

GUIDE FOR THE EUCHARISTIC MINISTERS

EUCHARISTIC MINISTERS OF HOLY COMMUNION should receive sufficient spiritual, theological, and practical preparation to fulfill their role with knowledge and reverence.

- *Norms for the Distribution and Reception
of Holy Communion, 28*

EUCHARISTIC MINISTER JOB DESCRIPTION

All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread or wine. Should there be any mishap--as when, for example, the consecrated wine is spilled from the chalice--then the affected "area . . . should be washed and the water poured into the *sacramentarium* [*GIRM*, 280]."
(NDRHC, 29).

Position Overview

The Extraordinary Minister of Holy Communion serves the Eucharistic life of the community by assisting the Ordinary Ministers of the Eucharist (bishops, priests, and deacons) during the Communion Rite. They are deputed by the Bishop at the request of the Pastor to assist the celebrant and other Ordinary Ministers during liturgy in distributing the Eucharistic Body and Blood of Christ. Individuals are commissioned by the Pastor or his delegate.

Activities/Responsibilities

- Help the Ordinary Ministers distribute the Eucharist during the Communion Rite
- Participate in the Mass from beginning to end
- When distributing the Host or Precious Blood say only “The Body (Blood) of Christ.”
- For those wishing to receive only a blessing, this is done by holding a hand over their shoulder with the back of their hand and saying “May God bless you” or “Receive the Lord in your heart”, or “Peace of Christ be with you.” at the discretion of the Pastor.
- Exercise the ministry with dignity and otherwise participates fully as an exemplary member of the assembly modeling good liturgical participation.

- Exercise the ministry in a manner which fosters the prayer and participation of the assembly, and ensures the smooth celebration of the Communion Rite.
- Be faithful to the schedule and arrives on time for the Liturgy as arranged by the Ministry Coordinator.
- Responsible for finding a replacement in the event of short notice cancellation.
- Participate in rehearsals of liturgical procedures in the parish community and follows liturgical norms for this ministry as guided by the decision of the Pastor and the G.I.R.M

PRACTICUM

The practicum for the training will be held in the Church. We will go through the steps and practice your area of ministry service. Eucharistic Ministers will walk through their roles.

Points to remember:

1. Our source of instruction is the General Instruction of the Roman Missal (GIRM).
2. We need to be aware of, or familiar with the space we have.
3. ...be familiar with the proper names of the vessels used during the Mass.
4. We need to respect and love silence.
5. Preparation is more spiritual than mechanical.
6. Remember that you are here to serve the congregation.
7. Communion may only be distributed to the sick strictly by Eucharistic Ministers and Religious.
8. A small tray will be used for pyxes. Each pyx should be opened with a host inside.

Suggestions for practical preparation

1. Pray silently. Eucharistic Ministers, be deliberate in spending time in the Adoration Chapel.
2. Arrive for your assigned Mass at least 20 minutes early. If you cannot make your assignment, arrange for a replacement. If you cannot locate a replacement; please call the coordinator, Sr. Catherine.
3. There will be a short prayer with all the servers in the sacristy.
4. Know your role and what you will be doing.
5. Eucharistic Ministers: **We will usually need (2) per Mass unless a Deacon is serving.**
 - a. Please check in the sacristy for attendance.
 - b. Know where you will be giving Communion: **EM1 (beside priest), EM2 (in the hall)**
 - c. If a Deacon is serving, he will give communion beside the priest.

ENTRANCE PROCESSION

- a. 1) Cross is first- Altar Server or Sacristan
 - 2) Candles - EM 2 and L2
 - 3) EM 1 (L1) & Sacristan
 - 4) Deacon or L1 carrying book
 - 5) Celebrant
- b. As you approach the altar, reverence the altar with a bow from the waist if you are not carrying anything; simply a head bow if you are carrying something. Then take your seat.

DURING OFFERTORY

- a. EM1 and Sacristan set up the altar. EM 1 brings the Sacramentary first then the pyxes with host. EM2 brings the chalice to the Sacristan. Once finished, EM1 and Sacristan will go to the front of the altar to receive the offertory gifts without waiting for the priest. (If there is a deacon and altar server they will go down to receive the offertory)
- b. EM1 receives the collection basket, gives it to EM2, who puts it in the safe.
- c. The Sacristan receives the container of hosts and places it on the altar on the corporal, then brings the water cruet from the credence table.
- d. EM1 holding the wine cruet, and Sacristan with the water cruet wait beside the altar until the priest takes these from them. They bow together and put the cruets back on the credence table.
- e. EM 1 holds the towel, and the Sacristan holds the water pitcher and bowl. After the priest washes his hands, they bow together and return to the credence table, then go back to their seats.

BEFORE COMMUNION

- a. Sacristan will give the hand sanitizer to the priest
- b. All ministers approach the altar after the PRAYER OF AN ACT OF SPIRITUAL COMMUNION.
- c. Eucharistic Ministers receive the Eucharist first.
- d. The Eucharistic Minister stands on the tabernacle side of the altar, bows head slightly to show reverence and receives the sacrament.

- e. The EM's then receives a ciborium for bringing communion to the faithful.

DURING COMMUNION

- a. Take your place where you will serve the community. As the faithful approach, say "*The Body of Christ*". Do not add familiarity by using the recipient's name or other indications of affection. The Sacrament is a gift from Christ.
- b. The Host is taken between the thumb and first finger, and lifted before the eyes of the communicant. Say "*The Body of Christ*". When the recipient has responded (audibly), "Amen", give them the Sacrament.
- c. Regarding those coming up to Communion with their arms crossed: EM's are not to touch the person on his or her head. The EM may touch them on the shoulder, with the back of the hand, and say, "God bless you" or "Peace of Christ be with you." or "Receive the Lord in your heart", at the discretion of the Pastor.
- d. Remember that the communicant must consume the Sacrament right away. If it appears they have not, you are to encourage them to do so, or the usher must retrieve it from them.
- e. When the last person has received the Sacrament, or if you no longer have any hosts, return the vessel to the altar where the priest or deacon will purify the vessel.
- f. When you are finished with your duties, bow in reverence to the altar then return to your place.

AFTER COMMUNION

- a. When the extra hosts are being put in the tabernacle by EM2 all servers should be attentive and focus on the Lord, then bow when the hosts are inside the tabernacle. Then EM2 returns to his or her seat.**
- b. Purify your fingers (ablution) with water at the credence table after distributing the Most Holy Communion.**
- c. EM1 takes the water cruet from the credence table, gives it to the priest and waits until it is given back. Put it on the credence table while the Sacristan gets the tray and puts it on the side of the altar. Wait until the chalice is ready to put on the credence table.**
- d. After clearing the altar, the priest will distribute the pyxes to EM's who will go with the communion to the sick. The priest then gives a blessing to them in front of the altar.**

FINAL PROCESSION

When the priest approaches the altar all servers go down and form in the same position as they entered. When priest bows, all bow, turn to the right, and proceed down the aisle.