

# Extraordinary Minister of Holy Communion HANDBOOK

## ST. TIMOTHY CATHOLIC CHURCH

January 2023  
Updated: November 8, 2023



# INTRODUCTION

## Humble Service

'Genuine ministry is about humble service. The model of all ministries is Christ the Lord who came to serve, not to be served. His command to "love one another" (cf. John 13:43) was modeled throughout his life and ministry. The special minister must put aside personal agendas and needs, prejudices and judgments to serve the community and give faithful testimony to Christ's presence in the Eucharist.' (*Guidelines for Extraordinary Ministers of the Eucharist – Diocese of St. Petersburg*)

## Ongoing Formation

'Opportunities for reflecting on the Eucharist in their lives and this ministry should take place at least once-a-year or seasonally (i.e., Advent and/or Lent or Evening of Reflection). (*Guidelines for Extraordinary Ministers of the Eucharist – Diocese of St. Petersburg*)

## Appropriate Attire

A neat and reverential appearance is in keeping with the minister's role and belief in the real presence of Christ in the Eucharist. The ministers' attire should not detract from their role. (*Guidelines for Extraordinary Ministers of the Eucharist – Diocese of St. Petersburg*)

The sanctuary is not a place for self-expression in either how one dresses or how one acts. Our dress and mannerisms should not attract attention to ourselves but instead demonstrate the reverence we show for the presence of the Holy Eucharist. Therefore, the following items of clothing are not acceptable dress for performing our obligations to distribute the Blessed Sacrament:

- a. For men.
  - i. NO jeans, cargo pants, jogging pants, and other extremely casual slacks
  - ii. NO tee shirts, tank tops, or jerseys
  - iii. NO Bermuda shorts, jogging shorts, or other short pants of any kind
  - iv. NO sneakers, flip-flops, slippers
- b. For women.
  - i. NO tank tops, tee shirts, form-fitting or spandex slacks and tops, or jerseys
  - ii. NO short skirts (defined as above the knee), jeans, denim skirts, cargo pants, jogging pants, and other extremely casual slacks.
  - iii. NO Bermuda shorts, jogging shorts, or other short pants of any kind
  - iv. NO sneakers, flip-flops, slippers

## SCHEDULES AND PROCEDURES

### Schedules

The Eucharistic Minister schedules will be developed for a two-month period and will be available by email around the middle of the previous month. Schedules are developed electronically through the Ministry Scheduler Pro.

Schedules are developed using the information each minister has provided relative to their Mass preference(s). Therefore, it is the responsibility of the EMHC, having once been trained to use the Ministry Scheduler Pro for helping the system make the schedule.

An email will be sent to you with updates and reminders as per your schedule.

### Substitutes

It is your responsibility to know when you are scheduled and to request a substitute if you are unable to serve at your assigned Mass. The Ministry Scheduler Pro can help you find a substitute when you request a substitute through the electronic scheduler.

When you request a sub, the system will automatically send an email out to all active ministers. Once your request has been accepted, you will receive notification of the acceptance. If no one has accepted the sub request by Mass time, no worries. Those who are assigned for that Mass will look for a substitute within the congregation.

### Holy Days

Volunteers for Holy Days will be requested via email. Please sign up early for these Masses (especially Christmas and Easter) to avoid phone calls needed to secure the appropriate number of ministers.

### Sign-in Procedures

Extraordinary Ministers of Holy Communion should arrive **at least 20 minutes before Mass. 10 minutes before Mass begins, replacements will be assigned.**

When you arrive at the Sacristy, sign your name in the EMHC sign-in attendance sheet. Then select a particular EMHC station and print your name on the appropriate line. If you are substituting for someone, put your name on the EMHC sign in attendance sheet next to the person for whom you are substituting. **If you have not signed in by 10 minutes before the beginning of Mass, a replacement will be identified to sign in and take your place.**

Please remember to wash your hands before taking your place in the assembly before Mass.

EMHCs should sit at various positions throughout the church to show that they are one with the rest of the assembly. It is preferable to sit at or near the end of a row so that you can easily come to the altar following the Sign of Peace.

## ROLES, RESPONSIBILITIES AND DISTRIBUTION

The Extraordinary Ministers of Holy Communion schedule lists the EMHCs assigned by Mass by week.

Resources for helping set up for Mass are in the Sacristy to the right of the sink. These resources (pictures, grids, and instructions) are located on the wall, in the cupboard door, and in the EMHC binder.

Two to three EMHCs will be assigned Set-up; they are responsible to ensure that all Ciboria, and purificators, cruet with water, lavabo bowl, towel, etc. are on the credence table prior to Mass. At the same time, the EMHCs who are assigned to do set up are responsible to make sure all Holy Communion stations are covered by a Priest, Deacon, or EMHC.

The set up EMHCs are also responsible for preparing the cruet of wine and the presider's host in the appropriate Ciborium for the offertory. Both the large Ciborium and the cruet of wine are placed on the offertory table in the main aisle in front of the baptismal font.

Other considerations for the EMHCs assigned to set up:

- ☐ PLEASE - pay attention to the number of people in the assembly.
  - If the number of people in the assembly is larger than what you initially planned, you can always add unconsecrated hosts to the large Ciborium on the offertory table. Please ensure that the Priest's host is on top of all the hosts and not below them.
- ☐ **DO NOT** cover the small Ciboria on the trays with a purificator.
- ☐ One ablution cup is needed for each Mass: on the main credence table.
- ☐ Make sure all necessary Holy Communion stations are covered by a Priest, Deacon, or an EMHC. Some Priests choose not to distribute (Msgr. Hughes, Fr. John L.) and so you should know that before Mass and ensure you have an extra EMHC to cover for them.
- ☐ The EMHC is not to remove or transfer the Blessed Sacrament from the tabernacle. If there are any questions or concerns, the EMHC is to contact clergy.
- ☐ Before Mass, consider asking the clergy if they would like a bottle of water at their chair.

When not assigned as an EMHC for a particular Mass but still attending, please consider stopping by the Sacristy and let the set-up folks know that you are available to help.

### Low-gluten Host

If someone approaches the Sacristy wanting to receive a low-gluten host, please give them the following instructions:

- ☐ Take a pyx identified as low gluten from the refrigerator located in the closet of the Sacristy.
- ☐ Take a low-gluten host(s) from the refrigerator and place the host(s) in the pyx.
- ☐ Place the pyx with the low-gluten host(s) on the credence table in the main sanctuary.
- ☐ Then, after the sign of peace the individual(s) seeking the low-gluten host lines up with the EMHCs on the end closest to the crucifix to receive Holy Communion
- ☐ The Priest or Deacon will bring Holy Communion to them at that time.

### Station for Distributing the Blessed Sacrament

The station position that you sign up for in the Sacristy prior to the Mass will dictate where you will distribute the Blessed Sacrament.



## EMHC Positions during Holy Communion

Upon completion of the Sign of Peace and the beginning of the Lamb of God, the EMHCs are to come forward to the south side of the main altar. There are two stations in front of the pews for the EMHCs to sanitize their hands. Unless you have had contact with anyone after you have received the Blessed Sacrament, you do not need to sanitize your hands again.

Please line up ***in a straight line*** along the south end of the altar, standing ***inside of the green terrazzo tile***.

To maintain the reverence of the Blessed Sacrament, it is important to have a smooth flow from the point of the EMHC receiving the Blessed Sacrament to movement into their positions for distribution of the Blessed Sacrament. The smoother each EMHC makes this transition, the more reverence can be displayed.

1. Remember to always hold the vessel above your waist whether you are setting up, transporting, distributing the Blessed Sacrament, or cleaning up.
2. When the EMHC has their designated vessel in hand, the EMHCs **will go immediately** to their assigned position for distribution of the Blessed Sacrament.
3. When at their position, the EMHC should stand with their toes on the back line of the colored travertine tile. In this way, there is enough room for those in line who may step to the side to go to another EMHC who has come to assist once they are done with their station. If you stand too close to the pews, this becomes difficult and slows the process down.

## Distribution of the Blessed Sacrament – “The Body of Christ”

1. For the distribution of the Blessed Sacrament, the EMHC should look at the communicant and say, “The Body of Christ.” It is improper to include the name of the communicant. You are not to alter the words. The communicant responds, “Amen.” Place the Sacred Body reverently in the person’s hands or on the tongue of the communicant. **Please make sure they consume the Precious Body.** If they do not, please ensure that they do, even if that means you need to leave your line for a moment and ask them to do so.

**NOTE:** Even if you are not on as an EMHC for a particular Mass, you too should be ensuring that the Blessed Sacrament is consumed, thus assisting your fellow EMHC. “If you see something, say something.”

Children – At times you may question whether a child is old enough to receive the Blessed Sacrament. If he/she knows what to do, minister the Blessed Sacrament. If in doubt, look for an older person with the child and ask or ask the child.

People with Disabilities – Be aware of people with disabilities who come to receive the Blessed Sacrament. The only rule is whatever seems most practical, convenient, and respectful of the person.

Those not receiving the Blessed Sacrament – When someone, whether child or adult, approaches with their arms crossed over their upper body, or the child is too young to

receive the Blessed Sacrament, provide a blessing. Bless the person by a simple blessing, saying **“Jesus loves you.” No Sign of the Cross or even touching the person is allowed.** The Sign of the Cross is reserved for clergy.

The invitation, “*The Body of Christ*” or “*The Blood of Christ*,” must not be narrowed or expanded as it weakens the communicant’s response. “*Amen*” (“*I believe*”) is an affirmation or profession of faith in three realities:

- ◆ The presence of Christ in the assembly
- ◆ The presence of Christ in the communicant
- ◆ The presence of Christ under the forms of bread and wine

Changing the invitation restricts the communicant’s affirmation of all three.

*(Guidelines for Extraordinary Ministers of the Eucharist – Diocese of St. Petersburg)*

2. If you start to run out of the Blessed Sacrament and there are still several communicants in your line waiting to receive, **start fracturing (breaking) the hosts in half** and continue distributing. If you run out of hosts entirely, ask the next communicant to wait a moment and then go to another Holy Communion station and carefully transfer some of the hosts to your Ciborium. Since our goal is to use only the hosts consecrated at the Mass for consumption at that same Mass, there may be times when it will be necessary to break the hosts so that there is enough for distribution; this is perfectly acceptable since even a minute piece of the host still contains the Precious Body of Christ.
3. The usher, who is usually the last in line to receive the Blessed Sacrament, may ask you to serve a person not able to ambulate through the Communion line. Administer the Blessed Sacrament and then return to the altar. If the Priest or Deacon are not present to receive the Ciborium from you, please enter the Sanctuary and leave the Ciborium on the altar. If no hosts are left in your Ciborium, leave it in the slot on one of the trays. If you still have hosts left, simply leave the Ciborium on the altar. The Deacon or the Priest will consolidate the Blessed Sacrament for the tabernacle.
4. If the Blessed Sacrament is dropped on the floor, you will:
  - a) Stop, pick it up, consume it or place it in your hand under the Ciborium.
  - b) When distribution of the Blessed Sacrament is complete and the minister returns the Ciborium to the altar, either consume the Blessed Sacrament at that time or place it in the ablution cup on the credence table to be dissolved. Following Mass, when clean-up is done, make sure that the ablution cup with the dissolved host(s) is poured down the Sacramentarium in the Sacristy.
5. If you finish distributing the Blessed Sacrament at your position/station, consider going to another station to help in distributing the Blessed Sacrament.
6. When finished distributing the Blessed Sacrament, and you have returned the Ciborium to the altar, you may go to the credence table and rinse your fingers in the ablution cup so that no fragments of the Blessed Sacrament remain on your fingertips.

## Clean-up

Two or Three EMHCs will be assigned Clean-up for each Mass. These EMHCs are responsible for taking the sacred vessels from the credence table and carrying them to the Sacristy where they will clean the vessels. The vessels are purified by the Priest, Deacon, and/or acolyte on the altar after the Blessed Sacrament has been distributed to the community.

Per our clergy, ***they would also like the vessels to be purified in the Sacarium once they are brought back to the Sacristy (See Purification of Sacred Vessels).*** There is still the possibility of fragments within the Ciboria and Chalice, even after purification at the altar. Our clergy would like to error on the side of caution and purify again, over the Sacarium.

Once purified, washing of the vessels can continue per the guidelines below.

***Our clergy has asked that the clean-up team wait until most of the congregation has left the sanctuary after Mass before taking the trays back to the Sacristy. In this way, they can eliminate the need to “push through the crowd” directly after Mass. This should still leave ample time to clean the vessels and prepare them for the next Mass.***

## Ciboria and Priest Chalice

1. Wash the presider's Chalice(s), Ciboria, and Ciboria covers without submerging them, using soapy water in the sink on the right. Dry them thoroughly with a soft, colored microfiber towel and place them back in the cabinets on the appropriate shelf. **Do not rinse the soapy suds in the Sacarium.**
2. **Make note that Fr. Anthony has requested that for his Chalice, only the outside of the Chalice is to be cleaned with water. He will have purified the inside on the altar. Never clean the inside of the Chalice with soap or any other chemical, only the outside is to be cleaned with water.**
3. Please DO NOT submerge the vessels in water. Water seeps into the bottom of the vessels, and they will become corroded.
4. Place all used purificators into the basket to the right of the sink area; the sacristans will purify and clean the items left in this basket.

## Lavabo Bowl and Ablution Cup

1. Place the lavabo towel in the laundry bin.
2. Wash the lavabo bowl with dish detergent and rinse with water. Dry it with soft towels and place the lavabo bowl back in the cabinet.
3. Pour the contents of the ablution cup down the Sacarium.
4. Wash the ablution cup with dish detergent and rinse with water. Dry with the soft, colored microfiber towels and leave it on the counter along with the closed lids.

Wipe down (dry) the Sacarium, sink, faucet, and sink covers with the soft, colored microfiber towels and place the towels in the laundry bin, if necessary, otherwise, hang them over the rack at the end of the island in the middle of the Sacristy.

## **Corporal**

1. In the past, the Corporal would remain on the altar from one Mass to the next and would not be removed until done so by the Sacristan on a weekly basis. Going forward, the Corporal will now be removed at each Mass.
2. After the completion of Holy Communion, the Corporal will be folded up by the Priest (at the altar) and placed on top of the Pall which sits on top of the Priest's Chalice. The altar, as is done today, is then cleared of all trays and vessels.
3. Once back in the Sacristy, the Corporal is to be unfolded over the Sacarium and the fragments allowed to fall into the Sacarium. Once that is completed, if the Corporal is clean and does not appear to have dirt or spots on it, the Corporal can be folded as it was when brought into the Sacristy and used again for the next Mass. If it is dirty and a new one is needed, simply add the Corporal to the bin with the used Purificators and retrieve a new Corporal from the drawer.
4. Whether it is a new Corporal or a previously used one, it should be placed on top of the Pall on the Priest's chalice in preparation for the next Mass. It should not be taken back into the church and placed back on the altar. The Deacon (or Priest) will do so when he prepares the altar during the Offertory. Please see the Appendix for pictures on how the Corporal should be folded.
5. Please review the pictures in the Appendix for how the trays look when placed on the Credence table.

## **Purification of Sacred Vessels (in the Sacristy)**

Please follow the instructions below.

Although it occurs after the dismissal, the Purification Rite is still part of the liturgy. Moreover, the vessels contain the Body and Blood of Christ and should therefore be handled with reverence.

1. Consume all visible hosts of the Eucharistic bread.
2. Rinse the Ciboria and Chalices in the Sacarium (the sink on the left with the lid).
3. Once this task is completed, then wash the vessels as outlined section designated as "Clean-up."

## **MUSIC MINISTRY CONSIDERATIONS**

1. Please remember to give the Blessed Sacrament to the music director, Chase White, at the 5:30 PM Saturday Vigil Mass as well as at the 7:30 AM Sunday morning Mass.
2. Also, please remember to give the Blessed Sacrament to Justin Lantz and the contemporary music ensemble at the Sunday evening 5:30 PM Mass.

## Credence Table Set-up for Weekend Masses



- ☐ 8 Ciboria – ALL with hosts in them
- ☐ 1 Purificator on Ciboria Tray
- ☐ 1 Lavabo bowl and finger towel
- ☐ Priest Chalice, Paten, Purificator, and Pall
- ☐ 1 Corporal, placed on top of Pall
- ☐ Water cruet
- ☐ Tabernacle key
- ☐ Ablution bowl w/ Purificator



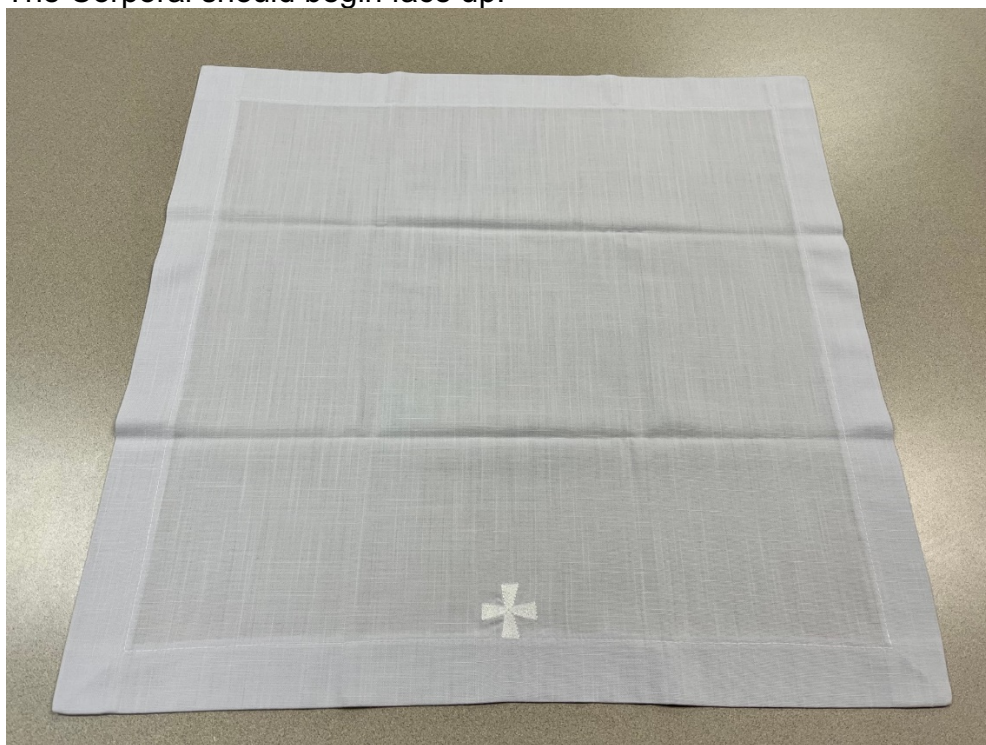


Saturday / Sunday Masses							Updated: 10/25/2023
Mass Time					Chalices	Purificators	Est. Number of Hosts
		5:30 PM Vigil			1	3	350 - 375
		7:30 AM			1	3	200 - 225
		9:00 AM			1	3	575 - 600
		11:00 AM			1	3	575 - 600
		5:30 PM			1	3	350 - 375
<b>Set-Up Team:</b>							
1. Determine the number of hosts needed. Check the Tabernacle to see how many hosts are in reserve then use the estimated number above to determine how many hosts to put out.							
<b>NOTE:</b> Each bag contains 250 hosts (amount is on back of bag).							
2. Setup the <b>Dark Wood</b> tray with the following:							
	A. Small cruet with water (without stopper)						
	B. Presider's Chalice and Paten						
	C. Purificator and Pall on top of chalice. Fr. Anthony and Fr. Drew have their own Pall.						
	D. Corporal (Please ensure main church Corporal is used)						
	E. Lavabo Bowl and finger towel						
	F. Tabernacle key (keys are labeled in cabinet)						
	G. See picture for set-up						
3. Set up the 2 Ciboria trays with a total of 8 Ciboria.							
<b>4. Place hosts in ALL Ciboria. Do not leave any empty. Deacon will adjust as necessary prior to Communion.</b>							
	A. Use estimate numbers above to facilitate						
5. Only 1 Purificator is needed for the Ciboria trays.							
6. All 3 trays to be placed on the Credence Table. See picture for set up.							
7. Back table by the Baptismal Font.							
	A. 1 Large Ciboria w/ lid. Priest Host (small) placed inside Ciboria.						
	B. Small cruet with wine (Wine in fridge in closet. Additional wine in lower-right cabinets and marked as such).						
	C. If add'l hosts needed after Mass begins, place in large Ciboria on back table <b>UNDERNEATH</b> the Celebrant's host.						
<b>8. Only 1 Ablution Cup with Purificator (3) is needed and placed on the Credence Table. Priests/Deacons will purify fingers at altar with water cruet into Ciboria.</b>							

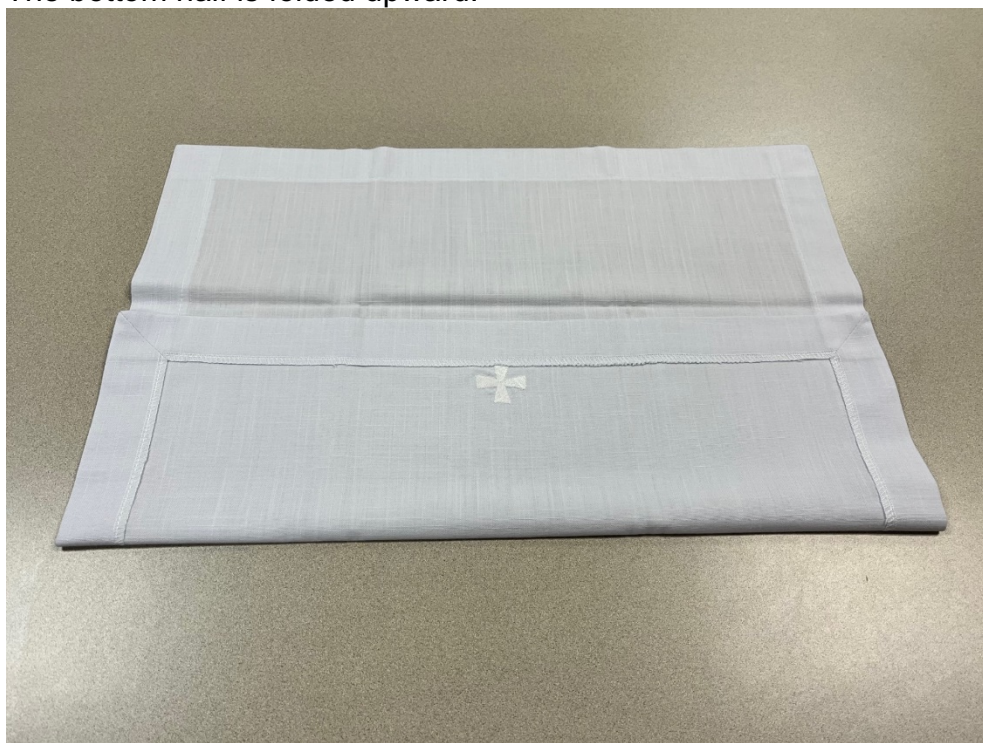


## Folding the Corporal

The Corporal should begin face up.



The bottom half is folded upward.



The top half is folded downward over the bottom half.

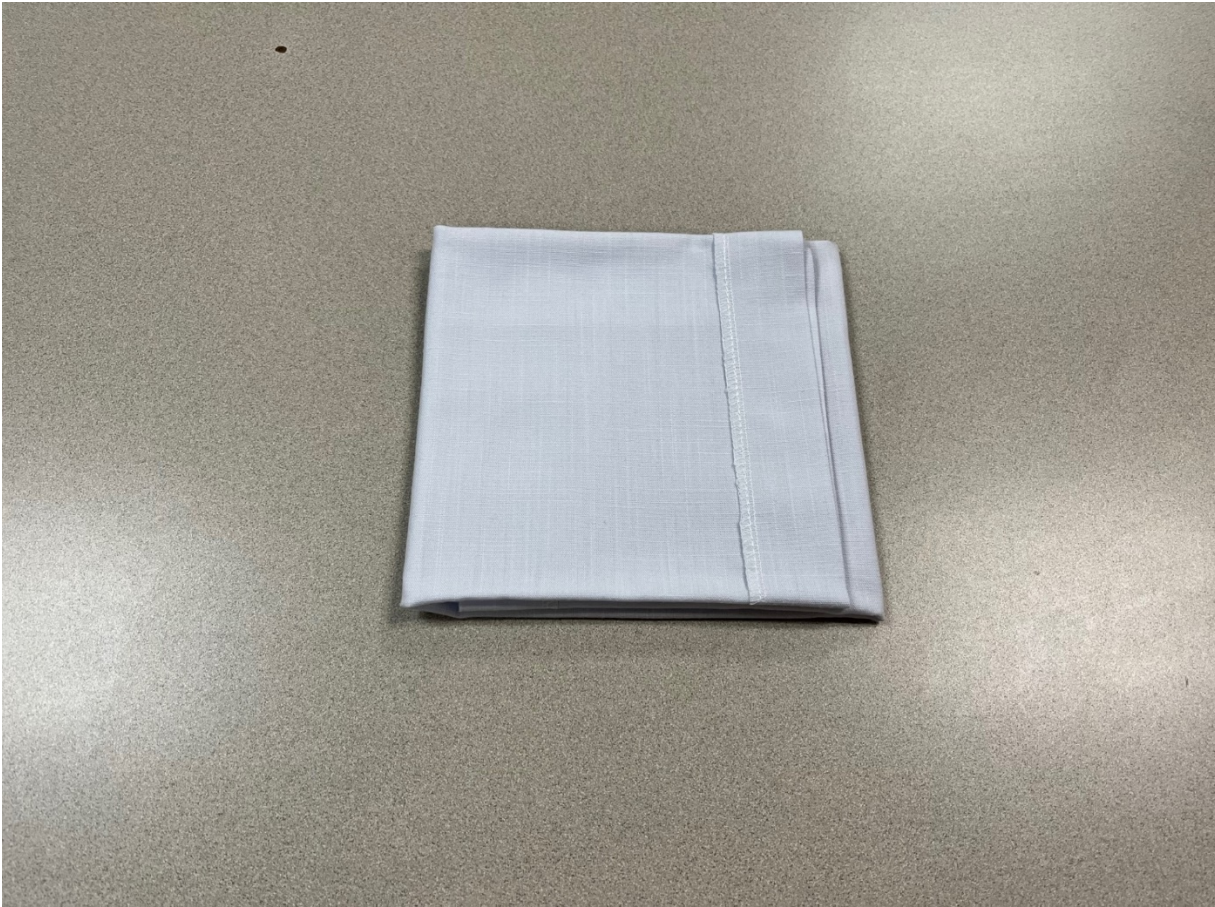


The right side is folded over (to the left).





The left side is folded over to cover the right side which was just folded. This is the final product, and it should be placed on top of the Pall just as you see it.



Once it is placed on the Altar by the Deacon (or Priest), the Cross is placed nearest the Celebrant and unfolded in the opposite direction it was folded, being careful never to turn it over or shake it.

