

# EXTRAORDINARY MINISTERS OF COMMUNION GUIDELINES

## Arrival at Mass

Extraordinary Ministers of the Eucharist should arrive 15 minutes before Mass. If you cannot attend on your scheduled day: open your email, access Mary Whelan's email and click: Request a Sub.

Please be respectful of the Eucharist and the Ministry – do not wait until the Sunday that you have been scheduled to find a sub. All Liturgical Ministers need ample time to prepare to serve in the Eucharistic celebration.



Always wear a smile!

## Dress Code

Extraordinary Ministers should dress neatly, in a way consistent 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.



Welcome parishioners and visitors

## Know the difference:

### ORDINARY MINISTER OF COMMUNION:

This title is reserved for those who are literally "ordained" to the ministry namely bishops, priests, and deacons. These ministers are usually the first in order to distribute the Body and Blood of Christ, the deacon being the customary distributor of the cup.

### EXTRAORDINARY MINISTERS OF COMMUNION:

Is the formal title of laypeople who distribute the Eucharist during Mass.

## Directions for Extraordinary Ministers of the Eucharist

IF YOU SEE THERE ARE NOT ENOUGH EMOC'S AT THE ALTAR, PLEASE FILL IN.

### DURING THE SIGN OF PEACE

Approach the Altar; always bow to the Altar & not the crucifix.

Go to the Altar Server Credence Table and put on a mask. Stand back from the dark brown boarder of the Sanctuary. Father distributes Communion to the musician then to the EMOC'S and Altar Servers. Once you receive communion, sanitize hands and wait for Fr. to give you the ciborium. Proceed to the front of the Altar closest to the ambo and distribute communion. Fr. will distribute communion to the handicap.

### WHEN DISTRIBUTING HOLY COMMUNION

The Extraordinary Minister raises the Sacred Host and says: "The Body of Christ," waits for "Amen," and places the Host in the hand of the communicant. Try not to touch communicant's hand.

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



### AFTER DISTRIBUTING HOLY COMMUNION

The Extraordinary Minister returns the ciborium to the priest at the altar, sanitizes hands and returns to seat.

# PRACTICAL QUESTIONS

## WHO CAN BLESS ANOTHER PERSON?

According to the official Book of Blessings, “Laymen and laywomen, in virtue of the universal priesthood, a dignity they possess because of their baptism and confirmation, may celebrate certain blessings” (18). 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.

## 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. Our primary obligation is to act as Jesus would and to be as hospitable and welcoming as possible. Do not cause a fuss during the Mass by refusing Communion to anyone. 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.

## 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. 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 spill some consecrated wine, and if you can manage the cup with only one hand, bend down on one knee and wipe the wine off the floor with your purificator. If the cup is too full for you to manage gracefully, ask the next person in line to hold the cup while you take care of the spill.

## 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.

# Tips for EMOC

[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 a moment of quiet prayer.

Secure a substitute in advance whenever you cannot assist at the Mass or which you are scheduled.

If you notice that one of the EMOC scheduled ministers is late or absent, offer to help out.

Dress appropriately

Communicate reverence and dignity at all times.

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.

Be natural in your walking to and from the altar

Allow the person time to say "Amen" before moving the Host or chalice toward him or her.

Communicants who wish to receive on the tongue will be instructed to receive in Fr's line.

Be friendly in your approach to each communicant.

Develop a devotion to the Eucharistic presence of Christ

Participate fully in all parts of the liturgy

Remain calm if any mishap occurs, examples: drops the Host, or coughs up the Body of Christ. First make sure the person is not in any danger of choking. Then pick up what remains with a purificator. Continue to remain calm this will reassure the congregation.

Accidents happen!

Hold up the Host so that the communicant can see it when responding "Amen" to "Body of Christ"

Ministers of the Cup:  
We are not allowed to distribute the "Blood of Christ" until further notice.

Keep your voice level and loud enough for the communicant to hear, but not so loud as to distract those receiving from other ministers.