



Basic Guidelines for Extraordinary Ministers of Holy Communion for Saint Mary Catholic Church

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The following are general guidelines for Extraordinary Ministers of Holy Communion (EM) in preparing and serving the Holy Eucharistic. These guidelines are subject to change. Always consult the Ministry Head should you have specific questions or need clarification.

Ordinary vs. Extraordinary

- Ordinary Ministers – Ordained EMs such as Priests and Deacons
- Extraordinary Ministers- Laity

I.) General EM Requirements:

EMs are to attend initial training and be approved by Father prior to serving.

Within one year of acceptance, Ministers must also complete training by the Diocese.

EMs have to have completed all Sacraments of Initiation*

- Baptism*
- Confirmation*
- Eucharist*
- Reconciliation/Confession
- If married- EMs must be married in the Church

EMs have to be in Good Moral standing

- Live good, moral lives
- Be clean in body and spirit
- Not partake in drugs
- No excessive drinking
- Fast 1 hr min before Mass/Receiving Communion

Dress Code –

Ministers are to look beautiful for the Lord and always show reverence.

Best Sunday dress is expected (even applies when/if asked to fill-in at the last minute).

- Men are to wear collared shirts, slacks/khaki style pants, dress shoes, etc
- Women – Slacks, skirts, dresses, etc. Any jewelry should not be a distraction.
 - No tennis shoes, no shorts
 - No T shirts,
 - No men sandals or flip flops



Why We Are to Bow -

- Show of reverence by dress, talk, behavior to recognizes the sacredness of the Lord.
- Bow to the Altar whenever you approach or cross in front of the Altar

Bowing Types –

- Simple bow -head bow
- Profound bow -bowing with the upper part of the body.

II.) Mass & EM Protocol

Commence/Procession into the church

- Walk in, side by side, on either side of the Baptismal, behind the Altar Servers and ahead of the Lector(s) and Deacons .
- Hands folded
- Sit on the same side as you are walking in on. The schedule will indicate what side you are to walk in on so you can inform your family.

Seating

- Sit on the side you walk in on (L & R specified on schedule)
- Do not cross in front of the altar (minimize crossing in front)
- Sit in the first 1/3 of the Church and near the aisle for easy exit

Receiving Communion

- Approach the base of the alter together after Father consumes Body and Blood
- All stand at the base and bow together, then step up, all together
- Priest/Deacon gives communion to all EM's (simple bow) – never take communion yourself
- All distribute communion – space out as to prevent back log (Positions to distribute communion shown in training)



Parishioners Taking Communion

- If they are a non-Catholic or cannot receive The Eucharist (arms crossed)– do not give communion, bless them instead. Do not forget to Bless infants in mom's arms.

Giving a blessing

- **Do not** touch the person
- Hold your hand up to their forehead
- Say; " May the Lord Bless You – in the name of the Father, Son and Holy Spirit" or similar

Intinction

- Intinction (dipping the host in the wine) – is not allowed by US Bishops. EMs are to ensure parishioners consume the Host immediately upon receiving and not to hold on to for intinction or carrying back to their seats.

Offering the Body of Christ

- Say; "Body of Christ" (say clearly so the communicant hears you)
- Need to make sure it is consumed immediately – do not take back to pew
- If running low on Hosts; EM can break Host or borrow from another EM
- Additional Hosts **are not** to be given to take back to those homebound!
(Refer to Communion for the Sick/Homebound)
- If someone needs communion taken to a loved one, have them meet with Father. Do not place Hosts in pix and allow communicant to take back to their seat!

Offering the Blood of Christ

- Say; "Blood of Christ" (say clearly so the communicant hears you)
- Two hands on Chalice – protect from dropping or spilling
- Wipe with purificator and rotate chalice
- EM "offers" the chalice – communicant does not take the chalice from EM
 - If Blood is spilled-
 - Place purificator over the spill
 - Stand in front of spill so no one walks on or over the purificator
 - No additional wine may be offered by that EM since they do not have another purificator to wipe the chalice
 - Stand and wait for communion to end – leave purificator. Cleaned up properly later with directions from the Deacons or Father

At the completion of communion, all proceed to base of Altar and

- Stay down at the base of the Altar and give ciborium/chalice to Alter Servers. Wait until all EMs are assisted and then all bow together and be seated.

Two exceptions:

- 1) When you are assisting Father with the Body of Christ in the center aisle, then step up when finished and place ciborium on alter, then step down and wait for side EMs to finish and all bow together, or
- 2) On the rare occasion that there are no Altar Servers, bow, then step-up and place the chalice/ciborium on the Altar and then step down onto the carpet, and then all bow together and be seated

Communion for the Sick/Homebound

- This is separate Ministry. Not everyone can take communion to those homebound. Must also be trained through the Diocese (Level II EM training).