

St. Gabriel the Archangel Catholic Community McKinney, Texas



Extraordinary Minister of Holy Communion Training Manual

**Issued
1 April 2019**

Welcome to the Ministry of Extraordinary Minister of Holy Communion!

Where God reigns, all are welcome, and everyone has a place at God's table where we are all honored guests. As **Extraordinary Ministers of Holy Communion**, we too are honored guests but, we are also appointed servants. Our task is to welcome those who approach the Lord's table, to extend to them the same hospitality that has been extended to us. While we only have a brief encounter with the people we minister to, those moments can convey a true sense of welcome based on some of the simplest acts. How we smile, make eye contact, our tone of voice, and how we show reverence.

Vatican II reforms called each of the faithful to, "full, active, and conscious participation." Your role as an **Extraordinary Minister of Holy Communion** is an outward sign of that call. This booklet is designed to assist you in your participation in this ministry at St. Gabriel the Archangel.

Your willingness to serve as an **Extraordinary Minister of Holy Communion**, reflects not only response to your Baptismal call to serve the people of God, but a commitment to Christ as you share in the preaching, teaching and leading aspects of the church. You offer the Eucharist; recognize the Body of Christ in those to whom you offer Eucharist and, ultimately, you act as the Body of Christ by fully participating in the life of the parish and the wider community. Your willingness to commit, to prepare properly for your service and actively participate in the Mass reflects that commitment.

May God bless your efforts!

God of Love and Mercy,
With reverence and humility
I approach the Eucharist and this ministry.
Grant me the grace
To help others encounter you in this sacrament.
I ask through your son, Jesus Christ our Lord.
Amen

Part I – Procedures Before Mass

Scheduling

The Extraordinary Minister of the Holy Communion schedule will be updated every month. Each EMHC will receive an Email from Ministry Scheduler Pro (MSP) requesting availability/unavailability for the upcoming month. Based on the information you provide schedules will be prepared and you will receive notification via Email of the dates/times you are scheduled from the scheduling software (MSP).

If you are scheduled to serve and cannot, **YOU** are responsible for arranging for a substitute. Requests for substitutes should be made through Ministry Scheduler Pro.

If you cannot serve on a regular basis but would like to be placed on the substitute roster, please let the MSP administrator know.

Extraordinary Ministers of Holy Communion will serve on Holy Days on a volunteer basis. A request will be sent via the scheduling software by the MSP Administrator requesting ministers for the Holy Day liturgies. Examples are: The Triduum (Holy Thursday, Good Friday, Holy Saturday), Easter, Christmas, The Assumption, etc.

Occasionally, a request for EMHCs at other services is received. An e-mail will be sent to all EMHCs requesting volunteers to serve at these special liturgies, i.e. First Communions, Confirmations, etc.

Arrival

Please arrive **at least 15 minutes before** Mass prepared to serve. The Sacristan will begin finding substitutes **10 minutes before** Mass begins. Upon arrival, please check the ministry roster for your name. The ministry roster and sign-in book are located at the Sacristan table in the Narthex. Cross your name off the roster and write your name at the station where you wish to serve on the ministry sign in form. Stations 1 through 5 consist of one paten and two chalices. Station 6 is one paten and one chalice. The sign-in form will also include special instructions, if any, for that Mass.

All EMHCs who are not scheduled should check-in with the Sacristan if available to serve. Please write your name in the space provided on the ministry sign-in form. Also let the Sacristan know approximately where you will be sitting in church. If you are needed to fill a vacant position, the Sacristan will notify you.

If you are late, check-in with the Sacristan to see if you have been replaced.

Attire

“Bodily demeanor (gestures, clothing) ought to convey the respect, solemnity and joy of the moment when Christ becomes our guest.” *Catechism of the Catholic Church 1387b*

In the dioceses of the U.S., acolytes, altar servers, readers and other lay ministers may wear the alb or other suitable vesture or other appropriate and dignified clothing. *General Instruction of the Roman Missal 339*

Your respect for the Ministry should be reflected in your appearance and attire. Appropriate attire includes being properly groomed. Clothing or jewelry which would be distracting to the assembly and take away from the celebration of the Mass should never be worn. When in doubt, wear your “Sunday Best”.

Part II – Procedures During Mass

Approaching the Altar

The Mass will proceed through the Liturgy of the Word and Liturgy of the Eucharist. At the Sign of Peace, after you have greeted those around you, please proceed to the northeast corner of the worship space nearest the credence table. If you signed up to serve Holy Communion with the paten please be in the front of the line, ministers serving from the cup will follow. The Sacristan will be available to make sure everyone is queued up and ready to serve. Please note, Extraordinary Ministers of Holy Communion will remain standing through the saying or singing of the Lamb of God.

After we all pray Lamb of God, the Priest will self-communicate and then serves the deacon. At that point ***reverently*** proceed to the sacristy steps, bow and then proceed up the steps creating a semi-circle around the back of the altar. Please note, any Extraordinary Ministers of Holy Communion who have a physical impairment limiting the ability to use the stairs should use the ramp on the other side of the sanctuary and proceed up to the altar when the other EMHCs do so. If you will be using the ramp, please notify the sacristan prior to Mass.

The Priest will distribute the Body of Christ to the EMHCs and the Deacon will administer the Chalice. In the rare instance when there is no Deacon, the Sacristan will designate one EMHC to distribute the Precious Blood to the EMHCs at the altar. Should you be designated, you will be the first up to the altar and will stand to the priest's right at the corner of the altar.

Receiving Holy Communion

As the church has asked us to do, bow reverently before you receive the Host and the Chalice.

Once the presider (priest) has distributed communion to the EMHCs, followed by the deacon with the cup, he will move to the front of the altar to distribute out the patens and the cups to the EMHCs. Once the presider is in position, the first EMHC should move forward, receive the paten and move directly to the assigned station. This process is repeated until all the EMHCs have moved to their stations followed by the presider and deacon moving to their respective spots. There are red crosses on the floor for each position.

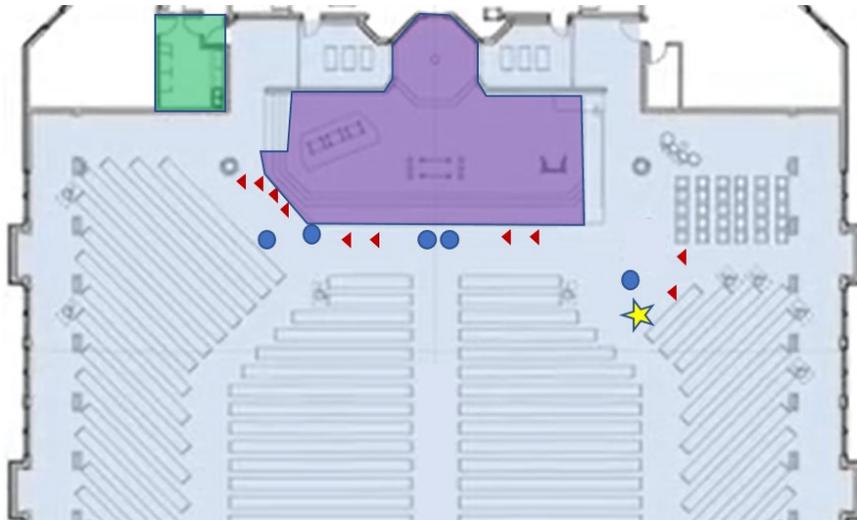
Once a Holy Communion station comprising of one paten and two cups is filled, the Hospitality Ministers will invite the congregation forward to receive Holy Communion.

Station 1 will first distribute Holy Communion to the altar servers. Once completed, Station 1 will turn to serve the rest of the congregation. Once everyone in that section is served, the Hospitality Ministers will begin sending people from the center left section (as you face the altar) beginning with the last row to Stations 1 and 2.

Station 5 serves the smallest section of pews in the church and it is anticipated that it will be the first station to be complete. Once everyone in that section is served, the Hospitality Ministers will begin sending people from the center right section (as you face the altar) beginning with the last row to Station 5.

Station 6 has one paten and one cup. This station is designated to serve any mobility impaired parishioners who cannot or prefer not to move to the altar to receive. When leaving the altar, this position moves to the south wall behind the choir where the two EMHCs will be met by a Hospitality Minister who will escort them throughout the entire church to serve any handicapped parishioners who are unable

to process to the front of the church to receive. Once completed, Station 6 will move into position to serve the choir after the end of the first song. Once the choir is served, the Station 6 paten will move to support Station 5. (The Station 6 paten should stand along the privacy panel at the pew next to the Station 5 chalice designated by the star on the image below.) The Station 6 chalice will move to the front of the altar to support Station 4.



Distribution of the Body of Christ

The U.S. Conference of Catholic Bishops has stated, ***“The proper and only permissible form for distributing Holy Communion is to offer the consecrated bread by saying, “The Body of Christ” and to offer the consecrated wine by saying, “The Blood of Christ”. No other words or names should be added; and the formula should not be edited in any way” (GIRM, 161; 284-287).*** It is imperative that only these words be used. Do not add the communicant’s name or any other phrases.

Stand straight and make eye contact with the communicant. Reverently hold up the consecrated Host between you and the receiver and looking the receiver in the eye, smile and say, “The Body of Christ”. Wait for the person receiving communion to say “Amen” and then place the Host in their hand or on their tongue, depending on which method they prefer.

Don’t wait until you completely run out of Hosts, if you begin to run low, pause your line briefly and immediately check with the EMHC serving closest to you. If they

have enough to share, they should put the Hosts in your bowl. If they do not have enough to share, move calmly and reverently to another EMHC.

If there are no more parishioners coming to your station, please check to see if other stations need assistance before retiring the paten to the Altar or to the Credence Table with the cup.

Distribution of the Blood of Christ

Leave the purificator over the Chalice until you reach your serving position. Once there, carefully remove the purificator and gently unfold it (do not shake out the purificatory to open it).

Reverently hold the Chalice between you and the receiver and looking the receiver in the eye, smile and say, "The Blood of Christ". Wait for the person receiving to say "Amen" and then hand them the Chalice.

Make sure the person has a good grip on the Chalice before releasing it. Be especially careful when the person hands the Chalice back to you. The exchange should be firm but gentle; not forceful enough to cause a "splash" or a spill. Be even more vigilant when the communicant is a younger child.

After the person has handed the Chalice back to you, wipe the Chalice firmly on the inside and out where they drank, and turn the Chalice a quarter turn for the next communicant. Move the purificator so you are not wiping the Chalice with the same spot on the purificator.

If there are no more parishioners coming to your station, please check to see if other stations need assistance before returning to the Altar with the paten or the Credence Table with the cup.

If you run out of Precious Blood, cover your empty Chalice with your purificator and return it to the Credence Table. Typically, the deacon will be the first to empty his cup and will be waiting to purify the other cups. If he is not there, simply place the empty chalice on the table and return to your seat. **IMPORTANT TO REMEMBER:** ONLY deacons, priests and instituted acolytes may purify the sacred vessels. DO NOT WIPE OUT THE CHALICE WITH YOUR PURIFICATOR AND DO NOT WAD YOUR PURIFICATOR AND PUT IT IN THE CHALICE!

Once you have finished serving Communion and you have Precious Blood remaining in your Chalice, cover the chalice with your purificator and proceed to the Credence Table; face the wall and carefully consume the remaining Precious Blood. Do not consume the remaining Precious Blood facing the assembly. If there is too much for you to consume yourself, quietly ask another EMHC or the Deacon to help you. After you have returned your vessel to the Credence Table please return to your seat.

Ministering to those who are not receiving Communion

With a hand-raised-in blessing simply say,

“May God bless you” OR “May the Lord bless you”.

If an adult or child comes up at Holy Communion and they have their hands crossed over their chest, with a hand-raised-in blessing simply say,

“May God bless you” OR “May the Lord bless you”.

Do not place your hand on the head of a child or an adult. Also, EMHCs should not make the sign of the cross as part of the blessing, as they (EMHCs) are not ordained ministers. Never, ever bless someone with the Host in your hand!

Communion by Intinction

This practice is sometimes referred to by the laity as “dipping the host.”

Communicants must not be permitted to intinct the Host in the Chalice, or to receive the intincted Host in the hand. (Redemptions Sacramentum 104) Only clergy, with an appropriate vessel, is allowed to intinct the Host.

Accidents

If you drop the Consecrated Host, your calm demeanor at this moment can calm and assure an anxious and embarrassed communicant. Pick up the Host and consume it yourself. If you feel uncomfortable consuming it, place it in the palm of your hand in which you are holding the paten until after everyone in your line has received Holy Communion. When you take your bowl back to the altar, ask the Priest if he will consume it. If he is uncomfortable consuming it, go to the Work Sacristy and ask the Sacristan for help, they are trained for these situations.

If you drop or spill the Precious Blood - **DO NOT PANIC!** Stop what you are doing. Your demeanor will reassure those communicants in line or the person who may have caused the spill. Stop serving and place the purificator over the spill to avoid someone accidentally stepping on it. If a small amount spilled, blot the spill and take the stained purificator to the Credence Table. Get a new purificator, return to your spot and continue serving. If it is the entire Chalice, cover the spill with your purificator, go to the Credence Table and get additional purificators to blot the spill. Take all soiled purificators to the Work Sacristy. The altar servers are also trained to respond to these spills and will be there to assist.

“What the Church asks of us – no more and no less”

We all aspire to fulfill the role of Extraordinary Minister of Holy Communion and do what the Church asks of us. The Church specifically states we are to do what is asked of us, no more and no less. While we can all grasp the “no less” part of the phrase, sometimes we struggle with the “no more” part.

Practices we may follow as individuals in the congregation to fully demonstrate our reverence or sense of piety, whilst helping the individual worshiper, when serving as Extraordinary Minister of Holy Communion, they represent what the Church means as “more.”

Some examples include the following:

- Rather than saying, “The Body of Christ” or “The Blood of Christ” stating “THIS IS the Body of Christ” or “THIS IS the Blood of Christ”
- Kneeling to receive Holy Communion when in the Sanctuary.
- Wearing veils

While these examples may seem minor or even trivial, as EMHCs, we are directed to follow the norms prescribed by the Church.

Part III – Procedures After Mass

Clean up happens in the Work Sacristy by the Sacristan and at least two EMHCs who served at the Mass. The Deacon will purify the Chalices at the Credence Table before the final blessing. After the vessels have been purified the Sacristan will move the vessels to the Work Sacristy. Once purified, the vessels are ready to be washed and set up before the next Mass begins.

Only the Sacristans and the clergy are trained to use the sacrarium. Please consult with one of them regarding the appropriate use.

The Chalice rims may be washed with a sponge or cloth with a small amount of soapy water. Rinse thoroughly and turn upside down in the drainer to be gently dried. **ABSOLUTELY DO NOT SUBMERGE IN WATER.**

If you are serving the last Mass of the day, vessels should be put away in the cupboards in the designated location.

Soiled linens (purificators, corporals, towels, altar cloth) used during Mass are placed in the labeled laundry bags in the Work Sacristy.

Part IV – Reference Materials

Glossary of Terms

Altar Cloth – The long white cloth that covers the top of the Altar.

Chalice -The cup used by the celebrant when he consecrates the wine into the Blood of Christ.

Ciborium – A container used for consecrated Hosts.

Corporal - A square piece of white cloth that is spread over the Altar Cloth. It is placed when the Altar is prepared for Liturgy of the Eucharist.

Credence Table - A small table or shelf placed next to the wall at one side of the altar. On it are usually placed the cruets, basin, and finger towel. The Chalice, paten, corporal, and veil used in the Mass may also be placed there until the Offertory of the Mass.

Cruet -A bottle-like container that holds the water.

Finger Bowl – A bowl filled with water that is used to remove consecrated particles from the hands.

Flagon -A decanter or container used to hold the wine.

Genuflect -To briefly touch the right knee to the floor. It is proper to genuflect whenever passing in front of the Tabernacle. It is a sign of respect for the Eucharist.

Host -The piece of bread made without yeast used for Mass.

Intinction - The Eucharistic practice of partly dipping the consecrated bread, or *Host*, into the consecrated wine before consumption by the communicant. (We do not engage in the practice intinction at St. Gabriel.) Only the priest, with the appropriate vessels, is allowed to intinct the Host. The intincted Host must then be placed on the tongue, not in the hand.

Lavabo - The bowl that catches the water after the Priest has purified his hands at the beginning of the Communion Rite.

Paten -A round metal plate that holds the Hosts used by the celebrant during Mass. It is also the plate used by Ministers of Communion during Communion.

Purificator -A small white cloth used to clean the chalice and paten after Communion.

Pyx -A small container used to bring Communion to the sick and housebound.

Sacrarium –A sink, usually found in the Sacristy, used for the reverent disposal of baptismal water and water used in ritual purifications. The Sacrarium has a drainpipe with no joints or elbows that leads directly into the earth. It usually has a cover that may be locked.

Sacristy -The room in the church where the celebrant prepares for Mass. The liturgical supplies needed for Mass are kept in this room.

Station - A station is one person with a Paten and two people each holding a Chalice.

Tabernacle - The place where the Eucharist is kept for those who cannot attend Mass. As a sign of reverence, a person genuflects whenever passing in front of the Tabernacle.

Material Related to Extraordinary Ministers of Holy Communion

Canon Law

Can. 230 §3 - When the need of the Church warrants it and ministers are lacking, lay persons, even if they are not lectors or acolytes, can also supply certain of their duties, namely, to exercise the ministry of the word, to preside over liturgical prayers, to confer baptism, and to distribute holy communion, according to the prescripts of the law.

Can. 910 §1 - The ordinary minister of Holy Communion is a bishop, presbyter, or deacon. §2 - The extraordinary minister of Holy Communion is an acolyte or another member of the Christian faithful designated according to the norm of Can. 230 §3

Norms for the Distribution and Reception of Holy Communion

Extraordinary Ministers of Holy Communion

When the size of the congregation or the incapacity of the bishop, priest, or deacon requires it, the celebrant may be assisted by other bishops, priests, or deacons. If such ordinary ministers of Holy Communion are not present, "the priest may call upon extraordinary ministers to assist him, i.e., formally instituted acolytes or even some of the faithful who have been commissioned according to the prescribed rite. In case of necessity, the priest may also commission suitable members of the faithful for the occasion." Extraordinary Ministers of Holy Communion should receive sufficient spiritual, theological, and practical preparation to fulfill their role with knowledge and reverence. When recourse is had to Extraordinary Minister of Holy Communion, especially in the distribution of Holy Communion under both kinds, their number should not be increased beyond what is required for the orderly and reverent distribution of the Body and Blood of the Lord. In all matters such Extraordinary Ministers of Holy Communion should follow the guidance of the Diocesan Bishop. (Norms 28)

Holy Communion under both Kinds (Species)

From the first days of the Church's celebration of the Eucharist, Holy Communion consisted of the reception of both species in fulfillment of the Lord's command to "take and eat ... take and drink."

The practice of Holy Communion under both kinds at Mass continued until the late 11th century, when the custom of distributing the Eucharist to the faithful under the form of bread alone began to grow.

By the 12th century, theologians speak of Communion under one kind as a “custom” of the Church. The practice spread until the Council of Constance in 1415 decreed that Holy Communion under the form of bread alone would be disturbed to the faithful. In 1963, the Fathers of the Second Vatican Council authorized the extension of the faculty for Holy Communion under both kinds ... at the Bishop’s discretion. (Norms 18, 19 & 20)

Holy Communion has a more complete form as a sign when it is received under both kinds. For in this manner of reception a fuller sign of the Eucharistic banquet shines forth. Clearly, there are some pastoral circumstances that require Eucharistic sharing in one species. (Norms 15) The Church has always taught the doctrine of concomitance, by which we know that under each species alone, the whole Christ is sacramentally present and we “receive all the fruit of Eucharistic grace.” (GIRM 281 & CCC 1390)

Resources

Various resources on the Eucharist available from the United States Catholic Conference of Bishops (USCCB) www.usccb.org/liturgy/documents.shtml

Bishops’ Committee on Liturgy Newsletter – September 2004

<http://www.usccb.org/liturgy/innews/0904.shtml>

Extraordinary Ministers of Holy Communion

<http://www.usccb.org/romanmissal/resources-guides4.shtml>

General Instruction of the Roman Missal 2011

<http://usccb.org/liturgy/current/revmissalisromanien.shtml>

Norms for Holy Communion under Both Kinds

<http://www.usccb.org/liturgy/current/norms.shtml>

Redemptions Sacramentum (*On certain matters to be observed or to be avoided regarding the Most Holy Eucharist*)

<http://www.usccb.org/liturgy/documents/menu.shtml>

Catechism of the Catholic Church 1997

<http://www.usccb.org/catechism/text/>

Constitution on the Sacred Liturgy (Sacrosanctum Concilium) from Vatican Council II

http://www.vatican.va/archieve/hist_councils/ii_vatican_council/documents/vatii_const_19631204_sacrosanctum-concilium_en.html

Immensae Caritatis – On Facilitating Reception of communion in Certain Circumstances

<http://www.ewtn.com/library/CURIA/CDWIMCAR.html>

Guide for Extraordinary Ministers of Holy Communion, 2011

Seventh Sunday in Ordinary Time
 Sunday, February 24, 2019 Mass: 9:00 AM
 Sacristian: _____ **Count:** _____

INSTRUCTIONS: _____

Additional Ministers: _____

Presider: _____
Deacon: _____

Altar Servers
 1. _____ 4. _____
 2. _____ 5. _____
 3. _____ 6. _____

Lectors
 1st Reading _____
 2nd Reading _____

Minister of Holy Communion Stations

Station 1
 Bread _____
 Cup _____
 Cup _____

Station 2
 Bread _____
 Cup _____
 Cup _____

Station 3
 Bread _____
 Cup _____
 Cup _____

Station 4
 Bread _____
 Cup _____
 Cup _____

Station 5
 Bread _____
 Cup _____
 Cup _____

Station 6 (Special Needs)
 Bread _____
 Cup _____

