

Extraordinary Ministers of Holy Communion Training Manual

Eucharistic Minister Guidelines

"Extraordinary Ministers of Holy Communion, who have received sufficient spiritual, theological, pastoral and practical preparation to fulfill their role with knowledge and reverence, exercise in a distinct way their baptismal call, especially in the mission of bringing Christ to others." -Diocese of Raleigh, Norms for Extraordinary Ministers of Holy Communion at the Sacred Liturgy of the Mass, 6.2

Ministry Eligibility:

"Men and women sixteen years or older and having received the Sacraments of Initiation (Baptism, Confirmation, and Eucharist) are eligible for this ministry. They are to be Catholics in good standing who sincerely try to live the Gospel message in accordance with the teachings of the Church. They are to participate regularly in the celebration of the Sunday Eucharist and the practice of their faith. They are to be registered members of the parish in which they are commissioned." -Diocese of Raleigh, Norms for Extraordinary Ministers of Holy Communion at the Sacred Liturgy of the Mass, 2.1

Ministry Requirements:

"Upon the recommendation of the pastor or pastoral administrator, Extraordinary Ministers of Holy Communion are appointed by the Diocesan Bishop before they serve. There is a term limit of five years with an option of renewal for an additional five years. Renewal is not automatic. As a result, Extraordinary Ministers of Holy Communion must be reappointed by the Diocesan Bishop before they continue their service. If an Extraordinary Minister of Holy Communion has served for a total of two terms (10 years) and there is a serious pastoral reason for an exception to the norm for maximum service, a request may be made to the Diocesan Bishop for an extension of the term for each individual. Once approved by the Diocesan Bishop, Extraordinary Ministers of Holy Communion must be commissioned at a parish Mass using the approved liturgical ritual provided in the Book of Blessings." -Diocese of Raleigh, Norms for Extraordinary Ministers of Holy Communion at the Sacred Liturgy of the Mass, 3.1

Acceptable attire is 'business casual':

- Men: slacks and a shirt with a collar
- Women: skirt or slacks with blouse or sweater, dress

Unacceptable attire includes:

- Shorts, blue jeans, t-shirts
- Strapless/spaghetti straps, flip flops

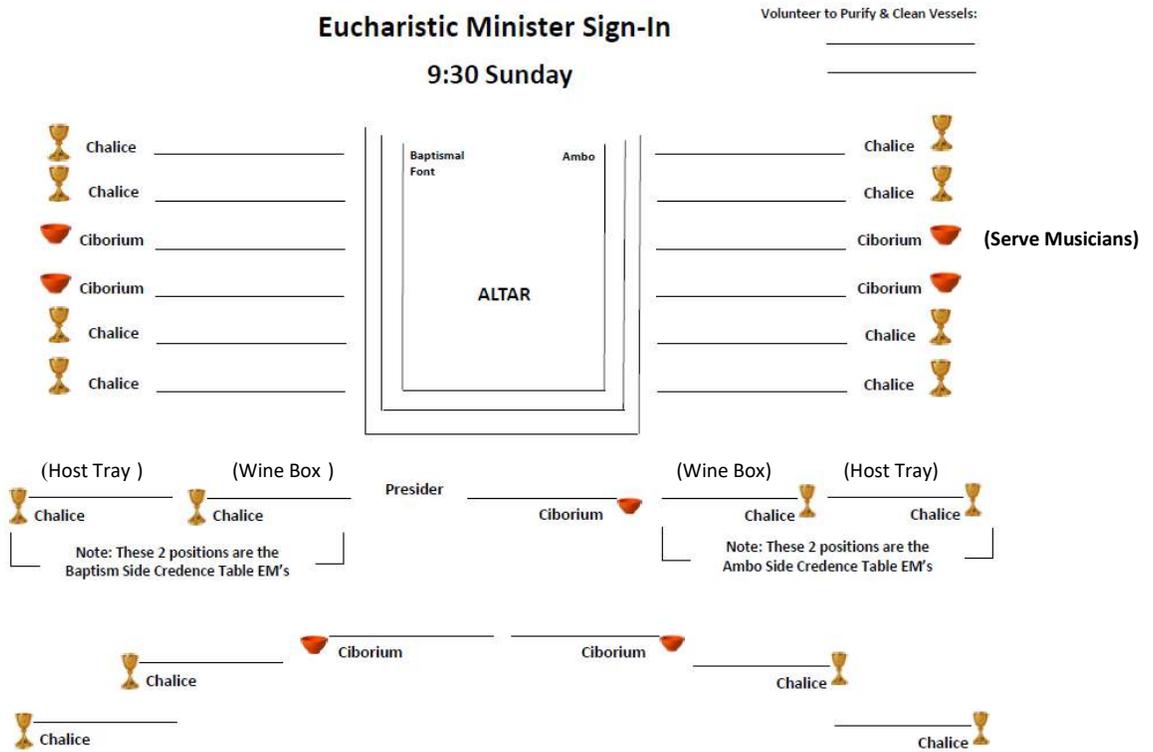
Procedures - Before Mass

Please arrive Early

- Arrive at least 20 minutes prior to the beginning of your scheduled Mass and 30 minutes before specialty Masses
- At approximately 15 minutes before Mass, the Master of Ceremonies will find substitutes for you position if you have not signed in
- Check the sign board outside the Ministry Room to see if substitutes are needed
- A “red” sign means the MC needs help. A “green” sign means no help is needed

Eucharistic Minister Sign-In

- Sign-in to distribute the Eucharistic Bread or Precious Blood in the Ministry Room and place a check mark by your name on the top page of the sign-in sheet
- If you are substituting for someone, write “Sub” in the check box and write in your name.
- If you are serving at the credence tables, sign your name to take up either hosts or wine. Note: the credence table EMs are all chalice positions at the front of the altar (We recommend you sit near the credence table you are serving)
- Put on your name tag



Greeting the Assembly

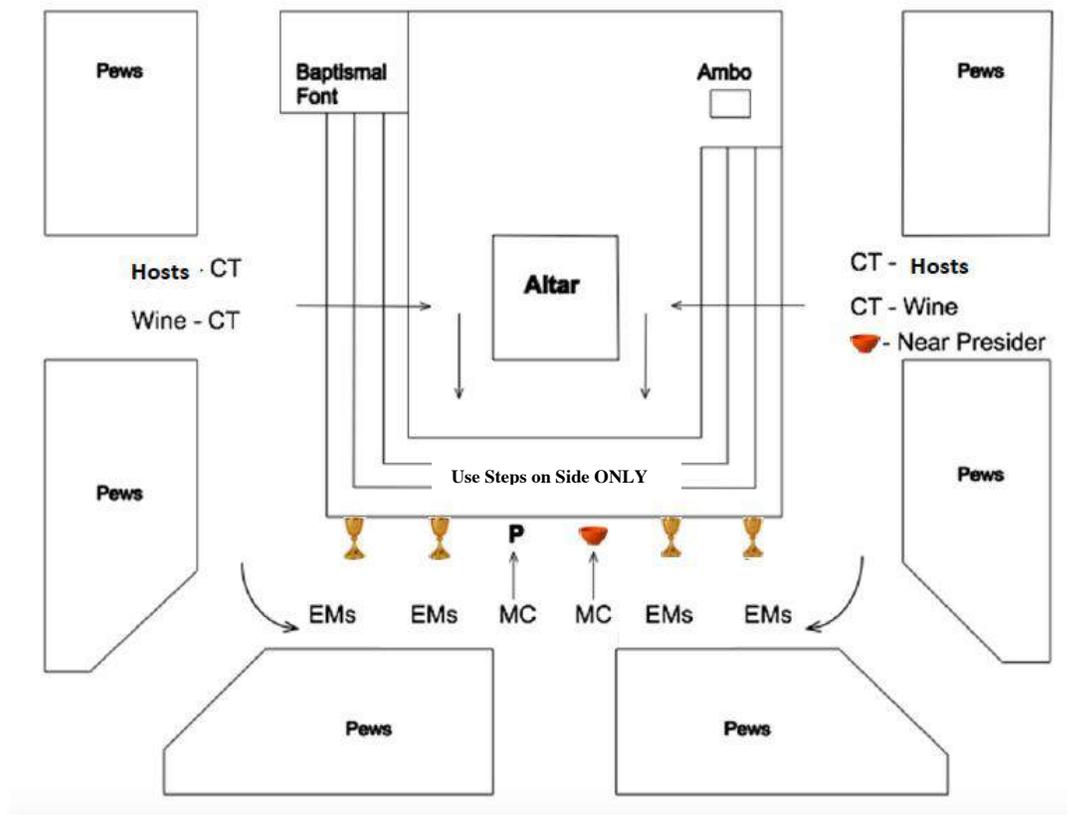
- Eucharistic Ministers greet the gathering assembly at the doors of the church.
- Please take a position on either side of the three doors leading to the church.
- Distribute the Mass worship aids as you greet the assembly.
- Please be attentive to greeting the assembly as they enter and step away from the door if having a conversation with family members or parishioners.

Procedures –Credence Table EMs

The credence table ministers play an important role in the preparation of gifts.

- Their role is to deliver chalices and ciboria to the altar at the appropriate time. The credence table ministers are served communion first and then facilitate the giving of the Eucharistic Bread and Precious Blood to the other Eucharistic Ministers.
- The two credence table EMs responsible for bringing the chalices of wine to the altar should move to the credence table after Prayers of the Faithful. When the altar servers are placing the altar cloth on the Altar, the two EMs take the wine to the bottom of the stairs on either side of the altar and pause until the cloth is set and the servers have moved away from the altar. The EMs should walk up the steps and place their box of wine on the altar near the back side of the altar. The EM's will remove the chalices from the boxes and place them toward the front side of the altar. The altar cloth has a square pattern that can be used for proper spacing of the chalices by placing a chalice in each square. EMs should only move one chalice of wine at a time. Handle the chalices in the middle section of the chalice below the rim. Once both EMs have finished placing the chalices, they move together to take the boxes back to the credence tables and return to their seats.
- The two credence table EMs responsible for bringing the ciboria to the altar should move to the credence table after Prayers of the Faithful and wait at the credence tables until the two credence table EMs with the boxes of wine move up onto the altar. As soon as the boxes of wine are placed on the altar, they move into position at the bottom of the stairs with the MC and wait for the altar to clear. After the two EM's remove the wine boxes and walk down the steps, the MC will place the purificators next to the chalices with one stack of purificators on each side. The two EM's with the ciboria trays walk up to the altar and hold the trays next to the side of altar. The trays should not be held over the altar or place on the altar. The MC will remove the ciboria from the trays and place them on the altar. The EMs stay at the altar until both trays have been emptied and then return the trays to the credence tables. The EM's and MC will return to their seats.

Configuration before Communion



Master of Ceremonies & Extraordinary Ministers of Holy Communion

- After the “Sign of Peace”, the Master of Ceremonies and remaining Extraordinary Ministers (EM) should stand in front of the center pews facing the altar.
- The Master of Ceremonies stands nearest to the center aisle and the remaining EM's form a semi-circle around the altar steps against the pews.
- The Credence Table ministers (CT) will proceed to positions near the side pews.
- The Eucharistic Bread minister who has signed up for the front station next to the Presider should stand on the ambo side with the two credence table ministers.

Communion Preparation

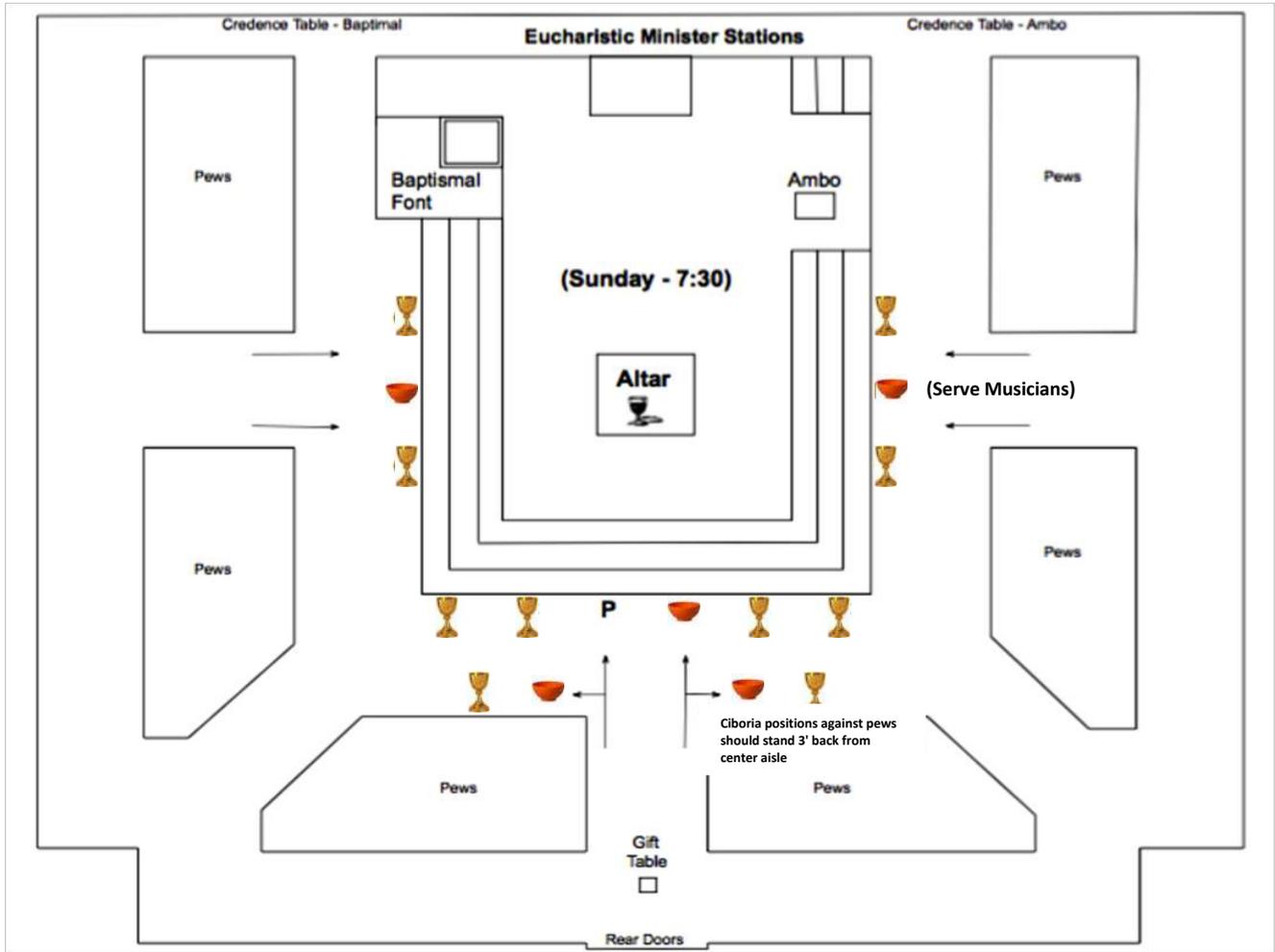
- At the conclusion of “Lord I am not worthy...” the credence table ministers and the Eucharistic Bread minister stationed next to the presider proceed up the side steps to receive the Body and Blood of Christ from the Presider.
- The Presider receives Communion, then distributes Communion to the five EMs at the altar, who each bow their head in reverence before the priest says “The Body of Christ.” The ministers say “Amen,” then receive and consume the Eucharistic Bread. The Presider presents the Chalice to the credence table ministers who, first, bow their head in reverence. The priest says “The Blood of Christ.” The credence table minister says “Amen,” then drinks from the chalice. The credence table minister on the ambo side then presents the chalice to the ambo side Eucharistic Bread minister to receive the Blood of Christ.
- The four credence table ministers along with the presider and the ambo side Eucharistic Bread minister (after retrieving his/her ciborium from the altar) proceed down the front steps to their normal distribution positions in front of the altar to distribute communion to the remaining EMs and MC's. Note: wipe the rim of your chalice and then cover it with the purificator to walk down the stairs to your station.

Master of Ceremonies & Remaining Extraordinary Ministers of the Eucharist

- The MC(s) will approach the priest first; bow their head as a gesture of reverence before the Presider says “The Body of Christ”, respond “Amen” and receive communion. Walk to one of the chalice ministers, bow their head in reverence before the words “The Blood of Christ”, respond “Amen” and receive the chalice. A Master of Ceremonies then walks to the Eucharistic Chapel to get the large ciborium from the tabernacle. The MCs stand on either side of the altar with the reserve consecrated hosts remaining on the altar until needed.
- The EMs follow the MCs to receive communion, proceed up the altar steps on the appropriate side, pick up a ciborium or chalice and purificator and proceed to their designated station. Please do not walk up the front steps between the credence table EMs. The Presider chalice will be used to distribute the Precious Blood to the assembly. Any chalice minister may select the Presider Chalice from the altar for distribution IF a deacon is not present.
- As you walk down the altar steps to your station, cover the chalice with the purificator or cover the ciborium of consecrated hosts with your hand to avoid any spilling.

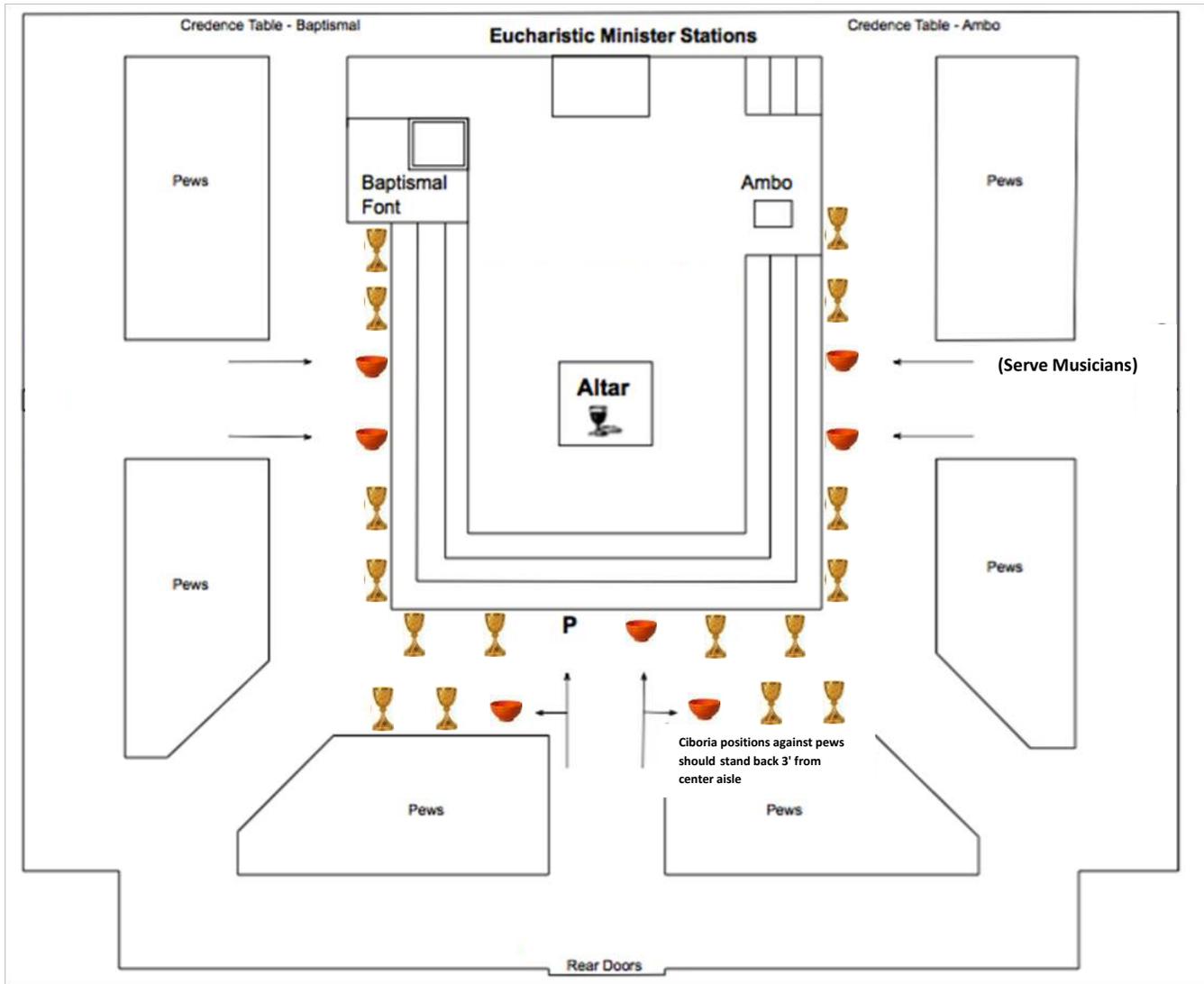
Stations for Communion

Sunday 7:30 Mass - 15 Extraordinary Ministers



Stations for Communion

Saturday & Sunday 5:30, 9:30 & 11:30 Masses - 23 Extraordinary Ministers



Distributing Communion

- When all EMs have received communion, the ushers in the center aisle will signal the assembly at the center of the church to begin processing forward. When the remaining EMs arrive at their stations, the ushers will signal the assembly to proceed to the remaining locations in the church.
- The communicant approaches the EM and bows his/her head in reverence. The EM *reverently* presents the Eucharistic Bread as he/she says, "The Body of Christ." The communicant responds, "Amen." Take special care in presenting the host to children. Some communicants may want to receive the Eucharist on the tongue. Extraordinary Ministers of Holy Communion are to be reminded not to use language other than, "the Body of Christ" and not to elevate the host.
- If you or the communicant drops a host on the floor, pick it up and place it in your hand under the ciborium and continue. Consume the host during a break in the distribution or when you return to the credence table.
- The Eucharistic Bread ministers, who may need more hosts, should raise their hand and/or turn around to locate the Master of Ceremony(s) who will have reserve hosts to replenish their ciboria. The reserve hosts should only be called for once you are down to five hosts remaining in your ciborium. The MC will bring a new ciborium filled with reserve hosts to exchange with you. Hand the MC your ciborium and then take the new ciborium. Do not pour the remaining host from your existing ciborium into the new ciborium. The MC will take your ciborium and remaining hosts back to the altar.
- After the assembly has received Communion, EMs with chalices are to go to the credence table, offer any remaining Precious Blood to each other until all has been consumed, and return the chalice to the wooden boxes. The EMs with ciboria will put their remaining hosts into the large ciborium on the altar and bring their empty ciborium back to the credence table. **DO NOT STACK ANY CIBORIA UNTIL THEY HAVE BEEN RINSED AND PURIFIED.** Any EM may help consume the remaining Precious Blood at the credence table.
- EMs may be asked to distribute communion to the disabled or elderly in the assembly. The ushers will ask you to leave your station when all the people in your section have received communion.
- The EM responsible for distributing communion to the remaining musicians should first return to the altar to place extra hosts in the ciborium. The MC will assist the EM with the number of hosts needed for the musicians. Any extra hosts remaining after the musicians are served, may be offered to the musicians or another Eucharistic Minister. **Please do not self-communicate.** One EM will be needed to help the MC serve the chalice to the remaining musicians. The EMs stand near the column next to the ambo credence table to serve the musicians.
- EMs serving the side pews should not help serve in the front of the assembly when their sections have finished unless a position has been vacated.

Greet and Acknowledge Children or Adults Who Do Not Receive Communion

- Many children not old enough to receive communion, adults in RCIA, or adults who choose not to receive, welcome a special greeting from the EM distributing the consecrated hosts. These people will approach the station with their arms crossed.
- You may place your hand upon the shoulder of the individual and offer them a prayer with simple words such as "May God bless you" or "Peace be with you". There is to be no blessing using the sign of the cross or placing your hand on their head.

Serving the Chalice

- While it is encouraged for the full expression of Christ's Eucharistic presence, not all communicants will receive the chalice.
- The communicant approaches the EM holding the chalice and bows his/her head in reverence. The chalice is presented *reverently* while saying "The Blood of Christ." The communicant responds "Amen." It is preferred that the communicant take the chalice in his/her own two hands. Take special care in giving the chalice to children. Extraordinary Ministers of Holy Communion are to be reminded not to use language other than, "the Blood of Christ" and not to elevate the chalice.
- Open the purificator completely. When the chalice is returned, wipe the rim inside and out with the purificator and rotate the chalice one-quarter turn for the next person. If you drop your purificator on the floor, please ask the MC to replace it with a clean one.
- If the Precious Blood spills, use the purificator to wipe up the spill if it is small. Leave the purificator over the spot of a larger spill and close the station by returning your chalice to the credence table. If your purificator does not cover the entire spill, ask a parishioner in your line to make sure no one walks in it and retrieve the extra purificator from the Altar. After the Liturgy, return to the station to clean the area with water and purificators.
- When all of the Precious Blood in the chalice is consumed, return your chalice to the credence table and then return to your seat in the church. DO NOT remain in your EM position.
- When Communion is over, take your chalice back to the credence table and offer the remainder of your wine to another Eucharistic Minister. Then return to your seat in the church. **Please do not self-communicate.**

At the Conclusion of Communion

- Return to your place in the assembly as soon as possible. Do NOT proceed to the sacristy to purify the vessels until after the presider has processed out of church.
- Immediately after communion, the Master of Ceremonies will remove the large ciborium from the altar and place it in the tabernacle.

Low Gluten Host Procedures

So that all the faithful may partake of the Body of Christ during Mass, we have a supply of low gluten Eucharistic Bread, which is made from wheat starch and water. The gluten content is 0.01% and is made, stored, and shipped in a dedicated gluten-free environment. These special hosts are made according to the requirements of both the Code of Canon Law (c.924) and may be validly used at Mass in the Dioceses of the United States.

If parishioners request the low gluten host please direct them to the MC and the MC will help them.

After Mass

- Help the Master of Ceremonies clear the credence tables by taking the chalices & ciboria to the working sacristy after the Mass is over. Two or three ministers should stay after Mass to assist the MC(s) in the working sacristy in the purification and cleaning of the ciboria, chalices, cruets, etc.
- The wooden boxes with the chalices should be placed to the left of the sink to be purified by one of the Friars. MCs will wait a reasonable amount of time for a Friar to arrive before purifying the chalices themselves and removing them from the boxes to be washed and stored. All ciboria, cruets, and the flagon should also be washed and stored.
- **No ciboria should be stacked until they have been purified and rinsed.**
- Put the wooden boxes and trays in their designated storage area on the counter. The boxes should not be washed. All soiled purificators should be placed in the basket in the lower right cabinet to be laundered.
- EMs should help collect worship aids from the ends of the pews and place them in the baskets for the next Mass.

REMINDERS

- Only trained Extraordinary Ministers may serve at liturgies. Name tags for those who are no longer active will be removed from the Ministry Room.
- Inactive members may be reactivated at any time by filling out a new registration form and completing retraining if necessary.
- Please direct anyone requesting low-gluten hosts to the MC.
- Please handle all vessels with reverence throughout the purification process.
- Allow each person to respond with "Amen" before giving them a host, and make sure that they are consuming it.

Dictionary of Liturgical Terms

- Altar Cloth - The cloth that covers the entire altar during the celebration of the Eucharist.
- Ambo - Stand/podium to the right of the altar, used for readings.
- Ambry - The small box on the wall near the Eucharistic Chapel where the Oils of the Sick, Catechumens, and the Sacred Chrism are kept.
- Boat –A boat shaped liturgical vessel in which incense is kept.
- Book of the Gospels (Maroon Book) - The book used by the Presider to proclaim the Gospel and is carried in procession.
- Chalice- any vessel used to hold the Precious Blood.
- Ciborium/a- any vessel used to hold the Eucharistic Bread.
- Credence Table - Tables to the right and left of the altar, where the chalices, ciboria, and purificators are kept before the Liturgy of the Eucharist.
- Eucharistic Chapel - The room to the left as you walk through the doors to the Church, where the Most Holy Eucharist is kept in the tabernacle.
- Reconciliation Room –Upon entering the Eucharistic Chapel, the Reconciliation Room is to the left. The sacrament of Reconciliation is celebrated individually on Saturday afternoons.
- Incense - A grainy substance made from the resins of various plants that gives off an aromatic fragrance when burned in a Thurible.
- Lectionary –Large red book kept at the ambo, containing the scriptures proclaimed at Mass.
- Ministry Room - The small room to the left of the vesting sacristy, where Eucharistic Ministers pick up their name tags and sign in to serve.
- Purificators - The white napkins used to wipe the chalices during the liturgy.
- Pyx - A container used for carrying the Eucharist, especially to the sick.
- Roman Missal - Large red book, containing the prayers and directives (but not the Scripture readings) for the celebration of the Mass.
- Tabernacle - The receptacle for exclusive reservation of the Most Holy Eucharist.
- Sacramarium - Special sink in the Vesting Sacristy that leads directly into the ground. This is where the sacred vessels are washed. *The sink should not be used for general purposes.*
- Vesting Sacristy - The room the Friars use to vest for the Liturgy.
- Working Sacristy - The room behind the altar where the chalice, ciboria and chalices used during the Liturgy of the Eucharist are washed and stored. This room also leads to two smaller rooms: one for candles, and one for the cloths.