



HOLY FAMILY PARISH

ROLE AND RESPONSIBILITY OF THE EXTRAORDINARY MINISTER OF HOLY COMMUNION

1. **Before Mass:**
 - a. Please arrive at least 15 minutes before Mass begins to **sign in on the Station Assignment sheet**. Please do not merely put a check mark after your name on the schedule.
 - b. Once you have signed in, **please stand at a door of the church or in the Bell Tower Entryway to greet people as they enter the building. This is a very important facet of your ministry.** Once the Opening Procession has begun, you may take your place in your pew.
 - c. If you are not on the schedule for the Mass you are attending, **please** check with the Mass Coordinator to see if additional ministers are needed when the **five-minute call-to-worship bells** (before Mass) begin to ring. If so, please sign in on the empty blank and write the word “walk-in” after your name. If you are **substituting for someone else**, please sign your name and then sign in parentheses the **person’s name for whom you are substituting**.
 - d. If you are scheduled to serve and are too late to sign in, please **do not** come to the sanctuary to minister.
2. When the **Lamb of God begins**, those distributing Communion **should stand in the aisle nearest them**. After the Assembly has said, “Lord I am not worthy to receive you, but only say the word, and I shall be healed,” all ministers proceed immediately to their places in the sanctuary. As they do so, the Communion Hymn begins, and the Presider will be completing his reception of the Eucharist. Ministers of the Body of Christ should form a line behind the Altar. Ministers of the Precious Blood should form a line on the Holy Family side of the Altar. The Precious Blood Minister closest to the altar takes the stack of purificators from the altar and passes them down to the other ministers. If there is a question as to where to stand, please see the map of EM stations, which is posted on the bulletin board in the sacristy.

3. Communion for the Ministers:

- a. The Presider will give the Body of Christ to the first Host Minister. He will then give that same Minister the Chalice, and he/she will follow him, distributing the Precious Blood to the other Host Ministers after they have received the Body of Christ.
- b. As soon as this is completed, the Presider will give the Body of Christ to the Cup Ministers. Once he has finished, he will offer them the cup, from which they will distribute the Precious Blood. After receiving Precious Blood from the Presider, the cup ministers proceed **immediately** to their stations.
- c. Once the Presider has completed distributing to the Precious Blood to the cup Ministers, he will hand the bowls to the Ministers of the Body of Christ. Once they receive their vessel, they proceed **immediately** to their station.
- d. **A simple reminder for all ministers, once you have received your vessel, please go directly to your station...please do not return to your place in the sanctuary.**

4. Special Notes:

- a. **For Cup Station "D"**: Persons who need a Eucharistic Minister to come to them in their pew will have an usher standing next to them in the center aisle. The person who has signed in for Cup station "D" should accompany the priest to minister the Precious Blood to these people.
- b. **When there are First Communions**: The persons assigned to distribute at Cup Stations "C" and "D" should accompany the Presider to the center aisle to give the Precious Blood to the First Communicant and their families. All other Ministers should **remain in their places at the altar. After the Communion to the First Communicants is completed, the other Ministers proceed to their stations.**
- c. **For Host Stations 1 & 8; Cup Stations A & F**: The minister assigned to Station 1 (Holy Family side) will distribute Communion to the altar servers on his/her side before moving to the assigned station. The Host Minister assigned to station 8 (Tabernacle side) will do likewise on his/her side. Cup Ministers at stations "A" (Holy Family side) and "F" (Tabernacle side) will do likewise.
- d. **Choir Loft**: For **choir Masses**, the minister who has signed in for the choir loft proceeds via the stairs on the left and then stands near the rear of the loft, near the organist. The choir will then come to him/her one row at a time. If there is to be a change in this procedure, please watch the choir director for instructions.
- e. **9:30 choir Masses—PLEASE NOTE CHANGE**: The person at **station 8(the one nearest the choir)** will now be responsible for taking Communion to the instrumentalist musicians. After you have completed distributing at your station, please transfer your Hosts to the bowl of the Minister at station 7, and leave only enough hosts in your bowl to distribute to the guitarists and the pianist. As you approach station 8, the choir director will tell you how many Hosts you will need to reserve. **If the person at station 7 has already returned his/her bowl to the altar before you have finished**, you may take your bowl to the altar, transfer your hosts, and reserve the designated number of Hosts for the musicians. Once you have the right number of Hosts in your bowl, proceed to the musicians' area and wait until the Communion song has ended, then distribute to them. After this, you may place your bowl on the tray on the table under the hymn-board.

5. Communion should be given with reverence and welcoming. Be truly present to each person, and look at them when you say, "The Body of Christ," or "The Blood of Christ." Please use these words – make no additions or substitutions.
6. If your supply of Eucharistic Bread is dwindling and you have a number of people waiting to receive Communion from you, please obtain additional Hosts from the Minister nearest you. This is much preferred to breaking Hosts, unless this becomes necessary because of an insufficient number of consecrated Bread.
7. **When your Communion line has concluded:**
 - a. **All Masses except 9:30 Mass:** The **first** Host Minister to complete his/her assigned station takes his/her **bowl** to the accompanist to give him Communion--whether he is in the choir loft or on the main floor of the church.
Please note: The younger man who plays for 7:30, 5:00 or 11:30 does not receive Communion.
After giving Communion to the accompanist, please return your bowl to the altar; or you may assist at another station.
 - b. When you have completed distribution at your station, and someone has already gone to the accompanist, please check to see if another Minister needs assistance at his/her station. If so, walk to within about 5 feet of the Minister who is already there, but stand close to the front pew so that people can easily move to both Ministers.
8. When you have completed distribution at your station, and you are not needed anywhere else, proceed to either the **altar or the credence table.**
 - a. **Host Ministers:**
 - i. Please return to the **altar** and leave your bowl on the tray **on the altar**. The priest or deacon will consolidate bowls into one or two for reposition in the Tabernacle.
 - ii. When there is no deacon or concelebrant, **the minister at station 4** remains at the altar until the priest has consolidated the hosts. Once he leaves the altar with the filled bowls and takes them to the Tabernacle, the station 4 Minister picks up the tray of empty bowls and carries it to the credence table below the hymnboard. If you are unable to do this, please arrange for someone else to carry the tray.
 - b. **Cup Ministers:**
 - i. In accordance with the *Instruction on the Ministry of Extraordinary Ministers of Holy Communion in the Diocese of Cleveland*, you are no longer permitted to consume the remaining Precious Blood from your own cup.
 - ii. Please return to the **credence table nearest the Tabernacle** with your cup. Ideally, your cup will be empty; if it is not, please offer the remaining Precious Blood to another Eucharistic Minister at the Credence Table. Both priests would like your assistance in consuming the remaining Precious Blood, as such--you may offer it to one another.
 - iii. When your cup is empty, it may be placed on the credence table with the purificator beside it. Please do not drape the purificator over the cup.

9. As you return to your pew, please do not take the “shortcut” through the sacristy to return to your pew.

10. **Communion to the Sick:**

a. **Weekday Masses**

- i. Before Mass, those wishing to take communion to the sick, must stop in the chapel Sacristy before Mass and place the correct number of unconsecrated hosts into your pyx.
- ii. Then, place the pyx on the altar – the “window side.”
- iii. **Following Communion**, please wait at the side of the altar, where you will receive your pyx from the priest.
- iv. You should then proceed directly to the person(s) to whom you are ministering.

b. **Weekend Masses:** If you are taking Communion to the sick after a weekend Mass, please come to the Tabernacle with your pyx immediately following Mass to get the number of hosts you need.

c. **Outside of Mass:** You will continue to be able to come to the Rectory, as has been our custom, sign out a Tabernacle key, and retrieve the Blessed Sacrament from the tabernacle in the church.

11. **Duties of the Designated Purifier**

- a. Please check the schedule to see if you are assigned to perform this task and **make sure that you do it immediately** after Mass. Even though the priests and deacon purify the vessels, you are still responsible for ensuring that the vessels are properly washed after Mass. Repeated failure to complete this part of your ministry will result in a “friendly reminder” from the parish.
 - i. Please take the Priest’s chalice, the empty bowls and cups, into the Sacristy to the sacrarium after Mass. If there is any unconsecrated wine remaining, you may pour this back into the wine bottle, using the funnel from the dish drainer.
 - ii. The bowls and cups should then be washed with soap and rinsed, at the sink directly to the left of the sacrarium, then dried with the proper towel.
 - iii. After this is done, please place all vessels on the vesting counter (across the Sacristy from the sacrarium.)

12. Your proper dress is requested and appreciated:

- a. For men: a suit or sportcoat and tie.
- b. For women: a suit, dress, a skirt and blouse, or pantsuit.
- c. For all: please, no tennis shoes or jeans. Your attire is a symbol of the importance you place upon your ministry. It would be wise to come to church dressed appropriately with respect for the celebration of Eucharist.

13. **Only one ministry** is to be performed at any given Liturgy. If you are on the schedule for another ministry, please obtain a substitute for one of your assignments.

14. **Scheduling** for Eucharistic Ministers is done for a two-month period, every two months. **It is the responsibility of each Eucharistic Minister to obtain a copy of the schedule.**

- a. Copies of the schedule may be found: online at www.holyfamilystow.org; click on Ministries, then Liturgical Ministries, then Eucharistic Ministers; then the month you wish to view. Hard copies may also be found in the Sacristy or at the Parish Office.
- b. If you are unable to attend when you are scheduled, please **be sure** to make arrangements for a **substitute**. Do not assume that someone else will always come forward at the last minute. Please make sure also to let your substitute know whether you are assigned to be a Cup Minister or a Bowl Minister and if you are the designated Purifier. **Ministers who are absent without a sub during a given period will have their names removed from the regular schedule.** They will remain on the roster, but will not be scheduled on a regular basis.
- c. If you need to obtain a sub and need a phone number, you may go online, to the Eucharistic Minister page, and access the phone list. It is password-protected. To access the list: the User Name is **liturgy** and the Password is **holycall**. Both must be in lower-case.

Thank you for your dedication and faithfulness in serving the Lord and our parish community through this very important and significant ministry!

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October 2010