



Our Lady of Mount Carmel Catholic Church

EXTRAORDINARY MINISTER OF HOLY COMMUNION HANDBOOK

Congratulations, you have been chosen to bring Jesus Christ to others in the form of his Body and Blood. This document is intended to assist you as you perform your duties as Extraordinary Minister of Holy Communion.

Review the schedule of Mass assignments. All EMHC's are responsible for fulfilling their assignments or finding someone to substitute if they are not able to fulfill their assignment. A new roster of EMHC's will be distributed at least once a year; however, may be more often. Also EMHC's should give serious consideration to others when called as a substitute or receiving a request for a change. Remember, you will probably require someone to substitute for you one day. Help others as you wish others to help you.

Please come prepared for Mass and be fully present and participatory physically, mentally, spiritually and dressed appropriately to reflect the dignity of the service that you are performing. Arrive about 10 – 15 minutes prior to mass. Sign in on the schedule at the back of church, check the list to see who is present and take a seat towards the front of church, **preferably in the center aisle**. This way the priest can see you and know you are present.

EMHC's not assigned for Mass should take the time to check the list in the back before mass to see if they may be needed. Always be attentive. Even though you are not assigned, it does not mean that your services are not required. Check the list and keep an eye on the number of ministers who go to the altar for distribution. If those assigned are short handed, then feel free to go up especially if called upon by the priest. EMHC's required for each Mass are:

<u>Day</u>	<u>Time</u>	<u>Normal Num. of Ministers</u>	<u>Normal Desc.</u>	<u>Summer Num. of Ministers</u>	<u>Summer Desc.</u>
Saturday	5:30 p.m.	5	1 Bread, 4 Cup	3	1 Bread, 2 Cup
Sunday	7:30 a.m.	5	1 Bread, 4 Cup	5	1 Bread, 4 Cup
Sunday	10:00 a.m.	6	1 Bread, 4 Cup, 1 Bread for Choir	3	1 Bread, 2 Cup
Sunday	12:00 noon	3	1 Bread, 2 Cup	3	1 Bread, 2 Cup

Take the time before mass to prepare yourself through prayer. This is your opportunity to reflect on both receiving Christ in Communion as well as distribute it to the rest of the congregation. You will not have time after distributing the Eucharist to pray. During Mass, be attentive and engaged, especially to the readings, gospel and the homily.

EMHC 1

Take note if a deacon is serving the mass. If a deacon is serving, then he will assume the duties of EMHC 1 who should remain in the congregation unless there is a shortage of EMHC's for that Mass. (NOTE: Seminarians may be present for Mass and may be on the altar. They will wear a surplice and no stole. They do not take the place of EMHC's unless there is a shortage. If you are unassigned, you may still assume the duties of any missing EMHC before the seminarian assumes the duties.)

After the "Sign of Peace", EMHC 1:

- proceeds to the main altar,
- bows and goes to the Tabernacle,
- genuflects,
- unlocks and opens the tabernacle doors,
- removes all ciboria and removes the lids placing them on the altar,
- leaves the tabernacle open,
- carry the ciboria to the main altar, placing them on the corporal next to the chalice,
- finally stands behind and to the right of the priest at the altar.

If EMHC 1 or a deacon is not present, then EMHC 2 assumes the duties of EMHC 1.

Other EMHC 's

EMHC's 2, 3, 4, 5, 6 share the "Sign of Peace" with those parishioners closest to them and proceed forward to the altar. When they reach the altar, bow in reverence and take a position to the left of the altar behind the pulpit. They should feel free to offer the sign of peace to the altar servers, other EMHC's and the Lector. Once completed, the Priest/Cantor will continue the mass with the "Lamb of God."

EMHC's not assigned should be aware of the other EMHC's who are serving. In the event someone is not present, the priest may call upon you to serve. If the priest does not appear to be calling someone up, then please come forward. PLEASE DO NOT COME FORWARD TOO SOON. Some individuals need a little extra time to come forward.

Distribution Process

The Priest takes the Body & Blood of Christ, and then he serves EMHC 1 the Body & Blood of Christ. While the Priest continues serving the altar servers, EMHC's and the Lector, EMHC 1 serves EMHC 2 the Cup and a purificator (cloth) with EMHC 2 who serves the altar servers from his/her Cup. EMHC 1 continues serving a Cup and purificator to each EMHC as they step forward. EMHC 1 takes up the remaining Body ciborium from the altar as EMHC 3 serves the Lector. Each of the EMHC's follows EMHC 1 and the Priest to take their positions for the Communion procession. At 10:00 mass, EMHC 1 also presents the extra paten/ciborium to EMHC 6 who proceeds to the choir loft to serve the choir.

The Priest and EMHC 1 stand at the top of the Communion Procession. Cup ministers take their place to the right and left of the priest and EMHC 1, standing on the bottom step. Be prepared to step forward for short or disabled recipients, as needed.

As each communicant steps up to receive, simply nod your head slightly saying, "The Body of Christ" or "The Blood of Christ" depending which form of the Eucharist you are serving.

EMHC 1 can either place the host on the recipient's tongue or in their hand. EMHC 1 should take note of little children or adults who come forward with arms folded across their chest. This is the sign that they have not made their 1st Holy Communion and are requesting a blessing. Do not be afraid to place your hand on their head or shoulder and offer a blessing like "May God Bless you and keep you." Make sure that when someone receives the Body of Christ that they consume the Body of Christ before they head back to the pew or towards one of the chalices.

The Cup Minister hands the chalice to the recipient and declares "Blood of Christ." For small children or anyone who seems like they need the extra support, especially when the chalice is full and heavier, please offer extra support with your hand under the chalice. After each recipient returns the chalice, use the purificator to wipe the top edge of the chalice where the recipient's lips were placed, then turn the cup a quarter turn. Open the purificator as often as needed use a clean area.

Sometimes the ciborium will be emptied before communion is over. When this happens, EMHC 1 may ask the priest for some extra. When the Most Precious Blood is empty, Cup Ministers simply take the chalice to the sanctuary to purify their chalice.

At the conclusion of Communion, the usher may indicate to the priest that someone needs to be served communion in a pew. EMHC 1 waits at the front of church for the priest to finish. A Cup Minister should follow the priest to give that individual the option to receive the Most Precious Blood. The Cup Minister closest to where the priest must go should follow the priest.

All Cup EMHC's return to the sanctuary to purify their chalice.

When the priest returns, EMHC 1

- takes the ciborium/paten from the priest and returns to the Tabernacle,
- combines the remaining host into one of the ciborium,
- returns that ciborium into the Tabernacle,
- close and lock the door,
- and realign the Tabernacle Veil,
- if you wish, use the finger cup and small purificator to rinse any particles from your fingers,
- proceed to the sacristy to purify the paten/ciborium.

Body or Blood Spill

Accidents do happen. Rarely a host will drop to the floor or someone will spill the Most Precious Blood. Try not to panic. Be careful not to spill anymore hosts while you are retrieving the dropped one. Be aware that you may be the only one who saw the host fall. 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. Discretely and reverently pick up the fallen host, place it in your hand until communion is finished. When communion is completed, you may consume the host or give it to the priest to properly dispose.

If some consecrated wine is spilled and 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. Dab up as much of the spill as possible, cover the spill with a clean purificator and obtain a new purificator. After mass, return to the area of the spill, maybe with a priest, and clean the area more thoroughly with a cold wet cloth and carefully scrub the spot. Cloths used to soak up the original spill should be placed with the purificators to be rinsed out in the appropriate manner.

Purification of Vessels

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No Precious Blood or Holy Eucharist should be poured down the drain or thrown away, it must be consumed. Either consume any remaining Most Precious Blood, or find someone to consume the remainder or leave on counter, cover with purificator and notify the priest there is Most Precious Blood that needs to be consumed. During distribution, you can request recipients to consume a little extra so there is little Most Precious Blood remaining. NEVER DISPOSE MOST PRECIOUS BLOOD DOWN THE SACRARIUM.

Use a very small amount of water to rinse inside of cup or the ciborium/paten and DRINK that water. This way you consume any left over crumbs of the Holy Eucharist or Most Precious Blood.

Wipe inside of cup and paten/ciborium. Leave the purificators in the cup after use.

Purificators used to clean spills, should be rinsed in the sacrarium and hung on the rack on the wall.

When completed with the purification of the vessels, the EMHC's process together to the front of the altar, bow, and return to their seats. Again, you will not have time to pray and meditate, so please do so before mass.

Thank you for your service.

Multiple Ministries

There are some individuals who have been commissioned in multiple ministries. If you are one, please do everything possible to only serve one ministry during your Mass assignment. If the Lector is not present, allow another Lector to step up. However, if needed to Lector, please volunteer, hopefully another EMHC's will notice that the EMHC's are short handed and volunteer to fulfill your position. If EMHC's are still short handed, then feel free to fulfill both ministries.