

PROCEDURES FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

Dear Extraordinary Ministers,

The information contained in this document has been updated to inform all Extraordinary Ministers of the proper procedures when distributing the Body of Christ and the Blood of Christ during Communion.

It is an honor to be commissioned an Extraordinary Minister and we should accept the duty with dignity and reverence. We are dealing with the Body and Blood of Christ and need to maintain a reverent decorum to dignify the ceremony and earn the respect of the congregation. Thank you for your willingness to serve St. Frances X. Cabrini as Extraordinary Ministers.

Please use this current document dated **September 17, 2018** in place of any previous document. This has all the updated information on procedures while serving at the altar. As always, feel free to contact me at **740-334-8398** if you have any questions. I can also be reached by e-mail: **rpoplstein@aol.com**.

Much of the information in this document is not new, it simply serves as a way to fine tune what we are already doing and to remind us where we need to make personal changes in how we approach our ministry. During the months that we are including the Blood of Christ at each Mass, we will be using seven Extraordinary Ministers. If there is a second priest or a deacon, the number of Extraordinary Ministers will change at that Mass.

All ministers of Holy Communion should show the greatest reverence for the Holy Eucharist by our demeanor, our attire, and the manner in which we handle the Eucharist. Thank you for your continued service and support in this ministry.

Many blessings,

Rick Poplstein

September 17, 2018

PROCEDURES FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

ROLE OF THE EXTRAORDINARY MINISTER

- The role of the Extraordinary Minister of the Eucharist is to assist the clergy or presiding priest in bringing Christ to God's Holy people. Through our humble service as Extraordinary Ministers of the Eucharist, we are united with our fellow members in the Body of Christ. As Extraordinary Ministers, we serve our role with dignity and reverence at God's presence in the Eucharist. In addition to serving at Mass, Extraordinary Ministers may on occasion visit the ill, homebound and hospitalized to bring Christ to them when they are unable to be part of the extended family of God.
- Ongoing opportunities for training and spiritual enrichment will be provided periodically. All Extraordinary Ministers must complete training in order to be formally commissioned.

ARRIVAL AND SIGN IN

- All Ministers need to arrive at least **twenty minutes** before the start of Mass and will need to sign in at the minister's room. This allows the Sacristan and the H-1 Minister enough time to select replacements for any minister that is not there fifteen minutes before the start of Mass. **If you are scheduled to serve and arrive late, please check with the Sacristan or H1 before assuming that you are still on to serve.** This also alleviates any confusion just before the celebration begins or when the Ministers are approaching the altar at the time of Communion.
- At **ten minutes** before the celebration begins, **ALL** Extraordinary Ministers are required to participate in the Ministers' Prayer. Once Father has led us in prayer, you may return to your seats in the congregation.
- Please note: That when there is a second priest or a deacon present at Mass, the H-1 Minister will not be needed.

APPROACHING THE ALTAR

- When serving as an Extraordinary Minister, please sit in the front of the church, somewhere in the first few rows.
- Extraordinary Ministers should immediately come up onto the altar once the **priest starts to consume the Body of Christ.**
 - When seven ministers are required, the **Body of Christ** EMs will proceed up onto the altar on the right side and the **Blood of Christ** EMs on the left side. When only three Ministers are required (Body of Christ), everyone will proceed up onto the altar on the right side. (See attached Sketch 1 of 1)
 - Please position yourselves more towards the credence table versus the altar to allow the priest more room to distribute both Species.
 - The H1 Minister will be the first in line on the right side of the altar to receive both Species from the priest.
- The priest will then distribute the **Body of Christ** to all the Eucharistic Ministers.
 - After receiving both Species from the priest, the **H1** EM will distribute the Blood of Christ to each EM on the right side only.
 - The H1 EM will then place the Chalice on the corporal (white square cloth in the center of the altar).
- The priest will now hand the **Communion Cup** and **purificator** to each EM on the left side by saying “the Blood of Christ”. After responding “Amen,” you may now consume the Blood of Christ.
- The priest will then hand the **ciborium** to each of the Body of Christ EMs.
- Two Ministers on each side (H-2 & C-2 and H-3 & C3) should **immediately** go over to the altar servers to administer Communion (the priest or deacon may elect to administer Communion to the **altar servers**).
 - The remaining Ministers should wait for the priest to lead them off the altar. Please note that once Communion has been distributed to the altar servers, these Ministers should also wait until the priest leads everyone off the altar.
- **Please note: ONLY THE PRIEST OR DEACON** may hand you the ciborium with the Body of Christ.

COMMUNION AND TAKING YOUR POSITION

- Extraordinary Ministers distributing the Blood of Christ need to **stand about five to six feet away from the Minister of the Body of Christ**. Note the designated marking on the floor. If needed, because of a backup of communicants, take a step back to add more space between you and the Body of Christ EM.
- There should be one Extraordinary Minister at the center aisle for the Body of Christ as well as two Ministers of the Blood of Christ stationed on either side of the priest and the H1 Minister who are giving out Communion. If there is a second priest or deacon present, they will always be at the center aisle unless otherwise directed.
- During the winter season, there might be an additional Minister added to the schedule for a H4 position to cover the cry room and the chapel. An email will be sent to each EM and a memo will be posted in the Minister's room when this is implemented.
- The other Extraordinary Ministers shall take their stations to the far right and left after they have administered Communion to the altar servers. There are decals on the floor to designate where to stand.
- During reception of the Eucharist, ushers will direct the flow of the congregation. For those on the sides, the far left and right sides will receive first and then the left and right center sections.
- Ushers will inform the Extraordinary Ministers when there are **handicapped people needing to receive the Eucharist**. Please follow the usher to the designated person.
- **Once you have finished with your area, please observe if assistance is needed on the opposite side or in the center aisle. Stand about three to four feet away** from the other Extraordinary Minister to allow movement of the congregation.
 - Carefully position yourself between the current Body of Christ EM and the current Blood of Christ EM.
- Please note that the choir will receive Communion before they begin their Communion song. They will move into place ahead of the congregation on the choir side of the altar. The ushers will direct the people accordingly.

THINGS TO REMEMBER WHILE DISTRIBUTING THE EUCHARIST

- The sharing of the Body of Christ brings us into communion with Christ and each other. This communion with other persons requires you to make the sharing of the Eucharist as personal as possible. So it is recommended that while ministering the Eucharist, you look another person in the eye with love and respect. **DO NOT MENTION THE NAME OF THE RECIPIENT, EVEN IF YOU KNOW THE PERSON VERY WELL.** For example, we would not say, “Michael, the Body of Christ.”
- **TAKE YOUR TIME. The communicant will wait for you.**
- Be friendly in your approach to each communicant. Try to be focused, in spite of the repetition, with each statement of “Body of Christ.” Please remember that routine is the death of reverence. Hold up the **host** so that the communicant can see it allowing each person a moment to respond “Amen.” Their “Amen” is an expression of faith. Some communicants will receive the Body of Christ on the tongue. Try to place the host on the tongue without contact with the tongue or their lips.
 - If you get low or run out of the host in the ciborium, break the host in half or obtain more host from another EM.
- If you are the Minister of the Communion Cup, pass the cup carefully to the person receiving. If you have a youth or a person who seems to need a helping hand, you may guide or support the cup as they take it to their lips.
- Each Minister giving the Blood of Christ should have a purificator to wipe both the inside and outside rim of the cup, turning the cup slightly after each person.
 - Please note that you should unfold the purificator so that you can use different places on the purificator as you wipe the cup.
 - **Be careful not to allow the purificator to dip into the Blood of Christ when you wipe the rim of the cup.** If the purificator touches the Blood of Christ during the wiping of the rim of the cup, and there is no evidence of the Precious Blood dripping from the purificator, then continue on with Communion. However, if the purificator has been saturated to the point of possible dripping, place the cup on the altar, return soiled purificator to the tray on the credence table and get a new purificator from the spill kit. Pick up the cup from the altar and resume Communion.
- Your ministry as an Extraordinary Minister is a unique and specific function to perform at each liturgy. Therefore we should never “double up” by serving in another ministry such as lector, usher etc. at the same Mass. Only a Sacristan may function in both ministries.

AFTER COMMUNION (BODY OF CHRIST)

- After distributing Communion, **the ciborium will be returned to the altar**. If the priest has not returned to the altar, carefully place the ciborium on the corporal (the white square cloth on the center of the altar).
- Then proceed to the small table left of the priest chair by the altar servers. Here you will take a moment to wash your fingertips in the small *ablution* crystal dish (one with a cover) of water and wipe on the cloth provided. This step is important because there can be small particles of the Body of Christ on your fingertips. This important step allows the Director of Liturgy to appropriately dispose of the particles. (Note: Do not put your fingers in the large lavabo bowl on the credence table where the Priest has wash his hands).

AFTER COMMUNION (BLOOD OF CHRIST)

- If you are a Minister of the Blood of Christ, please return the cup to the credence table when it is empty. Any remaining Blood of Christ must be consumed. If you do not feel comfortable consuming the remaining Blood of Christ, please ask another Extraordinary Minister or the Priest to assist you. This needs to be done facing the wall.
- At your discretion, if you feel that you have the Blood of Christ on your fingertips, please proceed to the small table with the crystal dish to wash you fingers.
- If you are the first EM to return to the credence table with the cup and the tray is not on top of the credence table placed there by the altar server, please open the credence table doors to retrieve the tray and place it on top of the credence table. Each EM will place their cup and purificator on the tray. Please note: Do not purify the cup with water or the purificator at the credence table. Also, do not put the purificator inside the cup. Instead place it on the tray.
- If you run out of the Blood of Christ, return your cup to the credence table and **wait for the distribution of Communion to be concluded**. Take a position near the altar servers away from the credence table to avoid congestion.
- Once the distribution of Communion has concluded, you may exit the altar to the steps on either side of the altar. Stand at the bottom of the steps facing the altar and wait until the Tabernacle has been closed. Take a moment to make a slight bow, and then return to your seat for personal prayer time. **Note: If the Priest has begun to approach the Tabernacle and you are still at the credence table; remain there until the Tabernacle has been closed.**

DROPPED BODY OF CHRIST

- While every care should be taken to avoid accidents involving the Blessed Sacrament, the Extraordinary Minister should be prepared to respond to them should they occur. The most common sort of accidents involves a host, or particle of the host falling on the ground. If the Body of Christ is dropped, retrieve it from the floor, pick it up then either consume it or go to the altar and place it on the corporal. You may then return to your assigned position and resume giving out Communion. Once Communion is finished, quietly indicate to the priest or deacon that the host on the corporal was dropped so it can be properly taken care of.

SPILLED BLOOD OF CHRIST

- If the **Blood of Christ** is spilled, **immediately stop administering the Precious Blood.** Place your purificator over the spill and place your cup on the altar. On either side of the credence table, there is a spill kit that contains purificators, towels and a container of water. Take the water and a towel to the spill, to clean and wipe up the Blood of Christ. Return the towel, the soiled purificator, and water back to the credence table. Place the soiled towel and purificator on the tray. Obtain a clean purificator from the spill kit and pick up your cup from the altar to resume distributing the Blood of Christ to the communicants. At the end of Mass, inform the Sacristan of the spill so the floor can be double-checked for any remaining Blood of Christ on the floor and the soiled purificators can be put in the proper place.

INTINCTION

- Intinction is the practice of dipping the **consecrated host** in the Blood of Christ in order to receive both Species at the same time. **Extraordinary Ministers may not practice this act.** If you see someone approaching you with a host in their hand, place your hand over the cup and quietly say, "I am sorry, that is not allowed". If the person persists, ask them to speak with Father after Mass.

PRECAUTIONS DURING FLU SEASON

- Please take a moment to wash hands before serving as an Extraordinary Minister. There is a bottle of hand gel in the Minister's room for our use. Also, many of the Ministers carry a small bottle of hand gel in their purse or pocket and use it before approaching the altar after the Sign of Peace (be sure your hands are dry before taking the Chalice or the ciborium). Do not use perfumed hand gel.

LAYING HANDS ON

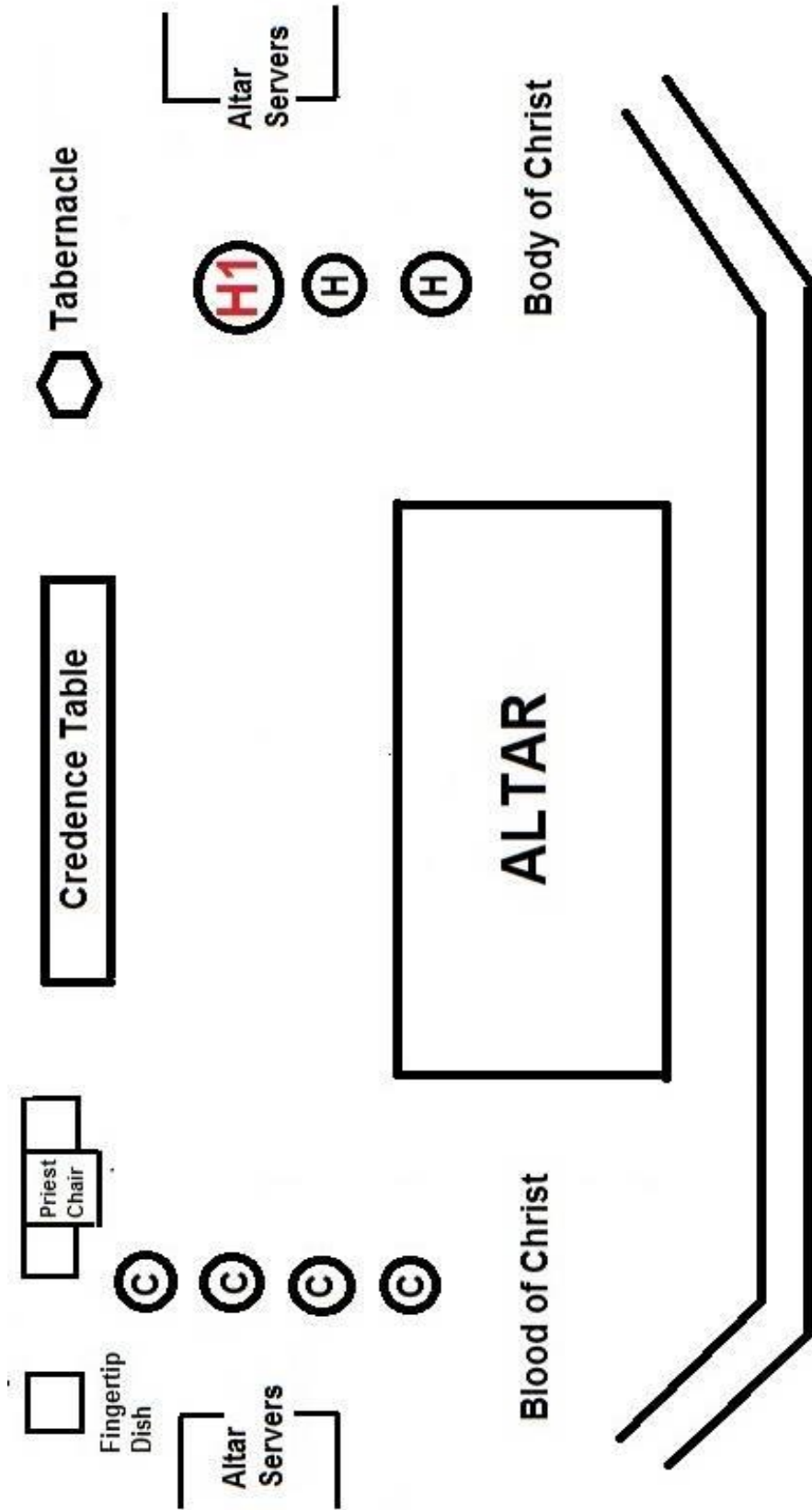
- As Ministers of the Eucharist, we are encouraged to say a prayer, but not to touch the person or the child. When children or an adult approach you with their arms crossed, simply make eye contact and say something like, "May God bless you," "Jesus loves you" or "God bless you." Do not make the Sign of the Cross or raise your hand while saying the prayer.

DRESS CODE

- **We are reminded that the accepted dress code is festive and elegant. We need to project a positive and reverent image.** A collared shirt and slacks are suggested for men. At no time are shorts, jeans or bare midriffs acceptable on the altar. Women should wear an appropriate length dress, skirt, or full length dress pants or pant suit for the altar. A general rule of thumb is nothing above the knee. Also please no spaghetti straps or low neckline tops.
- Be cautious of the type of heel worn on the altar due to the level of noise that some shoes make on hard floors and a possible trip hazard.
- Also, be cautious of dangling bracelets and strong perfumes or lotions.

SCHEDULES AND FINDING A REPLACEMENT

- Each schedule is made two months in advance. For example, in February, the schedule for March and April are prepared. Every effort is made to accommodate your preferences. In the event that you are unable to serve when you are scheduled, please try to find a replacement. If you are unable to find a replacement please call me at 740-334-8398 so that I may assist you in this effort. When you find a replacement, please email me so I can update the schedule on the church website.
- The only exception to this is Christmas and Easter. If you need to be replaced for either of these two celebrations, please contact me so that I can find someone. Schedules will be ready about one week before the new two-month cycle.
- You can access the complete schedule on the **church website**:
 - **www.sfxcparrish.com**
 - **Click on Ministries in upper right hand corner of the webpage, and then go to Extraordinary Ministries.**
 - **Click on Weekend Schedule**
- If for any reason you are no longer able to serve, or your schedule has changed, or you do not wish to serve any longer, please notify me and I will have your name and phone number removed from the schedule as well as the Minister's call list.



Sketch 1 of 1