

The background features a gradient from light purple at the top to dark blue at the bottom. It is decorated with several thin, wavy lines in shades of purple and blue, and three white, eight-pointed starburst symbols scattered across the upper half.

# \*EMOC GUIDELINES

\*EXTRAORDINARY MINISTER OF COMMUNION

# Welcome!

*Dear Volunteer,  
Thank you for answering God's call to  
serve the St. Mary of the Hill Parish  
Family as an Extraordinary Minister of  
Communion. May God bless you and  
your family abundantly!*



Fr. Jude Peters O.C.D.



*All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread and wine.*

Norms for Communion,  
29

The true Body, Blood, Soul and Divinity of Our Lord Jesus Christ.

“The faithful who are [Extraordinary] Ministers of Communion must be persons whose good qualities of Christian life, faith and morals recommend them. Let them strive to be worthy of this great office, foster their own devotion to the Eucharist and show an example to the rest of the faithful by their own devotion and reverence toward the most august sacrament of the altar. No one is to be chosen whose appointment the faithful might find  
disquieting”  
(Immensae Caritatis, 6).





# An Overview

## This Presentation

*I. Dress Code*

*II. Arrival at Mass*

*III. Directions for EMOC'S*

*IV. Information Specific to St Mary of the Hill*

*V. Q & A*

*VI. Helpful Tips*

*~portion of EMOC'S guidelines from Elon University*

# I. Dress Code

EMOC's should dress neatly, in a way consonant with the dignity of their role. Good taste and common sense are the best guides in this area; please avoid wearing shorts or tank tops.

Appropriate dress is a sign of the reverence the minister has for the Eucharist and for the importance of the ministry.



A Smile can make all the difference.

# II. Arrival at Mass



After  
greeting/welcoming  
parishioners, please  
proceed to the sacristy  
and put on the  
Liturgical Cross.



As you enter, welcome  
parishioners and  
visitors that are  
seated.



EMOC's should arrive  
15 minutes before  
Mass. Please show up  
if you have been  
scheduled for a Mass.

# IV. INFORMATION SPECIFIC FOR ST. MARY OF THE HILL

## CREDENCE TABLE

5

ALTAR SERVER

4

ALTAR SERVER

3

EMOC CUP



Fr.

2

EMOC CUP

1

EMOC HOST

## SANCTUARY AREA

ALTAR

### During the Sign of Peace:

- If you see there are not enough EMOC'S at the Altar, please fill in.
- Approach the Altar; always bow to the Altar & not the crucifix.
- Sanitize hands from the credence table.
- Stand back from the dark brown boarder of the Sanctuary.

### After Receiving Communion:

- Fr. distributes the cup to the 1st EMOC Cup person, #2, who receives it and gives it to the EMOC Host person, #1. Remain until distribution to the parishioners, at corner nearest you.
- Fr. distributes the other cup to the 2nd EMOC Cup person who receives it and gives it to the Altar Servers. Then stands by the choir area for distribution to the parishioners.
- Fr. gives the Ciborium to the EMOC Host person. Then Fr. distributes communion to the choir and those who need assistance. #1 host person proceeds to the far edge of the kneeler and distributes communion.
- After the Precious Blood has been distributed, the EMOC of the cup stays in their position and consumes what remains. Place the empty cup on the altar with the purificator next to it (not in the cup) and return to your seat--do not linger at altar.

**If there are two priests, the Host person should give communion to people who need assistance then return the Ciborium to a priest and sit down.**



# III. Directions for EMOC'S



## When distributing Communion

The Extraordinary Minister raises the Sacred Host and says: "The Body of Christ," waits for "Amen," and places the Host on the tongue or in the hand of the communicant. The individual communicant always has the option of receiving in the hand or on the tongue.



## When presenting the Chalice

The Extraordinary Minister says "The Blood of Christ", to which the communicant responds "Amen". The Extraordinary Minister wipes the chalice with the purificator while rotating the cup and purificator. *The communicant is not to dip the Host into the chalice*

Institutio Generalis Missalis Romani,  
2002, 287



## After distributing Holy Communion

The Host Minister returns the ciborium to the altar. After the Precious Blood has been distributed, the cup minister consumes what remains before placing the chalice on the altar. Only the priest, deacon and instituted acolyte are permitted to cleanse the sacred vessels.

# V. Questions & Answers

## WHO CAN BLESS ANOTHER PERSON?

The Extraordinary Minister may offer a brief prayer for those in the Assembly who come forward in the communion procession and who are not receiving Holy Communion, such as “May God bless you” or “May God continue the good work in you.” This prayer is to be offered audibly and may not be accompanied by the gesture associated with a blessing, e.g., the raising of the hand or the sign of the cross.

## IS IT OK FOR COMMUNION MINISTERS TO SKIP THE CUP?

No one is required to share Communion from the cup. However, since the faithful are to be encouraged to do so, part of the ministry of the Communion minister is to offer that encouragement by example. If a minister is unable to do that, it might be best to participate in a different ministry.

## WHAT DO I DO IF SOMEONE WHO IS NOT CATHOLIC COMES TO ME FOR COMMUNION?

In most cases, you should give them Communion. As Communion ministers, we are not responsible for judging who is worthy of sharing in Communion with us. We cannot know the heart or conscience of the person standing in front of us. If a child does not have his or her hands crossed over their chest, it is best to ask....“Have you made your First Holy Communion?” If they are obviously too young, just offer a blessing.

# Tips for Extraordinary Ministers

[http://org.elon.edu/ccm/docs/LMGuidelines\\_ExtraordinaryMinisters.pdf](http://org.elon.edu/ccm/docs/LMGuidelines_ExtraordinaryMinisters.pdf)

- ★ Know you are a minister of the church. Prepare yourself before every Mass with prayer.
- ★ Be natural in your walking to and from the altar, if somewhat slower than your normal walking pace.
- ★ Participate fully in all parts of the liturgy at which you are serving by singing, praying and listening attentively to the homily. Try not to let your role distract you from worshipping or make you nervous.
- ★ Develop a devotion to the Eucharistic presence of Christ, knowing the Christ of the Eucharist, not just knowing about the Eucharist.
- ★ Be friendly in your approach to each communicant. Respect each communicant's wish regarding the Host, receiving it in the hand or on the tongue.
- ★ Try to keep focused, in spite of the repetition, on each statement of "Body of Christ" or "Blood of Christ" as an expression of faith.
- ★ Hold up the Host or chalice so that the communicant can see it when responding "Amen" to "Body of Christ" or "Blood of Christ." Allow the person time to say "Amen" before moving the Host or chalice toward him or her.
- ★ If a worshipper approaches you carrying a small child, do not make the sign of the cross on the child's forehead but you may say "May God bless you," as a gesture of inclusion.

# What should I do if I drop the Sacred Body or spill the Precious Blood?

First, don't panic. It's not the end of the world; everything will be fine.

## For the Precious Body:

Simply bend down on one knee and pick up the dropped host, and consume it immediately. Be careful not to spill anymore hosts while you are retrieving the dropped one. You might have to stop traffic before you can bend down. Do so courteously, remembering that Jesus is also present in the members of the assembly whom you are stopping. If you do not want to consume it put it on the Altar and let the priest know. Directions for proper are in the Sacristy.

## For the Precious Blood:

If you spill some consecrated wine, place your purificator on top. Then retrieve the extra purificator from the credence table.

**CONGRATS!**

**YOU HAVE FINISHED YOUR ONLINE TRAINING**

SCHEDULE YOUR AFTER MASS, 15 MINUTE WALK THROUGH WITH Q & A, EMOC CONTACTS, GUIDELINES SUMMARY & TRAINING. AFTER FINAL TRAINING YOU WILL BE ELIGIBLE TO BE PLACED ON THE LITURGICAL SCHEDULE.

WENDY NEWBURG

Pastoral Associate

PHONE NUMBER

262-628-3606 ect. 2

EMAIL

[pastorala@stmaryhh.org](mailto:pastorala@stmaryhh.org)