

Extraordinary Minister of Holy Communion

REFERENCE MANUAL



St. Joseph Catholic Church
Vancouver, Washington, USA
April 2020



EMHC Training Coordinator

Kris Greene: 360-334-1664

krislgreene@msn.com

Mass Lead Schedulers

Saturday Vigil, 5 pm Mass

Shawn Heller: 360-260-9858

shawn.heller@daimler.com

Sunday 9 am Mass

Stephen Graf: 360-693-4055

sagraf73@gmail.com

Sunday 11:30 am Mass

Colleen Walker 360-907-0217

colleenmwalker2256@hotmail.com

Sunday 5 pm Mass

Larry Cadorniga: 360-823-2829 [o]
360-635-7700 [m]

larryc@stjoevan.org

Liturgy Office Administrative Assistant

Deborah Goddard: 360-823-2803

deborahg@stjoevan.org

Pastoral Assistant for Liturgy and Stewardship

Larry Cadorniga: 360-823-2829 [o]
360-635-7700 [m]

larryc@stjoevan.org

EMHC SPIRITUALITY

The Eucharistic Minister participates in the will and desire of God to continually nourish and thus give life to God's people. In the action of distributing the Body and Blood of Christ, the Extraordinary Ministers of Holy Communion first receive and then give the greatest gift of God's Love - namely, the fullness of God in Jesus Christ who is the Bread of Life and the Cup of Salvation. As a person who distributes the Body and Blood of Christ to God's people, the Extraordinary Ministers of Holy Communion need to be keenly aware of God's presence in each person and in the community. Accordingly, the Extraordinary Minister of Holy communion is a person with a profound love of God alive in humanity.

PRAYER OF PREPARATION FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Lord, I am not worthy to receive you. Only say the word and I shall be healed.

Lord, I am not worthy to serve you to my brothers and sisters. Only say the word and I shall be able to serve.

Lord, make me an instrument of your Presence so that others will see not me but you, Christ, in me.

May your Spirit fill me and those who will receive You in Holy Communion today.

Amen.

PRAYER OF THANKSGIVING FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Lord, help me to live out to the fullest what I have heralded as the Way, the Truth and the Life in the sharing of Holy Communion with my brothers and sisters.

I ask that my life be an open testimonial to all who observe my actions.

May my speech echo the love of God and speak of the Lord's generosity and patience.

May I become an instrument of your peace and love to my family and all whom I will encounter today and throughout the week. I ask this through Jesus Christ, my Brother and my Lord.

Amen.

EMHC Overview and Guidelines

Extraordinary Minister of Holy Communion (EMHC)

1. Fully initiated in the Catholic faith; in good standing with the Church's teachings; registered member of St. Joseph Catholic Church
2. Possess a deep love and reverence for the Blessed Sacrament
3. Willing to undertake additional training and formation

GENERAL: To assist the Ordinary Ministers of Holy Communion (Bishops, Priests, and Deacons) in the distribution of the Body and Blood of Christ.

RESPONSIBILITIES:

1. Attend the liturgies where scheduled:
 - a. If scheduled to serve, sign in 20 minutes before Mass begins
 - b. If not scheduled to serve, let the LEAD EMHC know you are available to serve, if needed
 - c. If you cannot serve as scheduled
 - Find a substitute or post a note of your unavailability in the Ministry Scheduler Pro App.
 - Inform the Lead EMHC of your unavailability to serve
2. Attend meetings for EMHC and participate in related activities

PREPARATION

Reflect on the celebration of the Eucharist and on your role as an Extraordinary Minister of Holy Communion.
Pray that God will make you an effective and faithful EMHC.

PROCEDURES BEFORE MASS

1. **Sign in:**
 - Sign in at the EMHC table in the Narthex. Arrive 20 minutes before the start of Mass. The Lead EMHC will find a replacement if you are not there 10 minutes before Mass.
 - On the schedule, find your name if you are scheduled to serve. You will be assigned a position when you arrive.
 - Write your cross number in the Assignment column.
 - Cup and Host crosses have the stations written on the back. Make sure you have the correct cross of your Communion station.
2. Avoid taking the same station cross whenever you're scheduled to serve.

3. If you are not on the schedule for the particular Mass you are attending, stop by the EMHC table and check to see if you are needed.
4. Also, use the Ministry Scheduler Pro tablet to check-in electronically.

PROCEDURES DURING MASS

After the Sign of Peace

Line up as designated below. Purify your hands with the sanitizer provided at each aisle.

1. Cup Ministers

- a. Stand in the aisle next to the Tabernacle (north side)
- b. Cup Ministers' line-up: C1, C8, C7, C1x, C2, C2x, C3, C4, CSN

2. Host ministers

- a. Stand in the aisle next to the choir section (south side)
- b. Hosts Ministers' line-up: HSN, H2, H3, H4, H8, H7

EMHC Receive Communion

1. When the Presider partakes of the Precious Blood, the EMHCs go to the front of the Altar Platform.
2. EMHC will receive the Body of Christ from the Presider and the Precious Blood from the Sacristans.
3. The Presider, Deacon or MC, and Sacristans, will then distribute the sacred vessels. Do not cover or place your hand over the vessels. The EMHC is to proceed immediately to their assigned Communion station as soon as they receive the Ciborium or the Cup.
4. Stand at your station facing the Sanctuary until the Priest has arrived at his Communion station, then turn and begin to distribute Communion.

Distributing Communion

1. If anyone asks for host to bring to the sick, tell them to meet the sacristan after Mass by the Tabernacle and be sure to notify the Sacristan of this.
2. Communion stations are identified on the EMHC Stations Map.
3. **Host Ministers**
 - a. Host ministers say only "The Body of Christ" to each Communicant
 - b. Be alert and respectful to each Communicant's preference for receiving the Body of Christ; either on the hand or on the tongue. If it is not clear, ask them to hold out their hand or stick out their tongue
 - c. Requests for blessing:

If someone comes to the Communion station with arms crossed, place your hand on the person's shoulder [*without the Host*] and say, "May God Bless you"

- d. Sacristans will be standing beside the Altar waiting for a head nod sign from the Host Ministers that they are needing more Hosts
- e. If it seems like there are more Communicants in line than you have consecrated Hosts, signal the Sacristan by turning & nodding at him/her. You may ask the Host Minister beside you for additional Hosts if need be. If there are less than 5-7 people in your line, it is also appropriate to step aside and have your partner Host Minister serve the rest if they have enough Hosts to do so.

4. Cup Ministers

- a. Wipe both sides of the Cup's rim after each Communicant receives Communion and rotate the Cup slightly between each Communicant
- b. Say only "The Blood of Christ" to each Communicant
- c. Do not pour from Cup to Cup
- d. If you run out, direct Communicants to a Cup Minister who still has the Blood of Christ, and proceed to return it to the back credence table
- e. If your Communion station is finished and you still have Precious Blood, check to see if you are needed at another station and serve there.
- f. When the cup ministers have completed serving, they are to turn to the Altar and consume any remaining Precious Blood and then return to the Sacristy.

5. Special Needs HSN/CSN

- a. Meet with the designated Usher before Mass
- b. Stand first in line before you go to the front of the Altar so you will get the HSN Ciborium
- c. Meet the Usher either at back of section 3 or as agreed upon by you and the Usher before Mass. Follow the Usher's directions.
- d. The CSN minister will follow the HSN minister; both Ministers need to stay together. The head usher will remain with them.
- e. As soon as you are finished with the Special Needs Communion, take your Ciborium to the Sacristan on the Choir side of the Altar Platform; the Sacristan will hand you the exact amount of Hosts for the musicians; stand in front of St. Therese statue and wait for the music to end; then give Communion to the musicians. Wait until the Cup minister is finished serving before proceeding to the Sacristy. At the Sunday evening mass, CSN stand by the SE exit and the HSN stand at the south window across from the choir aisle.

- f. Other EMHC's remain reverent and wait until the musicians have been served, wait for the ministers to complete the service to them.

6. After Communion

- a. Host Ministers return Ciborium to one of the Sacristans standing on the Altar Platform and hand it to them. Take empty Ciborium to the back hallway behind the Altar Platform.
- b. Wash fingers in the ablution bowl in the back hallway after Communion to remove any trace of the Body of Christ from your hand.
- c. Cup Ministers, do not cover your Cup with the purificator before you leave your station if it is empty, wait to cover the Cup when you place it on the table in the back hallway. Wash your hands in the ablution bowl.
- d. Consume any remaining Precious Blood at your station facing the altar.
- e. If you cannot consume all the Precious Blood, take the Cup back and ask another EMHC to help you.
- f. Host and Cup ministers, return your crosses to the basket in the back hallway.
- g. Lead EMHC – return the crosses to the Ministry Sacristy after Mass.

What Happens if ...

1. Someone drops the Host on the floor or spills the Blood of Christ?
 - a) A Host fell on the floor: pick up the Host, consume it or place it in the hand holding the Ciborium. It is preferred that it be consumed after you have finished serving Communion at your station, but if you do not want to do this, give it to the Sacristan for proper disposal.
 - b) The Blood of Christ is spilled: stand over the Precious Blood to insure no one steps on the spill, continue to serve and once finished, place your purificator over the spilled Blood and notify the Sacristan who will bring another purificator so that the spilled Blood can be cleaned and absorbed.
2. A Communicant takes the Body of Christ without consuming it? Gently, tell the person to consume the Body of Christ
3. A child appears uncertain about receiving Holy Communion? Again, gently ask the child, "Have you had your First Eucharist or First Communion?" If "yes", give them the Eucharist; If "No," place your hand on the child's shoulder and say, "May God Bless you."
4. Someone wishes to receive Communion in some way other than our normal way? (genuflecting, saying words other than "Amen")
 - a) Allow the Communicant to receive without interruption
 - b) It is the role of the Pastor to educate the Communicant about proper reception of Communion through private Pastoral correction

- c) The EMHC may privately let the Pastor know of anyone who receives Communion other than in the normal way.
5. Someone receives from the Cup and not the Host? Individuals with gluten intolerance can legitimately receive the Blood of Christ without first receiving the Body of Christ
6. Someone wishes to dip the Consecrated Host into the Cup of the Precious Blood: the only acceptable way to do this is as follows: the Cup Minister takes the consecrated Host, dips it in the Precious Blood and places it on the tongue of the Communicant, saying “The Body and Blood of Christ.”

EMHC RECRUITMENT, ASSIGNMENT AND SCHEDULING POLICY

RECRUITMENT

- Recruitment will be done throughout the year, as needed.
- Volunteer Ministry registrations are accepted and processed at any time.
- Completed Ministry registration forms are sent to the Liturgy Office for processing. The Liturgy Office will notify the trainer and Scheduler.

ASSIGNMENT

- EMHC will be placed on the schedule after they have completed the Ministry registration process, been trained and commissioned. Appointments are for 3 years and are renewable.
- EMHC will be assigned to the Mass of their choice whenever possible. However, if there is a need at another Mass, one may be asked if they are willing to accept assignment to the Mass having a need.
- Commissioned EMHCs may sub at other Mass times outside their regular Mass time.

SCHEDULING POLICY

- The Scheduler should contact the Ministers through the MSP APP, email or phone for their availability before completing the schedule.
- Every EMHC should be able to minister at least once per month.
- Schedulers will update MSP and coordinate scheduling for each Mass.
- A monthly schedule will be printed and available in the Ministry Sacristy each month.
- Schedules will be available by the 15th of each month prior to the month to be scheduled and finalized one week before the new schedule begins.

LEAD EMHC Overview and Guidelines

LEAD EMHC *[coordinates weekend Mass assignments before Mass]*

1. Have good interpersonal skills
2. Have the ability to coach or mentor EMHC
3. Have experience as an EMHC at St Joseph Catholic Church
4. Possess team working qualities

GENERAL: To provide leadership to the EMHCs at their assigned Mass and to find substitutes as needed.

RESPONSIBILITIES:

1. Be outside the Ministry Sacristy 30 minutes before Mass
 2. Make sure all the positions are filled, find substitutes or eliminate positions as needed, and coordinate with the Sacristans
 3. Provide information of any special needs or requirements for that particular Mass
 4. If unable to serve, inform your Team Members and solicit their help.
-
1. Be at EMHC Sign in table in the Narthex no later than 30 minutes before Mass.
 2. Be sure you have all the crosses. If there are extra Priests or Deacons, notify those last to arrive that they will not be needed.
 3. Recruit substitutes when needed.
 4. Have all positions filled before Mass begins.
 5. Increase or reduce the number of Communion stations as requested by the MC or the Sacristan. Always fill vacant Host positions first. Inform the Sacristan if any station is being omitted.
 6. **HSN:** Be sure the Head Usher knows who the HSN EMHC is before Mass begins.

EMHC SCHEDULER Overview and Guidelines

SCHEDULER

1. Possess the qualifications required of LEAD EMHC
2. Have administrative and organizational skills
3. Have computer skills

GENERAL: To provide a schedule for serving and to be a point of contact for the EMHC at a designated Mass time.

RESPONSIBILITIES

1. Coordinate and update the MSP EMHC schedule for your assigned Mass
2. Provide schedule based on the availability of the EMHCs for that particular Mass, following the scheduling guidelines
3. Follow up on EMHCs who do not serve as scheduled

PASTORAL ASSISTANT for LITURGY

GENERAL: Coordinates the lead positions of the EMHC Ministry

RESPONSIBILITIES:

1. Process Ministry Registration forms for new EMHC
2. Setup MSP monthly schedule
3. Notify trainers of new recruits
4. Maintain Ministry Records of:
 - EMHC assigned Mass times
 - Email addresses and phone numbers
 - Commissioned dates
5. Communicate with Ministers as needed

MULTIPLE MINISTRY POLICY

Serve in only one Ministry at the same Mass unless there is a shortage of Ministers, in which case the two Ministries must not conflict.

DRESS CODE FOR LITURGICAL MINISTERS

Liturgical Ministers are to dress with modesty and dignity, in a way that respects the importance of the sacred liturgy and in a manner that does not call undue attention to the individual.

ADJUSTMENT TO COMMUNION STATIONS

1. If by 10 minutes before Mass, there are not enough EMHC for all the stations, begin to make the necessary adjustments. Host positions are filled first.
2. If it appears that not all Cups will be needed the Lead EMHC may pull and combine Cup positions.
3. Sacristans should be notified before Mass of any adjustment made to Communion Stations

GLOSSARY OF TERMS

SANCTUARY: The sacred area where most of the ceremonial actions of the Mass are carried out. It contains the altar, the presider's chair, the ambo and credence table.

ALTAR: The large table in the center of the Sanctuary where the Priest celebrates the Eucharist.

AMBO: The pulpit from which the Word of God is proclaimed.

CHALICE: The sacred vessel that the Priest uses to hold the Blood of Christ.

CUP: The sacred vessel that the EMHC uses to hold the Blood of Christ.

CIBORIUM: The sacred vessel that holds the Body of Christ.

CORPORAL: A white linen (or other fine cloth) that is placed on the Altar to catch any fragments of the Body or the Blood of Christ that may fall on it during the consecration.

CRENCE TABLE: Holds the sacred vessels and other items needed during the Mass. One is located on the Sanctuary floor by the wall behind the ambo.

NAVE: The area of the church where the congregation or assembly is seated.

NARTHEX: The vestibule of the church, located in between the Nave and the St. John Bosco Room. This space serves as a welcoming area as well as the location of the Welcome Desk and the Liturgical Minister check-in podium.

PURIFICATOR: A white cloth used for wiping the cup's rim after each cup communicant.

PYX: A small container used to carry the consecrated Host to the homebound.

SACRISTAN: Worship Ministers who prepare the sacred vessels and the books for the church services. They are responsible for taking care of these items after Mass.

SACRISTY:

Ministry Sacristy:

- Ministers sign-in at the podium just outside the Ministry Sacristy. Altar Servers vest here. This room is located off the Narthex.

Vesting Sacristy: (located behind the Sanctuary)

- The Priest, Deacon and MC vest here.
- The Sacristans prepare the sacred vessels and books for Mass here.
- Lectors report pick up the Lectionary and Universal Prayer binder.
- Ushers bag and deposit the Offertory Collection in the closet safe.
- It is not a visiting room, nor a waiting room.

TABERNACLE: This sacred structure houses the reserved Body of Christ. It is located in the Northeast corner of the church to the left of the altar.