

Extraordinary Ministers of Holy Communion

Your willingness to serve as an Extraordinary Minister of Holy Communion reflects not only a response to your Baptismal call to serve the people of God, but a commitment to Christ as you share in nourishing God's people with the Bread of Life and the Cup of Salvation.

By ministering communion, you recognize the Body of Christ in those to whom you minister 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 a schedule, to prepare properly for your ministry and to arrive promptly for your assigned Mass, further reflect that commitment. Thank you for your service to the Sacred Heart of Jesus parish community.

General Guidelines:

- Eight (8) Communion distributors, including priest(s) and deacon(s), are necessary for all regular Sunday Masses. (Masses for First Communion, Confirmation, Christmas, etc. may utilize more.)
- If there are con-celebrating priests or visiting deacons, it should be presumed that they will distribute Communion. Therefore, fewer Extraordinary Ministers may be needed than are scheduled. Please adjust accordingly.
- The **first person** listed on the schedule is kindly asked to:

*Arrive to the Sacristy at least 10 minutes before Mass is to begin.

*Place the bowl of bread and carafe of wine on the Offertory Table, which is in the Baptismal Font area. (Normally Fr. John or Deacon Paul will have this ready. However, if there is a visiting priest and Deacon Paul is not present, it is the responsibility of the first person on the schedule to prepare these items for Mass.)

*After Mass, the **first person** listed is also asked to purify the sacred vessels. All vessels should be returned to the closet after the last Mass of the weekend.

Instructions for Purifying Sacred Vessels:

The wooden bowl should be purified by using a purificator to carefully brush any remaining particles into one of the bowls. Begin by pouring a sufficient amount of bottled water into one of the bowls. Swirl the water around in each bowl to ensure that all particles are captured, and then pour it into the next bowl. When the last bowl has been purified, pour the water into one of the chalices. Swirl the water around in each chalice to ensure that all consecrated wine is dissolved and then pour it into the next chalice until all chalices have been purified. Once all vessels have been purified, the water is to be consumed. The vessels may then be rinsed and/or washed with warm water and dried thoroughly. (*No water is to be used on the wooden bowl and the wooden cups should not be immersed in water after purification.)

Distribution:

- Extraordinary Ministers should come forward into the Sanctuary during the Sign of Peace. 4 should line up on one side and 3 on the other side of the altar. If Deacon Paul is present, 3 should line up on each side.
- The first person on each side to receive the Precious Blood should, in turn, distribute to the others on that side.
- The priest (and Deacon Paul) will distribute the vessels to each Extraordinary Minister. Once everyone has received a vessel, all proceed reverently to the Communion stations. ****Ensure that all persons who require distribution in the front pews receive Communion and are offered the Precious Blood before you are stationed at your post.**

Posts:

-Distribution of the Body of Christ: Two (2) are needed in the main center aisle and one (1) in the middle of each aisle of the side sections. Please be aware that Fr. John may occasionally take a side aisle post.

-Distribution of the Blood of Christ: One Extraordinary Minister stands with back to congregation on outside edge of each center section and one Extraordinary Minister stands at far walls, close to Stations of the Cross.

***(Communion Ministers on the cemetery side distribute to choir area first) ***

- In giving Holy Communion, the minister holds the Host slightly above the vessel, looks at the communicant, and in a clear voice says, “The Body of Christ”, to which the communicant responds “Amen”. These are the only words to be used. Nothing is to be added or subtracted, not even a name. Then the Body of Christ is placed in the hand or on the tongue according to the manner indicated by the communicant.
- If a communicant begins to walk away carrying the Body of Christ, the Extraordinary Minister should say in a subdued voice, “Please consume the Host now.”
- If a child or adult doesn’t receive communion and wants a blessing, place your hand on the person’s head and say, “May God bless you.”
- In giving the Precious Blood, the Extraordinary Minister holds the Sacred Cup up slightly, looks at the communicant, and in a clear voice says, “The Blood of Christ”, to which the communicant responds “Amen”. These are the only words to be used. Nothing is to be added or subtracted, not even a name. Generally, the communicant should hold the Sacred Cup firmly in both hands and drink from it. However, in the case of a physical disability or weakness, be ready to assist in holding the Sacred Cup.
- After the Blood of Christ has been received, wipe the rim of the Sacred Cup, inside and out, with a purificator and turn the Sacred Cup slightly before presenting it to the next communicant. Be careful not to wipe in a manner where the purificator is dipped into the Precious Blood.

- Intinction (the practice of partly dipping the Body of Christ into the Precious Blood before consumption by the communicant) is not customary in our Archdiocese. If you suspect that a communicant might attempt this, place the purificator over your cup and ask the person to consume the Host.
- Should a parishioner present a pyx, ask how many hosts are needed and place them inside the pyx. *A pyx is a small round container used to carry the consecrated host to the sick or those otherwise unable to come to a church.
- Please remain at your post and/or adjust your position until the entire congregation has received Holy Communion.
- Should your vessel become empty during the procession, place the purificator over the cup or your hand over the bowl and return the vessel as reverently as possible to the credence table (cup) or altar (bowl).

Procedures After Distribution:

- Any remaining Precious Blood should be consumed while reverently facing the altar. Extraordinary Ministers of the Precious Blood are asked to return the cups, covered by purificators, to the credence table and return to your seat. **Please do not place the white purificator in the cup, as this causes undue staining of the cloth.
- Extraordinary Ministers of the Body of Christ are asked to return their vessels to the altar and place them on the large white corporal on the cemetery side of the altar and then return to their seats. The ciborium will be returned to the tabernacle by the priest or deacon.
- Extraordinary Ministers should return to their seats in a dignified and reverent manner.

Accidents During Distribution:

- If a Host falls to the floor during distribution of Holy Communion, pick it up immediately and consume it then, or after distribution is over. It should never be put back in the vessel to be given to another communicant.
- If the Precious Blood is spilled, the area should be immediately covered with the purificator. (Extra purificators are behind the tabernacle screen.) It should then be blotted and washed after Mass with water and a purificator. The purificator should be rinsed and wrung out in the sacrarium (to the left of the sink) in the sacristy.

Note: The sacrarium provides for the proper disposal of sacred substances, as it bypasses the sewer and runs straight down into the earth.

Miscellaneous:

- Please wash your hands before Mass begins. You may also use the hand sanitizer on the credence table before and/or after you minister communion.
- While performing this ministry, Extraordinary Ministers do not bow or genuflect to the altar or tabernacle.
- If you are interested in taking Communion to the sick on a regular basis, please contact Terri Berning (937-606-0024).

Extra Notes:

- Please contact Corrine Prenger at the parish office before the next schedule is prepared if a different Mass assignment is desired or if you wish to be removed from the list.
- Once the new schedule is distributed, it is asked that you make note of your schedule on your personal calendar.
- If a conflict arises making it difficult for you to serve as scheduled, please contact one of the other Eucharistic Ministers to either switch or sub for you. A list with contact numbers is available with your schedule.