

St. Catharine Church
Extraordinary Ministers of Holy Communion

“Take and eat; this is my body this cup is the new covenant in my blood.”

It was during his “last supper” that Jesus shares the Eucharist with his disciples for the first time. “Do this in memory of me!” is both an invitation and an opportunity to become one with God through Jesus.

Priests, Deacons and Eucharistic Ministers provide service to the faithful – they serve God and God’s people.

PROCEDURES FOR EXTRAORDINARY MINISTERS

First Things

1. EMs, who serve during Sunday Liturgy are scheduled for the Liturgies they most frequently attend. The schedule is prepared by Frank Mikos (201-445-6318 or f.mikos62@yahoo.com) 3 months at a time.
2. Holy Day and holiday service is by a volunteer sign-up sheet on the vesting sacristy bulletin board.
3. If you are **unable** to fulfill your scheduled EM assignment, kindly obtain a substitute from the EM roster, or send an email to all the existing EMs, you can do this by saving one of the emails I send by just responding to all.
4. If you will be away or unable to serve for an extended period of time, kindly contact Frank Mikos before the current schedule expires so you will not be scheduled during the next scheduling period.
5. If you are not scheduled to serve as an EM but see that the proper number of EMs are not standing on the predella, kindly come forward and help. There should be a total of 8 people on the predella including the Presider & Deacon.
6. Please dress appropriately when scheduled to serve as an EM. Please “fill-in” if needed even if you wish you were dressed better. Remember you should always come to Mass dressed as if you were going to serve.

HOW IT WORKS

Prior to Liturgy

1. Arrive a few minutes prior to the scheduled time of the Liturgy. Check off your name on the EM schedule posted on the vesting sacristy bulletin board and be sure to note the location of your assigned station. If you are a substitute, kindly print your name on the posted schedule. A few minutes before the Liturgy begins, we will pray together, if you wish, with the lectors, servers, deacons and celebrant in the vesting sacristy.
There are no reserved seats for EMs.

During Liturgy

1. After sharing the sign of peace, walk up onto the predella from the sides using the ramp or the steps. Bread ministers stand at the side of the altar, with your backs to the ambo. Wine ministers stand at the side of the altar facing the bread ministers.
2. The Presider will separate the bread into the distribution bowls.
3. Following the prayer: “Lord, I am not worthy...” the Presider receives the Eucharist and then distributes the bread to the Deacon, if one is assigned. The Deacon then assists with the distribution of the wine. If no Deacon one of the EMs may follow the Presider and distributes the wine.
4. The Presider then distributes the bread to the EMs and music people. He begins with the music people (standing behind the altar) continuing counterclockwise to the bread ministers and concludes with the wine ministers.
5. The Presider goes back to the bread ministers and hands each one a distribution bowl from the altar. The bread ministers stand in place holding the bowl.
6. The EM or Deacon who distributes the wine empties any remaining wine from the Presider’s cup into the distribution cups and hands a distribution cup & purificator to each wine minister from the altar. If an EM is the one who is giving out the Precious Blood on the Altar they will hand the cup back to the Presider or if it is empty just place it on the Altar.
7. As the wine ministers receives the distribution cup & purificator – move directly to your station. When the last distribution cup & purificator have been received – the bread ministers move to their station following the Presider.
8. The first bread minister to finish distributing the Eucharist places their distribution bowl on the altar and returns to their seat. As the other bread ministers finish distributing the Eucharist they empty their distribution bowl into the bowl on the altar. Next, place your empty distribution bowl on the side table and return to your seat. If the distribution bowl on the altar is too full to hold the hosts in your bowl, simply place your bowl on the altar next to it.
9. When the wine ministers finish distributing the Precious Blood, move to the side table, consume any remaining wine, place the distribution cup on the side table and cover it with the purificator (do not insert the purificator into the cup).
10. The Presider transfers the distribution bowl from the altar to the tabernacle. A presider may hand you the filled bowl to take to the tabernacle; if so reverently place the bowl, close & lock the doors, bow or genuflect and place the key on the side table.
11. EMs who will visit the homebound should place their pyx on the gold tray on the side table before Mass. If you need anything other than one host please indicate inside the pyx or place the unconsecrated hosts in the pyx.

After Communion you have two options. Some may prefer a quiet, anonymous approach where you take your pyx and return to your seat and make your visit at the conclusion of Mass, or just go to the Tabernacle after Mass & take the Eucharist you need & leave the church immediately.

If, however, you want to be formally dismissed leave your pyx on the altar, stand on the predella where the bread ministers stand and the celebrant will dismiss you before the Prayer after Communion and you will immediately leave Church.

Details During Liturgy

1. Please do not move from one side of Church to the other behind the altar by walking in the “tabernacle area.” Rather, use the ramp / stairs combination.
2. Parishioners who sit in the “handicap” pew receive the Eucharist **after** the rest of the congregation from EM B1 or B3 and EM W4.
3. When distributing the bread: hold it at the eye level of the one who is receiving, announce: “The Body of Christ,” waits for the “Amen” and places it on the hand or the tongue as they indicate. If their hand and tongue are both out – place it on their hand. **DO NOT** call out the person’s name even if you know them well.
4. When distributing the wine: hold the cup at the eye level of the one who is receiving, announce: “The Blood of Christ,” wait for the “Amen” and hand the cup to the one receiving so they can drink it themselves. When the cup is handed back to you, wipe the rim of the cup with the purificator and turn it (always in the same direction). **DO NOT** call out the person’s name even if you know them well.
5. Intinction (dipping the bread into the wine) is not permitted. If someone attempts this just put your hand over the cup to prevent their attempt. If you find it necessary, you can just tell them, in a low voice that we don’t do that here. If you notice someone walking away with a Host do not attempt to go after them but tell the Priest or Deacon.
6. When the choir is present, they receive the Eucharist after everyone else from the Presider and Wine ministers who have wine remaining in their distribution cup. (Wine ministers, please use the ramp / stairs to cross to the choir).
7. Remember when you give the cup or the bread it’s just you and the person who is receiving. Eye contact, reverence and attention to your job is very important. Do not lose attention and look at what is going on around you.

Following Liturgy

1. EMs take the distribution bowls and cups, presider's cup, decanter, presentation bowl and linens into the vessels sacristy for purification.

2. This is how to purify:

In the left hand covered sink (the sacrarium), brush any particles that may remain in the bowls into the cups, add a small amount of water & consume, rinse bowls & cups with clear water from the faucet still using the left hand sink. Next, move to the right hand sink and wash with soap and water, then rinse the bowls & cups being sure to remove any soapy residue, dry with a dish towel & put away or use them to set up for the next mass. Be sure to wash the rims of the cups with hot water and soap & check carefully for any lipstick that may be present.

Or you may clean any particles of Holy Communion with your finger tip and consume in this manner. If there is more than a few drops of precious blood remaining in the cups, PLEASE do not pour into the sacrarium but consume it yourself or present the cup to one of the other EMs to finish.

Wine decanter – wash with soap & water in the right hand sink as there would be only unconsecrated wine in this vessel.

Purificators – are used only once, used ones are placed into the laundry bag. Corporals – if clean and unwrinkled may be used for the following Liturgy; if not they are placed into the laundry bag.

3. Following 5:30 p.m. and 12:00 noon please put everything away:
 - bowls, cups, decanter (WITHOUT top on it) are placed into the cabinet
 - corporals are placed into drawer or laundry bag
 - tabernacle key is placed into the glass dish in the corporals drawer.
 - place the cups in the bags provided after the 12:00 noon Mass (last)
4. Following the 8:00 a.m. 10:00 a.m. Liturgy, please set up for the next Mass by placing on the side table:
 - 4 distribution bowls and 4 distribution cups / purificators
 - presider's cup on which is placed a pall, purificator and 3 corporals (1 square, 2 rectangular)
 - ablution pitcher / bowl / towel
 - tray for pyx.Please place key into tabernacle lock.
Find out the presider for the next Mass so you can put out the correct Chalice.
5. Using the numbers posted on the vessels sacristy bulletin board, prepare the decanter and presentation bowl. Once they are filled place them on the offertory/credence table.

Important Final Items

1. When you distribute the Eucharist, you hold the bread or wine before the one to receive and elicit their declaration of faith: “Amen” which means “yes, I believe!” It can become repetitious for the EM but for the one who is receiving it only happens once. Do your very best to serve each person who stands before you as if they are the only one – make it personal and spiritual for each one. Try to make eye contact with each person receiving from you.
2. It is important to follow the numbers posted in the vessels sacristy bulletin board for number of hosts and ounces of wine.
3. To avoid an over-abundance of hosts left in the tabernacle, when setting up for the next Mass kindly prepare the presentation bowl by subtracting the number of hosts in the tabernacle from the number of hosts listed on the vessels sacristy bulletin board. That will be the number of hosts you place in the presentation bowl. If by chance no additional hosts are required just place the large presider’s host only into the presentation bowl.
4. Occasionally an usher may come up to you just as we are finishing giving out Communion and tells you someone needs to receive, who is unable to walk to the front. Tell the usher to “show me” and let them lead you to the person. After, return your bowl to the Altar or the Cup to the side table.
5. What happens if I drop the host? If you or the person you are ministering to should drop a host, just pick it up and cup it in the palm of your hand that you are holding the bowl in. When you are all done go into the sacristy, rinse it off and consume it.
6. If the precious blood should be spilled try to wipe it up with your purificator, cover the spot with the same purificator go to the sacristy & get a new one. After mass clean the spot with soap and water. Additionally when handing the cup to children do not try to hold it for them, they have been taught how to take the cup when they made their First Communion. Be prepared to take it back from them as some hand it back rather quickly.
7. If there are 2 cup ministers on your side and you should notice that both ministers on the opposite are done one of you should cross to the other side, in back of the altar.

Final Thoughts:

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 and wine.

This is a quote from the United States Conference of Catholic Bishops; please remember when you step upon the altar to serve as an E.M. to refrain from conversation with the E.M. standing next to you. It's fine to share a sign of peace when first entering the altar but beyond that please be conscious of where you are. If you are filling in and enter the altar late just go the end of the bread or wine line quietly & reverently, especially if the Presider has already started praying "Lord I am not worthy etc."

Thank you for your service to this sacred ministry.