

Guidelines for Extraordinary Ministers of the Eucharist



Thank you for agreeing to serve the parish in this ministry as Extraordinary Minister of the Eucharist. In essence, you will be participating in the handing on of what has been given to you; namely the life and love of Christ present and active in the Church's Eucharist. By serving the parish community, you will be witnessing Christ's own loving service to his Body, the Church. You will be handing on to others the healing, nourishment, love, and energy that you yourself have received through communion in the Body and Blood of Christ!

Time Commitment and Scheduling

Schedules are created in three month increments:

(Dec. – Feb., March – May, June – August, Sept. – Nov.)

Hard copies of the schedule will be mailed to you. However, if you ever need an extra copy, schedules are posted on our website: www.nativity.mn.org, in the bulletin, and extra copies are always available at the Parish Office.

You will typically be scheduled once or twice each month. We try our best to schedule you for your preferred Mass time. However, you may be called upon to serve a Mass other than the one you typically attend. If you need to notify us of a scheduling request, please contact Tara Lyons.

Email: Tara.m.lyons@gmail.com

Office: 696.5442

If this ministry is to be effective, we need you to be present at your scheduled Mass. If you find a conflict after a schedule has already been distributed, please take it upon yourself to arrange a substitute from the list of Eucharistic Ministers.

We hope that you will continue year-by-year in this ministry but we want you to feel free to move off this ministry if needed. We simply ask that you notify us of the needed changes.

What is Stored Where

All the cupboards, drawers, and closets are labeled accordingly

SACRISTY

- **Unconsecrated Hosts:** located in the upper middle cupboard, above the long counter. They are stored in maroon boxes. Each sleeve of hosts contains 50 hosts. The large hosts for consecration are found in the round bronze dish in the same cupboard.
- **Unconsecrated Wine:** located in the small refrigerator.
- **Chalice and Ciboria:** located on the top shelf in the far left closet
- **Tabernacle Key:** located on the Priest's chalice, which is always sitting on the countertop. The key rests atop the white pall which is always covering the chalice.
- **Dirty Linens:** This is where to discard finger towels and purificators after Communion. There is a tub in the cupboard just to the left of the host cupboard.
- **Extra Pyx:** in the labeled drawer above the counter. Sometimes you may be asked for a pyx for a parishioner to take communion home to someone. We just ask that they return the pyx that week.
- **Sacrarium:** This is the sink on the left side with the wooden cover. This drains directly into the ground, rather than the sewer. This is where you are to wash your hands after you distribute the Eucharist.
- **Regular Sink:** This is the sink on the right side. This is for washing hands before distributing.

SACRISTY LOBBY

- **Foam Hand Cleanser:** for your use before and after distributing communion.
- **Liturgical Ministry schedules:** bulletin board
- **Announcements:** bulletin board

Preparing to Distribute Holy Communion

WASHING HANDS

- Please make sure your hands are cleansed before distributing. Some people like to carry antibacterial hand cleanser in their purse/pockets. You are also encouraged to use the sink in the sacristy, or the hand foam in the sacristy lobby.
- If you are distributing in Steiner Hall, it is fine to use the sink in the restroom before distributing.

APPROACHING THE ALTAR

- **Sign of Peace:** This is when you should *approach the Sanctuary*. Line up at either side of the Altar. If you are distributing in Steiner, approach the altar and stand just to the priest's left side (side by the musicians) and/or slightly behind him. This is a tight space!
- **After Priest has received Communion:** This is when you should *approach the Altar*. If Communion is under both forms (8:15am/11am/5pm) stand in a semi-circle behind the priest, facing the congregation. You may need to extend the semi-circle across the entire altar, as there will be several people. If there is no Precious Blood (7am/9:30am), simply walk up the stairs and stand in a line along the side of the altar, facing the priest.

Receiving Holy Communion

- The priest will distribute the host to each of you. He will then hand the cup filled with wine to some of you. This means you will be distributing the Precious Blood. You should receive yourself, and then offer the cup to the person next to you. Once the priest has handed you either a cup or a ciborium, you should immediately move to your spot. You do not need to wait for the priest to distribute to the altar servers or lector.
- The priest may tell you where to distribute. If he does not, typically people on the **LEFT** of the tabernacle (when facing the congregation) **go to the cross aisle**. People on the **RIGHT** of the tabernacle (when facing the congregation) **stay in the front**.
- **Cup Bearers:** be sure to take a purificator (white towel) before leaving for your spot. Often the priest will hand this to you when he offers you the cup, but in case he forgets, they are lying on the altar.

Positions For Distribution

- **7am (4 total):** 2 ciboria in front (NO CHALICES)
2 ciboria at cross aisle (NO CHALICES)
- **8:15am (10 total):** 2 ciboria in front/4 cups in front
2 ciboria at cross aisle/2 cups at cross aisle
- **9:30am (4 total):** 2 ciboria, 1 at each corner of the altar (NO CHALICES)
1 ciboria behind the piano (NO CHALICES)
1 ciboria left side of altar (NO CHALICES)
- **11am/5pm (12 total):** 2 ciboria in front/4 cups in front
2 ciboria at cross aisle/4 cups at cross aisle

Distributing Holy Communion

- Distribute to ALL WHO COME TO RECEIVE. Do not refuse anyone. This is not our role to decide whether someone is worthy to receive.
- Once you reach your spot, look for anyone in the front pew who is unable to walk to receive. Distribute to them in their spot. Distribute to the whole row, if they would need to climb over that person to receive. Ushers may ask you to distribute to someone they know is unable to walk and sitting elsewhere.
- Ciborium: Say, “The Body of Christ”
- Two ways to receive: in the throne (hands), on the tongue
- **People who approach with arms crossed:** This is an indication of a blessing. It is not our role to bless as the priest does. You may offer a “call to worship” by saying, “Receive the Body of Christ in your heart.”
- **People who approach with a pyx:** This is to take communion to the homebound. They will indicate the number of hosts they need. Put host(s) in the pyx first, then offer them communion.
- **Requests for additional hosts without a pyx:** Ask them to meet you in the sacristy after Mass to give them a pyx. Only thing we ask is that they return the pyx as soon as possible.
- **Running out of hosts:** Take some hosts from the EM closest to you. If everyone is short, you may break the hosts in your hand as you distribute.
- **Host is dropped:** Pick up the dropped host and hold on to it. When you return to the altar, place the host in the water filled jar on the left side of the Tabernacle. If you are unable to do this, you may consume it.
- **When you are finished:** Look to see if there is a long line elsewhere and assist that EM. Check the side altars to make certain they have received. Return to the altar via the side aisles, and place the ciborium (empty or full) on the altar. Before leavening the sanctuary, genuflect or bow in reverence. Leave the sanctuary through the sacristy (side door) and wash hands in the sacarium before returning to your pew.

Distributing the Precious Blood

- Distribute to ALL WHO COME TO RECEIVE. Do not refuse anyone. This is not our role to decide whether someone is worthy to receive.
- Once you reach your spot, look for anyone in the front pew who is unable to walk to receive. Distribute to them in their spot. Distribute to the whole row, if they would need to climb over that person to receive. Ushers may ask you to distribute to someone they know is unable to walk and sitting elsewhere.
- Cup: say, “The Blood of Christ”
- Offer the cup for the person to take and drink. DO NOT hold on to the cup and try to pour for them. After they hand the cup back to you, wipe the area of the cup with the purificator and turn the cup slightly so the next person has a clean edge.
- **Intincture:** “Dipping the host in the Precious Blood”. Intincture is allowed by priests only. If someone does put the host into the precious blood, use your purificator as a paten to prevent any dripping onto the floor.
- **Running Out:** Do not pour from one cup to another. Return to the sacristy, via the sanctuary with the empty cup, and you are finished! Place the empty cup on the sacristy counter.
- **Spilling:** Use your purificator to wipe up the spill and leave the spot covered with the purificator. Go back to the Sacristy and inform the sacristan of the location of the spill and they will wash the area. If you still have precious blood in the cup, go to the altar and take a purificator from there so you can return to your spot and resume distributing.
- **When you are finished:** Look to see if you are needed elsewhere, and assist those as needed. Check the side altars to make sure they have received. Return to the **Sacristy** (not the altar) via the sanctuary. It is not necessary to bow/genuflect if carrying the precious blood and you cross in front of the Tabernacle, or exit the sanctuary. You have Jesus with you! Once you get to the sacristy, consume the precious blood. If you are uncomfortable doing this, give to a sacristan to consume. *DO NOT POUR REMAINING PRECIOUS BLOOD DOWN THE SACRARIUM.* Place the empty cup on the countertop and return to your seat. Sacristans will purify the vessels.