

EXTRAORDINARY MINISTERS OF HOLY COMMUNION GUIDELINES February 2014

Gathering area:

Arrive 15 minutes before Mass commences.
Gathering place will be in the altar servers change area near the side entrance.
Organise which EMHC will be in designated positions; who will distribute communion to altar servers, choir, disabled in front row and those at the rear of the church? If giving communion to the disabled in the front row give communion to all in that row. Make sure visiting clergy are aware of our procedures.
Please keep 'chatter' to a minimum. This time is to be used to spiritually prepare for the liturgy of Word and Eucharist.
This is a solemn occasion.. our community at prayer.
The priests will also require this quiet time to prepare themselves.
Let the priest know that you are there.

Entrance Procession:

Extraordinary minister of communion will not be in the entrance/recessional processions.
As soon as you have arranged your selves please be seated in the first 2-3 rows at the front of the church.

Approaching Sanctuary:

EMHC emerge from the body of the church to undertake their service, and return to their seats at its conclusion. They are both part of the assembly and servants of the assembly.
At "Lamb of God" approach the steps of the sanctuary.
Wait for partner ministers to gather at steps of sanctuary.
This should not be a hurried action. Approach with dignity and respect.
Bow together then step up to Sanctuary.
If rostered EMHC do not arrive either invite someone from the assembly that you know is on the roster before mass commences or another minister will join you on the sanctuary.

On the Sanctuary:

Apply antibacterial lotion to hands.
It is not necessary to approach the Tabernacle to gather Ciboria as this is the priest/deacon responsibility.
Visiting priests will be aware of their duties so our 'new' procedures will not surprise them.
It is not necessary to bow again as you receive holy communion or the consecrated wine as you have already revered the sacred space at the steps.

Position for distribution of Communion:

One EMHC will be positioned at the front with the priest at the centre aisle.
The other two EMHC will be positioned halfway between the sanctuary steps and the front pews and approximately 2 m from the nearest minister to enable the easy flow of people.
It is important to focus attention on the person to whom you are ministering, to give full attention to the person standing in front of you.
Ministers speak to the person, holding up the host/chalice saying 'the body/blood of Christ'. Eye contact is important. *Even if the person is known to you do not use their name, the body of Christ is for everyone not an individual.*

Minister of consecrated wine:

Position yourself at the extreme ends of the sanctuary steps.
As each person drinks from the chalice ensure that it is carefully wiped with the purificator and rotate slightly for each new communicant as you raise your eyes to welcome them.

After distribution ends:

Left over consecrated wine should be consumed by priest. GIRM 163

Return the ciboria and/or chalice to the hands of the priest, do not place on the altar.

Wait while the priest returns the ciboria to the tabernacle, all bow together then return to your pew in a dignified manner... it is not necessary to bow again at the steps of the sanctuary.

Extra comments

No doubling up on ministries

No personal greetings in processional or recessional.

Dress:

Should be appropriate to Ministry. No thongs, short dresses, shoulders, singlets, see through clothes, advertising or logos on clothes.

Pyx:

EMHC who visit housebound, sick, nursing homes or family may present their pyx.

Attend to the pyx first then give communion to the individual.

Intinction:

not allowed.

Communion on tongue:

You are permitted to say 'please open your mouth'. Please be careful not to touch tongue.

Dropped consecrated host:

Immediately pick up and hold aside. Tell priest as you return ciborium.

Dripped/spilled consecrated wine:

Cover with purificator and move to different position. Tell priest immediately after mass so that it can be cleaned appropriately. You will need another purificator from sacristy.

Register for those visiting sick:

It is important that a register is kept of those who are taking holy communion to those who are unable to attend mass.

Please write your name and the name/s and address of those you are visiting on the list in the sacristy.

Resources: