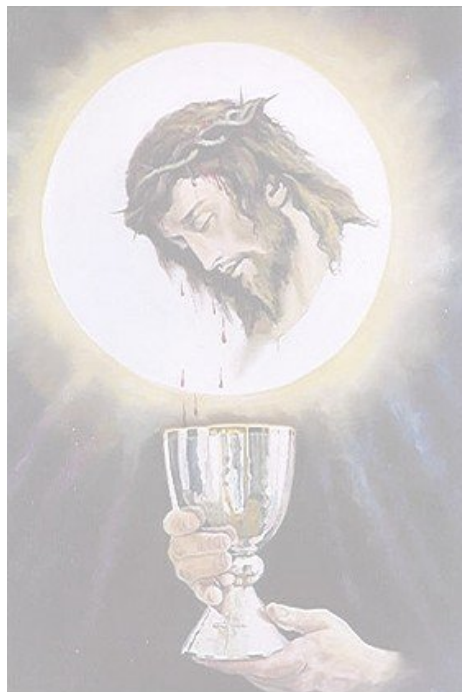


# **Community of the Blessed Sacrament**

## **Manual for Extraordinary Ministers of Holy Communion**



# Table of Contents

Section One	<b>Job Description</b>	3
	EM Coordinator contact information	
Section Two	<b>Serving as an Extraordinary Minister Of Holy Communion</b>	4
	What does it mean to be an EM?	
	What does Extraordinary mean?	
	What is consecrated and what is not?	
	What is in the Tabernacle?	5
	What does an EM actually do?	
	EM Certification	
Section Three	<b>General Information</b>	6
	The EM Schedule	
	What to do if you cannot serve	
	What is an EM supposed to wear?	
	Formation meetings	
	How do I contact an EM coordinator?	
Section Four	<b>Procedures for EM's</b>	7
	Signing in	
	What happens 10 min. before Mass?	
	When do EM's go up to the Sanctuary?	
	When does an EM receive Communion?	8
	How do I get my vessel?	
	Where do I go after I receive my vessel?	
	When can I start distributing Communion?	
	What do I say?	9
	Remember to Smile!	
	What is Spiritual Communion	9/10
	What is Tincture?	
	When there are no more Communicants	
	Vessels and remaining Communion	
	How do we cleanse the vessels?	
Section Five	<b>Dealing with Off-Normal Situations</b>	11
	There is an infirmed Celebrant	
	There is no Deacon Serving	11/12
	There is a Concelebrant	
	The Chapel has been opened for overflow	
Section Six	<b>Problems That May Be Encountered</b>	13
	How to handle accidents/spills	
	Running out of Hosts	
	Running out of Precious Blood	
	Someone taking Host and not consuming	14
Prayers:	Prayer for Extraordinary Ministers = Yours is a Share	15/16
	Prayer for Preparation for Mass	17
	Thanksgiving Prayer after Mass	

**Section One**  
**Job Description**  
**for**  
**Extraordinary Ministers of Holy Communion (EM)**

Title: Extraordinary Minister of Holy Communion

Responsible to: Coordinators  
Mike and Nan Fa: (480) 948-5449  
[nan.em@designfusion.biz](mailto:nan.em@designfusion.biz)

Definition of Duties:

- Participate with the Priest and Deacons in the distribution of Holy Communion
- Remove Holy Communion vessels and purificators from Credence Table and bring to the Sacristy, after Mass
- Clean vessels in the Sacristy after Mass

Length of Commitment: Commissioned for a three (3) year period, which can be extended.

Time Required: Usually scheduled to serve two or three times a month. The minister is required to find a replacement minister if unable to fulfill an assignment.

Qualifications:

- Has been baptized and confirmed in the Catholic faith and is in good standing
- Is a registered parishioner of Blessed Sacrament
- Has a desire to serve Our Lord and the members of our parish family
- Is able and willing to practice a strong commitment to the duty of serving

Training Requirements:

- One session of training at Blessed Sacrament lasting approximately two hours
- Called to Protect training through the Diocese of Phoenix
- Periodic “Times Of Reflection” or formation meetings when offered

## **Section Two**

### **Serving as an Extraordinary Minister of Holy Communion**

What Extraordinary Ministers of Holy Communion do arises from theological, cultural, and pastoral understandings of the Eucharist and how it is to be shared with the faithful. These sources have been drawn on in preparing this EM Manual for you. In ministry, when we have a better understanding of why we are doing what we do, it makes the experience richer for us and for those we serve. There is the added benefit from having the background on the theological, cultural, and pastoral basis, that we are better able to deal confidently with the unexpected situations that arise in liturgical services.

#### **What does it mean to be an EM?**

An Extraordinary Minister of Holy Communion should have, or desire to have, a special devotion to Christ in the Eucharist. As Catholics, we believe through faith that Jesus Christ, the Son of God, is truly present in the consecrated bread and wine, the Eucharist. At the Mass God listens to the prayers of the Priest and the assembly, and, through the Priest transforms the simple bread and wine into the Body and Blood of Christ. Christ is present - Body, Blood, Soul and Divinity - in the consecrated bread, and He is present - Body, Blood, Soul and Divinity - in the consecrated wine. This belief should generate in the Eucharistic Minister a love and respect that is evidenced by action.

#### **What does Extraordinary mean?**

In liturgical terms, the word “ordinary” means primary or first. The Celebrant is properly the Ordinary Minister of the Host and the Deacon is properly the Ordinary Minister of the Cup. This does not mean that the Celebrant may only distribute the Host and the Deacon only the Precious Blood, but that these are the proper roles.

In liturgical terms, the word, “extraordinary” means in addition to the Ordinary. EM’s therefore are an integral part of the Communion Rite; they are not “extra hands helping out.” The faithful are a royal priesthood, and it is appropriate that some of their number, as lay ministers properly trained, participate in the distribution of Holy Communion. An EM may serve in the place of the Celebrant or Deacon in distribution of Holy Communion, if the circumstances dictate

#### **What is consecrated and what is not?**

Be aware of what is consecrated and what is not. The bread and wine can only be consecrated by the Priest at Mass. These consecrated Hosts are consumed by the faithful or reserved in the Tabernacle. The consecrated wine is consumed completely at each Mass. The Hosts or wine that are kept in the Sacristy are not consecrated and are never to be used for Holy Communion until they are consecrated at a Mass.

## What is in the Tabernacle?

The Tabernacle contains Consecrated Hosts, the real presence of Christ; therefore, whenever you approach or leave the Altar area you should show your belief through a reverent bow. When in your pew, reverence is shown by remaining kneeling or standing until the consecrated Hosts are returned to the Tabernacle

## What does an EM actually do?

Most importantly, remember what you are actually doing. Participating in the distribution of the Body and Blood of Christ should be done with courtesy, love toward all, and with a thankful, joyful, and most reverent attitude.

## EM Certification

Certification as an Extraordinary Minister is obtained from the Bishop's office by the coordinator or the parish office, after you have completed the training session. It is for a three-year period and may be renewed if you continue as an active minister.

## **Section Three**

### **General Information**

#### The EM Schedule

- The EM schedule is prepared for 3 months at a time and is e-mailed to you prior to the completion of the current schedule. The schedule will also be available on the parish website at [www.blessedsacramentscotts.org](http://www.blessedsacramentscotts.org). You will be asked to notify the coordinator of vacation dates or any weekends that you will be unavailable prior to a new schedule. Every attempt will be made not to schedule you at those times.
- Notify the coordinator personally of any change to your address, telephone number or e-mail address, even if you notified the parish office. This is very important if you are to receive the schedule. Please request to be taken off the schedule if you move or change parishes.
- Notify the coordinator if your spouse or children are in other ministries and you want to be scheduled together. Every attempt will be made to coordinate schedules with MOW, RCIA, and MOC schedules. Husband and wife ministers will be scheduled together unless otherwise requested.

#### What do I do if I cannot serve on a date that I am scheduled?

- If you cannot make your assignment, it is your responsibility to arrange for a substitute prior to the Mass. Do not assume that there will be someone at Mass that can go forward for you. If you are unable to fulfill your requirements and do not find a substitute you will be considered a “no show.”

#### What is an EM supposed to wear?

- Be neatly and respectfully dressed. Jeans and t-shirts are not appropriate. There are to be absolutely no shorts, short skirts, or low cut tops in the Sanctuary.

#### Formation meetings

- Extraordinary Ministers will be offered or required to participate in periodic formation meetings. These meetings may include “times of reflection,” training sessions, or enrichment classes. The formation meetings are generally once a year.

#### How do I contact an EM coordinator?

- Direct any questions to the Extraordinary Minister coordinator. Notes can be placed in the “Extraordinary Minister” folder in the Sacristy hallway. You may also contact the coordinator by phone or e-mail. See the current schedule for the appropriate phone number and e-mail address or look under job description in Section One.

## Section Four

### Procedure for Extraordinary Ministers of Holy Communion

This section describes the procedure for EM's in the "typical" situation, one Priest (called the "Celebrant".) and one Deacon. Section 5 addresses how to handle atypical situations, such as no Deacon. Section 6 addresses how to handle the occasional "problems" confronted in EM ministry.

#### Sign In or volunteer to substitute

Sign in at the book on the Sacristy counter 10 minutes before Mass. If you are substituting for someone and the substitution was pre-arranged, just sign next to that person's name and check the "sub" box. If you are filling in for someone that did not show, and did not arrange a substitute, please sign your name and put a check mark in the "fill-in" box.

If you are not scheduled to serve, it is requested that you go into the Sacristy and offer your services. The #1 EM on the schedule for that Mass should be in the Sacristy. If additional EM's are needed the #1 EM will know that you are there and available if you are needed. This is a tremendous help at every Mass.

#### What happens 10 minutes before Mass begins?

- 10 minutes before Mass the first person listed on the schedule for that Mass (#1 EM) will assess the need for additional Extraordinary Ministers to bring the total number of ministers distributing Holy Communion to eight (normally six EM's, the Priest and the Deacon.). *If you come in late or do not sign in, a sub will have been found for you in order to bring the total number of ministers distributing Holy Communion to eight BEFORE Mass begins.*

#### When do EM's go up to the Sanctuary?

- All the EMs ascend immediately into the Sanctuary when the Celebrant *begins the Lamb of God* and stand behind the Altar. They should line up in numerical order, with EM #1 on the Choir side, and the last EM on the Font side.

#### When does an EM receive Communion?

- The Celebrant will receive, and then will serve the Deacon. The Celebrant and the Deacon will then serve EM #1. The Celebrant will give the ciborium to EM #1 and returns to the Altar to distribute the remaining vessels.
- EM #1 and the Deacon continue to serve the remaining EMs and Altar Servers.

## How do I get my vessel?

After receiving Communion, each individual EM proceeds towards the choir side of the Altar, where the Celebrant will hand each a sacred vessel (a chalice or ciborium.) It is proper for the EM's to receive the sacred vessels, with the Body and Blood of Christ, "from the hand of the Celebrant" or the one acting in their place. If the Celebrant says "Body of Christ or Blood of Christ" when handing the EM the vessel, it is proper to reply "Amen." EM's should not take the sacred vessels off the Altar by themselves.

Note: EM # 2, 3, & 4 will be chalice bearers (called Ministers of the Cup.) The Deacon is also a Minister of the Cup. The EM #5 & 6 (and the #1 EM) join the Celebrant as "Ministers of the Host" and will distribute the Consecrated Hosts

## Where do I go after I receive my vessel?

The EM's will receive their vessels and go directly and immediately to their stations in the following order (see diagram attached and posted in the Sacristy):

EM #2 chalice	font side - with back to the font
EM #3 chalice	font side - facing the font (back to back with EM #2 chalice)
EM #4 chalice	choir side - facing the choir (back to back with Deacon)
chalice	Deacon – choir side, facing the community
EM #1 ciborium	right center (to the left of the Celebrant)
EM #5 ciborium	font side
EM #6 ciborium	choir side
ciborium	Celebrant – center, facing community

## When can I start distributing Communion?

As soon as the minister of the Host and minister of the Cup are in place, Communion may begin at that station. There is no need to wait until the Celebrant is in place at his station.

## What do I say when distributing Communion?

When distributing Holy Communion, the proper words to say are, “Body of Christ” or “Blood of Christ.” Communion is understood as an encounter and sharing, not one person giving something to another. When a member of the assembly comes before a Minister of the Host, the minister says, “Body of Christ.” This is not a statement identifying what the minister is holding, but an acknowledgment of the person as being Body of Christ and a declaration of the minister as Body of Christ. This is the encounter; we are the Body of Christ, the visible form of Christ in the world. Then, silently, the physical Body of Christ is shared by the minister with the communicant. This is why one does not say something like, “*The* Body of Christ” or “*The* Blood of Christ” or “Body of Christ Tom (using a person’s name.)”

In the same manner, when a member of the assembly comes before a Minister of the Cup, the minister says, “Blood of Christ.” This, also, is not a statement identifying what the minister is holding, but an acknowledgment of the person as being Blood of Christ and a declaration of the minister as Blood of Christ. This is the encounter; we are the Blood of Christ, the life substance of Christ in the world. Then, silently, the physical Blood of Christ is shared by the minister with the communicant.

### Remember to Smile!

Remember to smile while distributing Holy Communion. It will add so much to the Communion experience for the whole community.

## What is Spiritual Communion?

When a member of the assembly comes before a Minister of the Host or Cup, with arms folded across his/her chest, they are presenting themselves for Spiritual Communion. They seek the encounter and sharing, but without actually receiving the physical Body and Blood. This may be because they are too young for Holy Communion, they are unable due to an impediment; or they are not fully entered into the Catholic faith.

In Spiritual Communion, the encounter is silent. The form of the sharing is dictated by diocesan norms or pastoral decision – meaning that the form of the sharing is to fit the particular cultural setting. What is appropriate in one culture may not be appropriate in another. For a very long time, blessing the communicant in spiritual Communion has been the culturally expected form of sharing in the Southwest and it became diocesan norm in 1982.

NOTE: Recall that Holy Communion is an encounter and sharing, not one person giving something to another. A blessing looks a lot like one person giving something to another. Therefore, some pastors and liturgy heads are uncomfortable with the blessing and prefer simply an expression like “Receive the Lord Jesus in your heart” with no gesture that looks like a blessing. Therefore, you may see Spiritual Communion done differently in other places. However, by pastoral decision, the practice of blessing continues in our parish.

An EM gives a baptismal blessing. Simply extend your right hand over the head of the person and say, "Receive the Lord Jesus in you heart." An ordained minister gives an ecclesial blessing, a blessing on behalf of the whole Church. Only Priests or Deacons may use the Trinitarian formula: "In the name of the Father, and of the Son, and of the Holy Spirit."

### What is Tincture?

Tincture is a Communion practice from the Eastern Rite in which the communicant dips the Host into the Precious Blood before consuming it. Tincture is not encouraged in this diocese, for very practical reasons, but it is not refused either. When one who has just received a Host approaches a minister of the cup, hold the purificator beneath their hand to catch any Precious Blood, or the dampened Host, should it fall. In the Eastern Rite, an Altar Server would be holding a paten beneath the Cup.

### What do I do when there are no more Communicants?

If you finish ahead of other stations, move to help those who still have many communicants in line. *Never pour the Precious Blood from one chalice to another or add Hosts from one ciborium to another.*

### What do I do with the vessel and the remaining Communion?

It is the duty of the Deacon, or one acting in his place, to ensure that all unconsumed consecrated Hosts are placed in the Tabernacle at the end of Holy Communion. Consequently, EM's return ciboria with unconsumed Hosts to the Deacon, not to the credence table or another EM. After the EM has finished distributing Holy Communion, they must return to the serving side of the altar (facing the congregation) and place the vessel on the altar. If returning a ciboria, place on the font side. If returning a chalice, consume any remaining Precious Blood, and place on the choir side. Place the purificator on the altar, not on the top or in the chalice. This should be done reverently.

### How do we clean the vessels?

- The chalices and ciboria will be purified right after Communion at the Altar by either the Deacon or the Priest. If there are Altar Servers present, they will assist in returning the purified vessels and purificators to the credence table.
- After Mass, all EM's are asked to move the vessels and other items to the Sacristy. *Do not go up to the credence table to retrieve the vessels until after the Sending Forth song is completed.* The small-fringed towel is used by the Celebrant during Mass, and is to remain on the credence table at all but the 5pm Sunday Mass.
- Everyone who serves is expected to offer to help cleanse the vessels after Mass.
- When cleansing the vessels, follow the directions posted above the sink. *Do not use purificators or paper towels for cleansing or drying the vessels. Use the cloth towels that are hanging next to the Sacramentum.* A drop of dish soap between the fingers is sufficient to cleanse around the rim of the chalice.

## **Section Five Dealing with Off-Normal Situations**

### There is an infirmed Celebrant

Our beloved Fr. Tom is unable to handle the stairs and therefore cannot assume the Celebrant's Communion position at the foot of the stairs. Consequently, additional EMs are required and scheduled.

### There is no Deacon serving at the Mass

When there is no Deacon, an EM serves in the place of the Deacon and performs the duties of the Deacon during Holy Communion. Consequently, additional EMs are required.

NOTE if the Celebrant indicates he will return the ciborium to the Tabernacle, follow his lead.

- All EM's who served as Ministers of the Cup proceed as in the normal procedure. The Celebrant will perform the purification in the absence of a Deacon.

### There is a Concelebrant serving at the Mass

A Concelebrant is a Priest who participates with the Celebrant in the Mass. During Communion, a Concelebrant is properly a Minister of the Host ciborium position, immediately to the left of the Celebrant.

NOTE: Most Concelebrants are visiting Priests and may be unfamiliar with the Communion positions at Blessed Sacrament, so they likely will wait in the Sanctuary area to be prompted to the right position. If they elect to go to another position, just work around it.

- Therefore, one less EM is needed when there is a Concelebrant serving.

### The Chapel has been opened for overflow

At those masses when the Chapel is opened for overflow (generally the 10:15 am and Saturday 4:30 pm), two additional EM's are required and will be scheduled to cover the Chapel: one Minister of the Host and one Minister of the Cup.

## **Section Six**

### **Problems That May Be Encountered**

#### How to handle accidents/spills

One of the most disturbing experiences for an EM is dropping the Body or spilling the Blood of Christ during Communion. If we understand the theology of the situation, while such incidents may be uncomfortable, they will not be troubling and unnerving. Communion is the Paschal Banquet. Jesus' gift of His Body and Blood is to be consumed by the faithful who are properly disposed. God dwells within us by becoming part of our very body and blood because of our consuming the Body and Blood of Christ. This is the intent of the gift of the Eucharist. *Therefore, when it is no longer consumable by the faithful, it ceases to be the gift God intended.* So, if by virtue of accident or otherwise they are no longer fit to be consumed, then that which is no longer fit for consumption is no longer the gift. However, it should be treated with proper respect.

- A dropped host should be picked up and placed in the palm of the hand holding the ciborium. When you have finished serving Communion, you may consume the host before returning to the Altar, or if it is contaminated (i.e., no longer consumable) bring it to the Sacristy to dissolve it and dispose of it in the Sacramentarium. Do not put it on the credence table or take it to your seat.

A spill from the Cup is clearly no longer consumable. During Communion, position yourself to block people from stepping on the spill. Upon completion of Communion, cover the spill with the purificator and sop it up with the purificator before returning the purificator to the Sacristy, and notify the Sacristan.

#### How to deal with running out of Hosts

During Holy Communion, an EM may go to the Tabernacle or another EM to retrieve additional Hosts. Typically in our Parish all Hosts are removed from the Tabernacle during Holy Communion. Do not break Hosts unless it is clear that all consecrated Hosts will be consumed at this Mass without all receiving Communion.

#### How to deal with running out of Precious Blood

If you run out of Precious Blood, return the chalice and the purificator to the altar. Do not drape the purificator over the chalice. Reverently, return to your seat.

When you notice that a Deacon or EM has run out of Precious Blood and is returning the chalice to the altar, the remaining EM can turn their body slightly so that they can distribute the Precious Blood in both directions.

## How to deal with someone taking a Host but not consuming it

- *It is not appropriate for a communicant to receive the Precious Blood and then hand the chalice to another communicant.* Each must receive it separately from the Extraordinary Minister.

Another situation that EM's may confront is a person taking a Host but not consuming it. There are four possibilities:

- They are planning to tincture at the Cup - which is not encouraged, but is allowed.
- They are planning to give it to someone in the pews - this is not allowed. Politely tell them you will bring Communion to the person. It is the duty of the Hospitality Ministers to identify for the EM's those infirmed in the pews who wish to receive. Only Ordinary and Extraordinary Ministers distribute Holy Communion at Mass.
- They present a pyx for taking Communion to someone not present at Mass. Politely tell them that they must see the Priest after Mass is over. The proper practice is for them to identify themselves before Mass and the pyx is to be on the Altar before the consecration.
- They are not properly disposed and could intend sacrilegious purposes. Politely stop the person and ask them to consume it now; but don't engage in a hostile confrontation. Recall that Communion is God's gift to be consumed by the faithful *who are properly disposed*. If they are not properly disposed, what they are holding ceases to be the gift God intended. Just say a silent prayer for them and don't let the incident disturb you further.

## Prayer for Extraordinary Ministers "Yours is a Share"

Yours is a share in the work of the Lord's Spirit  
who makes of us one bread, one body,  
the cup of blessing which we bless.

Yours is the work of ministering Christ's body and blood  
to the body of Christ, the church.

Yours is service at the Lord's reconciling table.

You name for each of us the gifts we have offered  
and the gifts we receive: "The Body of Christ, the Blood of Christ."

You minister holy food to holy people in the holiest of all communions.

Yours is the ministry of the One who was broken and poured out for our sakes: the  
ministry of Christ who is our Passover and our lasting peace.

Come to your work from your personal prayer,  
praying that the Lord will heal your brokenness  
as you break and pour out yourselves for others.

Remember the purity of the gifts you minister  
and how great is your need for the Lord's mercy.

Learn to love the Eucharist you minister:  
let it heal the hurt your heart is slow to acknowledge;  
let it make you one with all that is living;  
let it help you revere all those whom you serve.

Ministers of the Eucharist are many;  
truly Eucharistic ministers are what you must become.  
Let your service at the Lord's Table make of your life  
a table of mercy and welcome for all you know and meet.

In and outside the worship space,  
reverence those you serve as you would reverence the sacrament you minister.

When you minister to friends and family,  
remember that the greatest bond you share is in the Lord.

When you minister to visitors and strangers,  
reverence them as you would your closest friend.

When you minister to those with whom you are at odds,  
reverence them as the Lord does you in your sin.

Some will esteem you as “holy” because of the work you do:  
remember that your holiness is the Lord’s work within you.

When you are asked to serve at inconvenient times,  
let the needs of God’s people be your first consideration.

When you begin to think that your ministry makes you an important person in the  
community, remember that what the Lord did at the table became a sign of the Cross.

When your brothers and sisters praise and thank you for your work,  
take delight in the communion you share with them in Christ  
and rejoice in the work the Lord has accomplished through you.

Be faithful in the work you do,  
for through it the Lord saves his people.

## Prayer for Preparation for Mass

### *Prayer of St. Ambrose*

Lord, Jesus Christ, I approach your banquet table in fear and trembling, for I am a sinner, and dare not rely on my own worth but only on your goodness and mercy. I am defiled by many sins in body and soul, and by my unguarded thoughts and words. Gracious God of majesty and awe, I seek your protection, I look for your healing, poor troubled sinner that I am, I appeal to you, the fountain of all mercy. I cannot bear your judgment, but I trust in your salvation. Lord, I show my wounds to you and uncover my shame before you. I know my sins are many and great, and they fill me with fear, but I hope in your mercies, for they cannot be numbered. Lord Jesus Christ, eternal King, God, and man, crucified for mankind, look upon me with mercy and hear my prayer, for I trust in you. Have mercy on me, full of sorrow and sin, for the depth of your compassion never ends. Praise to you, saving sacrifice, offered on the wood of the cross for me and for all mankind. Praise to the noble and precious blood, flowing from the wounds of my crucified Lord Jesus Christ and washing away the sins of the whole world. Remember, Lord, your creature, whom you have redeemed with your blood. I repent my sins, and I long to put right what I have done. Merciful Father, take away all my offenses and sins; purify me in body and soul, and make me worthy to taste the holy of holies. May your body and blood, which I intend to receive, although I am unworthy, be for me the remission of my sins, the washing away of my guilt, the end of my evil thoughts, and the rebirth of my better instincts. May it incite me to do the works pleasing to you and profitable to my health in body and soul, and be a firm defense against the wiles of my enemies.

Amen.

## Thanksgiving Prayer after Mass

### *Prayer of St. Thomas Aquinas*

I thank you, holy Lord, almighty Father, eternal God, who deigned to feast me, sinful and unworthy servant, with the precious body and blood of your Son, Jesus Christ our Lord, not for any merit of mine, but only because of your merciful goodness. And I pray that this Holy Communion, far from condemning me to punishment, may bring about my pardon and salvation, encompassing me with the armor of faith and the shield of a good will. By it let my vices be done away, all lustful desires extinguished. May it advance me in charity, patience, humility, obedience, and every other virtue. Let it be strong defense against the wiles of all my enemies, visible and invisible, allaying for me every disturbance of flesh and spirit, binding me firmly to you, the one true God, and bringing my last hour to a happy close. I pray, too, that it may be your pleasure to call my sinful self one day to that banquet, wonderful past all telling, where you, with your Son and the Holy Spirit, feast your saints with the vision of yourself, who are true light, the fulfillment of all desires, the joy that knows no ending, gladness unalloyed, and perfect bliss: through the same Christ our Lord.

Amen.