

GUIDELINES

EXTRAORDINARY MINISTERS OF HOLY COMMUNION – OUR LADY OF PERPETUAL HELP

BEFORE MASS

Please arrive at the church at least 10 minutes before the liturgy is scheduled to begin. Please dress appropriately, mindful of the honor of your role as minister of the Eucharist (this would involve business casual as a minimum; please no shorts, T-shirts, tank tops, flip-flops, or the like). Please be sure to check the Eucharistic Ministry schedule regularly and to either be present or send a substitute. As soon as you arrive, please sign in the *Liturgical Minister Sign In Book* which is located in the Sacristy. You may sit anywhere in the church.

THE CELEBRATION

When to Approach the Altar

As soon as the “Lamb of God” begins, please come to the sanctuary and proceed directly to the side of the altar. If you are not scheduled to serve but notice a shortage of ministers, please come forward and assist. (Including the priest and deacon, **4** ministers are needed for every mass, except for the 9:00 and 10:45 masses at which **6** ministers are needed.)

Receiving Communion

Generally, the celebrant will distribute the Host to all present in the sanctuary. Often, after distributing the Hosts, he will offer one minister the Precious Blood and then ask you to continue distributing the Precious Blood to the other ministers and altar servers. *Do not take the cup or ciborium from the altar*, but wait until it is handed to you by either the priest or deacon. After you are handed the cup and purificator or the ciborium, please proceed directly to your station.

If you are to distribute the Hosts, your station is at the front of the altar at the priest’s right. If you are to distribute the Precious Blood, the first minister (or two ministers at 9:00 am and 10:45 am) will proceed to the St. Joseph side of the church, the last one (or two at 9:00 am and 10:45 am) will move to the Mary side of the church. Stand near the pillars with the hymn boards.

How to Distribute the Hosts

To distribute the Host, hold it a little above the ciborium facing the communicant. As the communicant comes before you, hold the Host up and say *The Body of Christ*, to which they respond *Amen*. Those who wish to receive the Eucharist in the hand usually come forward with hands extended. Those who wish to receive on the tongue will open their mouths after responding *Amen*.

**THE
CELEBRATION
(CONT.)**

How to Minister the Host (continued)

When all communicants have received, take the paten or ciborium back to the altar and place it on the corporal. You may then return to your seat.

How to Minister the Cup

As those who wish to receive from the cup approach, offer the cup saying, *The Blood of Christ*. As they respond, *Amen*, they will take the cup in their hands and drink; you do not hold on to the cup with them—once you are sure that they have firmly grasped the cup, you can let go and let them drink by themselves. After each communicant sips from the cup, wipe the spot that touched their lips with the purificator and rotate the Chalice slightly for the next communicant.

If the Precious Blood runs out before the conclusion of Communion, return the cup to the credence table, cover it with the purificator (please do NOT wipe the inside of the chalice with the purificator or stuff the purificator into the chalice), and return to your seat. If Precious Blood remains after all communicants have received, stay in your place, consume what remains, and then return the cup to the credence table. The last minister to place the cup on the table should make sure that all the cups are covered with purificators.

Special Matters

Low Gluten Hosts (not Gluten Free) are available for communicants upon special request made at least 10 minutes prior to the liturgy. Please refer any requests you receive to the priest or deacon.

The United States Bishops do not permit the practice of intinction (either the Minister dipping the Host into the Precious Blood and then distributing it to the communicant or allowing the communicant to dip the Host into the Precious Blood themselves).

Communicants must consume the Host immediately. Both the clergy and Extraordinary Ministers of Holy Communion have a serious obligation to make sure that all communicants immediately consume the Host and to immediately approach anyone they notice has not consumed the Host. If an Extraordinary Minister of Holy Communion is not comfortable, they must immediately approach the priest or deacon and inform them of the breach (please do not wait until the distribution of Holy Communion has ended).

Handling Accidents

Sometimes, an accident occurs in which the Host falls to the ground or the Precious Blood spills. If a Host is dropped, please pick it up immediately and consume it. If a Host falls out of someone's mouth, immediately pick up the Host and place it on the altar; then, when the priest or deacon returns to the sanctuary, please inform them of what happened; they will later dissolve the Host in water and pour the water into the ground.

If Precious Blood is spilled, immediately wipe it up with a purificator. Place the purificator on the credence table.

When You Are Finished Distributing Communion

Please place the chalices on the credence table, bow, and then return immediately to your seat (unless the priest has already returned to the sanctuary and is in the process of returning the Hosts to the Tabernacle; in that case, please wait until the priest closes the Tabernacle doors, then bow, and return to your seat). Please place the ciborium on the altar table, bow, and immediately return to your seat (unless the priest has already returned to the sanctuary and is in the process of returning the Hosts to the Tabernacle; in that case, please wait until the priest closes the Tabernacle doors, then bow, and return to your seat).

TAKING COMMUNION TO THE HOMEBOUND

You must be asked by a Priest or deacon, or receive permission from them, to carry the Eucharist from the church. This can be done either for a specific occasion (e.g., a family member is ill at home that Sunday and would like to receive the Eucharist), or on an ongoing basis (e.g., you are asked to bring the Eucharist to a homebound parishioner on a regular basis.) We will provide a small ritual book for those who do this.

On the day when you are to take Communion to the homebound, please arrive at the church at least 10 minutes before Mass. Place your pyx on the small silver tray in the priest's sacristy (extra pyxes are available in the priest's sacristy and may be borrowed and returned). If the tray has already been placed on the credence table, you may have to take the pyx there. The pyx should be empty. We will assume that you want one Host placed in the pyx when the priest and deacon divide up the Eucharist during the "Lamb of God." If you want more than one Host, please attach a small note to the lid specifying the

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number of Hosts that you need. The priest will leave the pyxes on the altar where you can retrieve them after Mass is concluded. The expectation is that you will immediately proceed to take the Eucharistic to the person in need.

Please remember – there is a log in the priest's sacristy – you need to make an entry into the log each time you take the Eucharist to the sick. The basic rule is to NEVER remove the Eucharist from the church (even if you do this on a regular basis) without making a notation in the log.

GLOSSARY OF TERMS

- *Ciborium* – Container for consecrated Hosts
- *Communicant* – Person receiving Communion
- *Corporal* – White cloth in the center of the altar
- *Liturgy of the Eucharist* – Those parts of the Mass from the Presentation of the Gifts through the Prayer after Communion
- *Pyx* – Container used to carry consecrated hosts from the church to the sick or homebound
- *Sacrarium* – A special sink with a drain pipe that runs straight into the soil beneath the church
- *Sacristan* – One who takes care of vessels, vestments, altar linens, and other necessities for liturgical celebrations
- *Sacristy* – Side room in the church where vessels, etc. are stored and where ministers vest

Thank you so much for your service. Occasionally, the priest or deacon may ask the Eucharistic Ministers to help with other aspects of the liturgy—we certainly appreciate your assistance. Also, if you ever have any questions, please feel free to ask one of the priests or deacons.

ORGANIZATIONAL MATTERS

- 1 Scheduling Procedures
 - 1.1 Eucharistic Ministry schedules are published in 3-month blocks (Jan-Mar, Apr-Jun, Jul-Sept, and Oct-Dec); special schedules are published for Christmas and Holy Week / Easter.

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- 1.2 Eucharistic Ministers are asked to notify Father John of their preferences and availability approximately one month prior to the beginning of a new schedule. The form to do so is sent with the previous schedule and is also available on the web site. A reminder message is usually sent reminding the Eucharistic Ministers that their preferences are due.
- 1.3 We are happy to accommodate scheduling requests made on the Schedule Preference Forms. Once the new schedules are released, however, we cannot adjust the schedules based upon late preference forms. At that point, we rely upon the Extraordinary Minister of Holy Communion to find a substitute for any assignments that they cannot keep.
- 1.4 When the new schedules are published (we currently do this via a Constant Contact email to the address you have provided), they are accompanied by a Schedule Preference Form for the next scheduling period as well as a listing of current Eucharistic Ministers available to substitute when needed. If you notice that new schedules are posted on the web site but you have not already received them via email, please notify Father John to be sure that we have your current email address.
- 1.5 New schedules are generally published one to two weeks prior to the new scheduling period.
- 2 Current Contact Information
 - 2.1 Please be sure that Father John has your most current, best email address and phone number.
- 3 Web Site Availability
 - 3.1 These Eucharistic Ministry Guidelines, current schedules, Schedule Preference Forms, and the like are always available on our parish web site (www.olphbernardsville.org). Just click on the Ministries tab at the top and then scroll down to Eucharistic Ministry. Schedules are also available in the sacristy.

SOME OTHER POINTERS

1. As a sign of respect, please never forget that the Eucharist that you distribute is truly the Body and Blood of Jesus in sacramental form. Please do not refer to the Precious Blood as “the wine” or the Precious Body of the Lord as “the bread.”
2. When the Lamb of God begins, the Rite of Peace has concluded. It is not appropriate to do a sort of team greeting when you arrive in the sanctuary.
3. Some resources for Extraordinary Ministers of Holy Communion:

<http://www.gsccl.net/filerequest/2002>

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Extraordinary Minister of Holy Communion Prayer

Heavenly Father, I thank you for calling me to serve You and Your people in this community as an Extraordinary Minister of Holy Communion. You know that I could never be worthy of such an exalted honor. Help me to be less unworthy by remaining free of sin. Let me nourish Your people with the witness of my life as I feed them with the Body of Christ. Grant Your strength and holiness to all Your extraordinary ministers and make them worthy to bring Christ to others. Amen

Prayer for Eucharistic Ministers

Most High and Glorious God, you brought us in a new and intimate relationship with you through your son, Jesus, who tells us: “This is my commandment, that you love one another as I have loved you.” As Eucharistic Ministers, help us to treat others as we would treat Jesus. Let us welcome one another and serve one another with all the kindness, respect and generosity that we would offer Christ.

Loving God, all of us need food for the body and for the spirit. In your love for humanity, you sent Jesus to be your love and to teach us how to love, During His ministry on Earth, He fed us body and soul. Now, through His gift of the Holy Eucharist He continues to feed and nourish our souls. In the example of Jesus, may we care for one another’s spirit as we share the gift of Christ’s precious Body and Blood and may we become worthy servants and friends to one another through our ministry.

Heavenly Father, as we gather in your presence, we ask you for wisdom and guidance. Help us to nurture and support each other in our ministry and bless our work.

Instructions from the Church’s Ritual

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 ministers of Holy Communion be, therefore, especially observant of the Lord’s command to love your neighbor. For when he gave his body as food to his disciples, he said to them, “This is my commandment, that you should love one another as I have loved you.”

You must be resolved to undertake the office of giving the Body and Blood of the Lord to your brothers and sisters and so serve to build up the Church, and to administer the Holy Eucharist with the utmost care and reverence.