health information" is information, including demographic data, which relates to:
 - (a) The individual's past, present or future physical or mental health or condition.
 - (b) The provision of health care to the individual.
 - (c) The past, present, or future payment for the provision of health care to the individual.
 - (d) Information that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual.
 - (4) Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).
- 5. It is recommended, especially when visiting the homebound, to share with them the parish bulletin, the parish newspaper, and/or announcements worth mentioning.
- 6. If you know from conversation that a person has been away from the Church for a long period of time or is in a non-Catholic marriage, do not distribute communion to them, but pray with him/her, and then inform the PBO of this including their health condition and any apparent needs, such as:
 - a) The minister finds out the person would like a Priest to come and hear his/her confession.
 - b) The person needs the sacrament of "Anointing of the Sick," etc.
- 7. If a non-Catholic asks for communion, please do not distribute, but politely and gently decline to do so while explaining the situation without any offense.
 - a) *Holy Communion is for Catholics only, with the exception of Orthodox Christians if they have proper disposition and need.*

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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8. If a communicant spits out or vomits out the Eucharistic Host, then the EMHC should pick it up with a purificator or tissue paper, return it separately with the unused hosts so that it may be placed in a bowl of clean water, dissolved, and poured into the sacrarium at the church sacristy.
9. If the person the EMHC goes to visit is away from their room, then leave a "sorry-we-missed-you" note or card.

G. Returning Unused Eucharist after Communion Visits

1. If you have any Hosts left after you have completed visiting the sick, it is your responsibility to assure that Jesus is retired to a tabernacle as soon as possible regardless of the time with every attempt to return it during normal business hours if possible.
2. Options:
 - a) During PBO hours: When you leave the hospital call the PBO at 904.268.5422 to arrange for a Priest, Deacon, instituted acolyte, or designated lay minister to meet you for the return of the Eucharist to a tabernacle on the SJCC campus.
 - b) Outside of PBO hours: If it is after business hours then call the "On Duty Priest" at **904-238-9883** to arrange for a Priest, Deacon, instituted acolyte, or designated lay minister to meet you for the return of the Eucharist to a tabernacle on the SJCC campus.
 - c) If a regularly scheduled Mass is near completion, then you may wait for the Priest or Deacon after Mass to return the Eucharist to the tabernacle after that Mass.
 - d) Do not consume the remaining Eucharist.
3. Be sure to purify your pyx at the sacrarium often.

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V. Specific Instructions for Holy Communion to the Patients of Baptist South Hospital

A. Overview

1. This section is intended to complement the previous section.
2. It is our mission at SJCC to bring Jesus to anyone who calls out to Him.
 - a) EMHC are dispersed by our pastor to Baptist South Hospital and other venues within our parish where the faithful are unable to come to church to receive Jesus because of medical infirmities.
 - b) In this communal mission, the EMHC becomes the connection between the absent sick, the invisible elderly, the unseen sufferers and Christ who is alive in the Church.
 - c) An EMHC is limited to bringing communion to the sick, comforting them with positive conversations, and praying with them.

B. Appearance and Demeanor

1. Dress
 - a) When visiting a hospital or nursing home, there are several important points to remember.
 - b) We are the representatives of our faith community; therefore, a presentable appearance must be observed.
 - (1) Men must wear dress shirts, dress pants and comfortable dress shoes.
 - (2) Women must wear modest, knee length dresses or pant suits and comfortable dress shoes.
 - (3) All clothing must be neat and presentable.
 - (4) Athletic clothing, jeans, or shorts are prohibited for both men and women.
2. Demeanor
 - a) Begin your visit to the hospital or nursing home with prayer asking the Holy Spirit to guide you in your words and actions.
 - b) A positive prayerful mental attitude is important.
 - c) The EMHC represents the Church during these visits.
 - d) All conversations should reflect the message that our blessed Lord taught us.

C. Procuring the Body of Christ

1. Please see "Options for Procuring the Body of Christ after Regularly Scheduled Masses" elsewhere in this document.
2. Please see "Options for Procuring the Body of Christ at other times (not after mass)" elsewhere in this document.

D. What to do at the hospital

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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1. Arriving at the hospital
 - a) When you arrive at Baptist South Hospital, enter through the emergency room.
 - b) Options:
 - (1) During business hours: If you are visiting the hospital during regular business hours on a weekday, go to the offices numbered 7 or 8 off to the right.
 - (a) Advise them that you are from Saint Joseph's Catholic Church
 - (b) Request a listing of Catholic patients
 - (2) Outside of business hours: If you are visiting the hospital on a weekend or a holiday, then go to the emergency room check-in desk.
 - (a) Advise them that you are from Saint Joseph's Catholic Church
 - (b) Request a listing of Catholic patients
 - (c) If the person working at the check-in desk does not know how to pull the report, politely suggest to them the following selections to pull the census:
 - (i) Select "South"
 - (ii) Select "Census"
 - (iii) Select "Religion"
 - (iv) Tab to "Catholic"
 - (v) Press "Enter" key
 - (vi) Select "Release from print queue"
 - (vii) The report should then print
- E. When you get to the floor
 1. Check in with the nurse's desk and advise them of the following:
 - a) *Hi, I am _____, a Eucharistic Minister from Saint Joseph's Catholic Church. I am here to bring communion to the following people.*
 - b) Show the nurse the previously acquired census list with the patient name or names that you wish to visit. Ask, *"Is there anything I need to know?"*
 - c) The person you talk to may not know your patient, in which case they will refer you to the nurse who is taking care of that patient.
- F. When you arrive at the room
 1. Look on the door and the wall next to the doorway.
 - a) If you see a gown station hanging on the door, this means that you need to wear a gown and gloves.
 - b) If there are any signs on the outside wall like "NPO" this means that for some reason the patient in that room is restricted from eating anything.
 - c) If you see this sign, you may ask the nurse if the patient is able to receive a ridiculously small piece of the Host. (The answer will vary with the patient.)
 2. Knock on the door.

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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- a) Wait a moment to see if anyone tells you not to enter.
 - b) Call the name of the patient.
 - c) If the patient is sleeping, continue to call their name in an attempt to awaken them.
 - d) Do not touch them yet as they may feel threatened because they do not know who you are.
3. If the patient is awake
- a) Introduce yourself with, *"Hi, (name of patient) I am _____, a Eucharistic Minister from Saint Joseph's Catholic Church. I have come to pray with you and bring you Communion."*
 - (1) This is a good time for small talk with the patient.
 - (2) The patient may be short with you due to their physical or mental discomforts or we may get a long explanation as to why they are in the hospital but be considerate with the patient.
 - (3) Allow the Holy Spirit to guide you in your conversation but keep in mind you may have other patients to see that day.
 - (4) If you spend all your time with one patient the other patients may feel rushed.
 - b) When you feel the time is right, say:
 - (1) *"I have brought you Communion"* or *"Would you like to receive Communion?"*
 - (2) If the patient says something like *"I don't want to receive communion,"* then ask, *"What is your concern about receiving communion?"* Here are some considerations:
 - (a) If the patient expresses that he or she is too nauseated to receive Communion, then offer to simply pray with them at this time.
 - (b) If the patient expresses, *"I can't receive Communion because I just ate,"* then assure them that *"the infirm, and those who care for them can receive the Most Holy Eucharist even if they have eaten something within the preceding hour."*^{vi}
 - (c) If the patient expresses that he or she cannot receive it because I am married outside the church, then simply offer to pray with them.
 - (d) If the patient expresses that he or she cannot receive because he or she needs reconciliation, then offer to pray with them and to contact a Priest to visit for reconciliation.
 - (e) If the patient expresses that he or she committed a sin by not going to church due to their illness, then please advise them that God understands when one of His children is unable to come to church because of an illness.

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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(f) If the patient expresses that God is punishing them with this illness, then please assure them that God is all loving, understands their suffering, and is merciful and forgiving.

(g) If the patient expresses unkind thoughts about God due to their suffering, then please assure them that God is all loving, understands their suffering, and is merciful and forgiving.

G. Distribution of Holy Communion

1. Decide as to the condition of the patient.

- a) Is the patient awake and aware that they are receiving Holy Communion?
- b) Will they remain awake to receive Holy Communion?
- c) Can the patient swallow?
- d) Is the patient too nauseated to keep anything down?

2. If the patient is allowed by hospital staff and personally agrees to receive Communion, then follow all applicable guidelines in the previous section titled "During the Visit to the Communicant", especially the part referencing, "The rite."

3. After the patient has received Holy Communion, assure them that SJCC has Priests, Deacons, and EMHC scheduled to see them in the future.

4. Advise them of our continuing prayers for them before you leave the room.

5. How often may a sick person receive communion?

- a) *"While the danger of death lasts, it is recommended that Holy Communion be administered often, but on separate days."*^{vii}

H. Return the patient list of communicants

1. According to HIPAA laws, all patient lists must be disposed of before leaving the hospital.

2. You may hand the list to any of the check-in desks located throughout the hospital and request that the list is shredded.

I. When to call a Priest

1. Overview

- a) *There is no substitute for a Priest*

(1) Priests are indispensable for anointing of the sick and reconciliation.

(2) If you know that one of the faithful such as a patient at a hospital, nursing home, homebound, etc., is truly in need of any of the above Sacraments or is on the threshold of death then the duty Priest may be reached at: **904-238-9883**.

(3) "The Christian faithful who are in danger of death from any cause are to be nourished by Holy Communion in the form of Viaticum"^{viii}.

(4) Keeping this purpose in mind, Priests remain available for the people who truly need them.

"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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2. How often may a sick person be anointed?
 - a) *“Holy Viaticum for the sick is not to be delayed too long; those who have the care of souls are to be zealous and vigilant that the sick parishioner is nourished by Viaticum while fully conscious.”^x*
 - b) *A Catholic person should receive the Sacrament of Anointing of the Sick for each Hospital stay or surgery.*

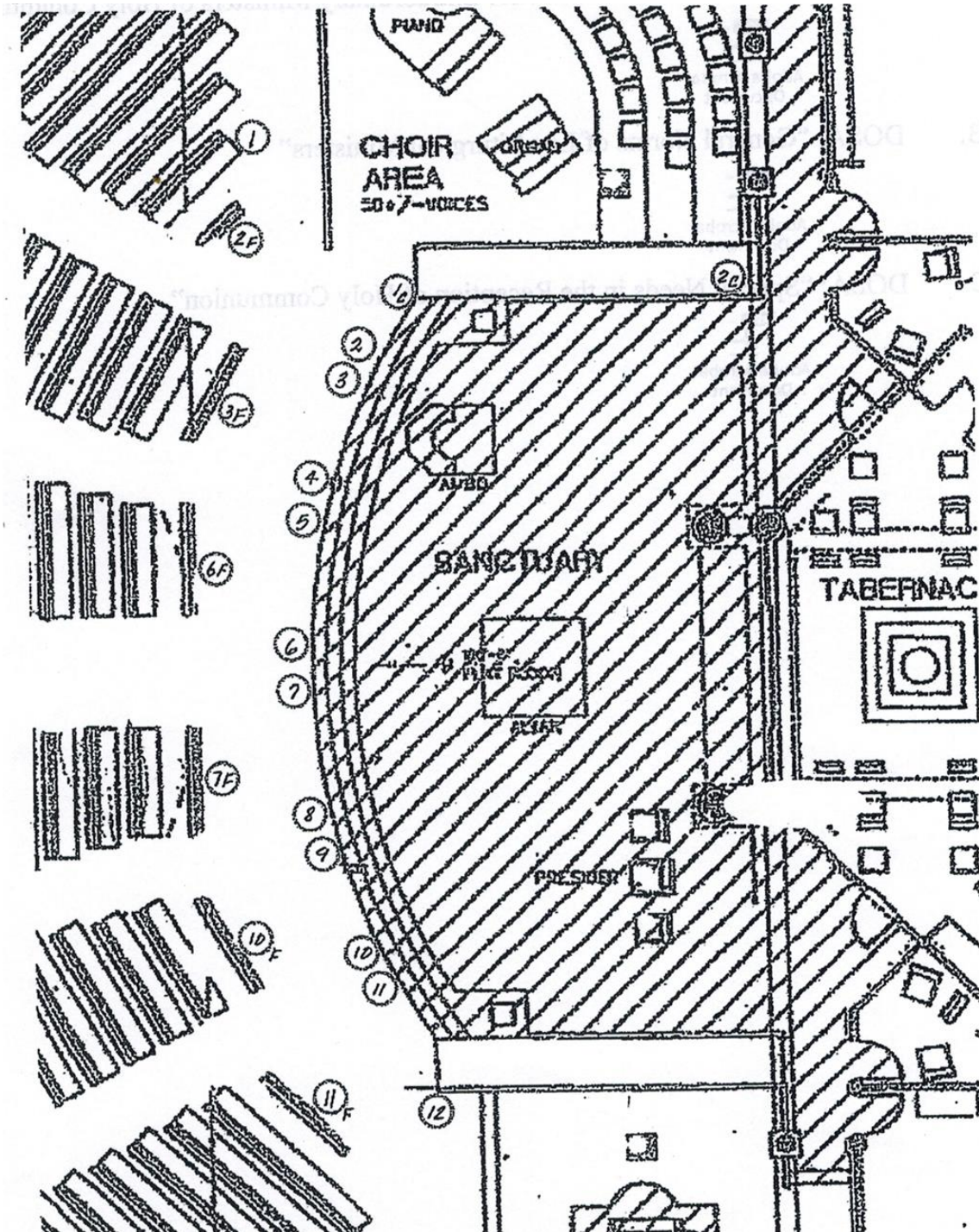
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VI. Appendix 1

A. Partial sketch of interior of the Main Church



"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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VII. Appendix 2

A. Basic Documentation

1. *Norms and Guidelines for Extraordinary Ministers of Holy Communion* approved by Bishop Victor Galeone, October 28, 2003. (See Appendices in this document, item "B;" THIS IS REQUIRED READING FOR ALL EMHC OF SJCC.) (DOSA, 2003, p. Item #14)
2. *General Instruction of the Roman Missal* (GIRM, 2013)
3. *Norms for the Distribution and Reception of Holy Communion under Both Kinds in the Diocese of the United States of America* (USCCB, Norms and Directives)
4. *Redemptionis Sacramentum* (Francis Card. Arinze, 2004)
5. Various other references mentioned or annotated within this document.

B. Overriding Sources

1. Should any conflict develop between this document and documents originating in the Office of the Bishop of the Diocese of St. Augustine (DOSA), the United States Conference of Catholic Bishops (USCCB), or the Holy See (the Curia, Magisterium), then the document(s) from those sources will control.
2. The Pastor may from time to time make prudent adjustments within and outside of this and other documents for the good of the faithful at SJCC.

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VIII. Appendix 3 – Sample Prayers for Reposition after Exposition

Leader: I will now repose the Blessed Sacrament in the tabernacle.

(Go to the Monstrance and genuflect, then remove lumen and place Our Lord in the tabernacle; genuflect; close the tabernacle door and remove the key, then go and kneel before beginning the Divine Praises.)

The Divine Praises

Blessed be God.

Blessed be His Holy Name.

Blessed be Jesus Christ, true God and true man.

Blessed be His Most Sacred Heart.

Blessed be His Most Precious Blood.

Blessed be Jesus in the Most Holy Sacrament of the Altar.

Blessed be the Holy Spirit, the Paraclete.

Blessed be the great Mother of God, Mary most holy.

Blessed be Her holy and Immaculate Conception.

Blessed be Her Glorious Assumption.

Blessed be St. Joseph, her most chaste spouse.

Blessed be God in His angels and in His Saints.

May the heart of Jesus, in the Most Blessed Sacrament, be praised, adored, and loved with grateful affection, at every moment, in all the tabernacles of the world, even to the end of time.
Amen.

Leader: Closing Prayer to the Blessed Sacrament

All:

As this hour of adoration closes, O Jesus, * I renew my faith and trust in thee. * I am refreshed after these moments with Thee, * and I count myself among a privileged number, * even as Thy disciples were, * who shared Thy actual presence. *

Realizing that my visit to Thee is of little avail * unless I try to live a better life and set a better example, * I am resolved to go forth again to my duties and my concerns * with a renewed spirit of perseverance and goodwill. * In my daily life I will try to love and serve God well, * and love my neighbor also, * for these two things go together. I will try to be a true disciple, indeed. * Help me, O Jesus, * in this my resolution.

Bless me, dear Lord, before I go. * And bless not me alone, O Lord, * but all as well who are here present, * and all who could not come, * especially the sick and the dying. * Bless our homes and all the children there. * Bless all our life and the hour of our death. *

“Let a man examine himself and so eat of the bread and drink of the cup” (1 Cor 11:28).
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IX. Appendix 4 - Contacts

	Name	Phone	Email
• Contact for Scheduling	Mrs. Cathy Nesmith	904.982.4302	Cat.b.nesmith@gmail.com
• Contact for Training	Mrs. Nancy Valdes	904.563.5568	njvaldes@comcast.net
• Contact for the Homebound	Rev. Deacon Robert Gardner	904.487.4059	BobGardner0716@comcast.net
• Editor of this document	Rev. Deacon Kevin Boudreaux	904.703.5034	DcnKevin@StJosephsJax.org

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"Let a man examine himself and so eat of the bread and drink of the cup" (1 Cor 11:28).
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ⁱ *General Instruction of the Roman Missal*, #339

ⁱⁱ VII

ⁱⁱⁱ VII, Appendix 3

^{iv} Catholic Book Publishing Corp., NJ; ISBN 978-0-89942-156-8

^v Summary of the HIPAA Privacy Rule, <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/>

^{vi} *Code of Canon Law*, Canon 919, paragraph 3.

^{vii} *Code of Canon Law*, Canon 921, paragraph 3

^{viii} Viaticum, the Last Sacrament of the Christian, "Penance, the Anointing of the Sick and the Eucharist as viaticum"

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^{ix} *Code of Canon Law*, Canon 921, paragraph 1

^x *Code of Canon Law*, Canon 922