

**PROCEDURES AND GUIDELINES FOR EXTRAORDINARY MINISTERS OF
HOLY COMMUNION (EMHCs), ST. MARGARET MARY CHURCH, February, 2018**

Sign-In in the altar server's sacristy, even if you are substituting.

Finding Replacements: It is your responsibility to find a replacement if unable to serve. If an emergency should occur, call the coordinator.

Mandatory Training and Formation: A mandatory training and formation class will be scheduled for all EMHC's annually. All new ministers must be commissioned by a Priest before serving.

Dress: Please show reverence for our Lord in the Blessed Sacrament by the way you dress. Make eye contact and smile when serving as an EMHC.

Ministers needed 9 for the 5:00 pm and 8:30 am Masses: 9 needed for the 11:00 am Mass and CTTT Masses.

When offering the Body of Christ, raise the Host, say "*The Body of Christ*", and wait for the person to respond Amen. Then place the Host either in the palm of their hand or on their tongue.

When offering the Blood of Christ, raise the Chalice, say "*The Blood of Christ*", wait for the person to respond Amen, and then offer the Chalice to the person. After he/she drinks the Precious Blood and returns it to you, wipe it with the purificator, and turn the Chalice slightly before offering it to the next person. Keep shifting the purificator so as not to wipe with the same part of the cloth.

When someone approaches with hands crossed in front of their chest: Ask the person if they want to receive Holy Communion or if they want a blessing. If they want Holy Communion, place the Sacred Host on their tongue. If they want a blessing, you may say the following prayer while making the sign of the cross on their forehead with your right thumb: "God bless you in the name of the Father, and of the Son, and of the Holy Spirit, Amen." This does not apply to children and babies who do not yet receive Holy Communion, unless they would approach you with their hands crossed.

Definition of Terms:

Chalice: Refers to the cup which contains the Body and Blood of Christ.

Host: The consecrated bread, which is the Body and Blood of Christ. The word 'host' comes from the Latin word 'hostia', which means "victim."

Ciborium: Container for the Hosts. (Ciboria is the plural.)

Purificator: White cloth used to wipe the Chalice.

Flagon: Decanter for the unconsecrated wine.

Fractioning: The rite of breaking and dividing the Hosts into the ciboria and pouring the Precious Blood into the Chalices.

PROCEDURE:

The sections will be numbered 1 through 5, with Section 5 being the Park Drive section. There is no assigned seating for the Ministers, but it is recommended that you sit at the end of a pew on the right side (choir side) of the church. Extend the Sign of Peace to the people around you, and then ***immediately*** proceed up the ramp and form a straight line behind the Celebrant.

*Blessed Mother Side #1Cup #2Host #3Cup #4Host #5Cup #6 Host #7Cup (#8Host #9Cup) St. Joseph side
Altar and Celebrant*

The Celebrant will distribute the Precious Body to the EMHCs .

He will offer the Precious Blood to Ministers #1, #3, #5, #7, (and #9).

EMHC #1 will offer the Precious Blood to EMHC#2; EMHC #3 will offer the Precious Blood to EMHC #4

EMHC #5 will offer the Precious Blood to EMHC#6; EMHC #7 will offer the Precious Blood to EMHC#8

EMHC#9 will consume sip of the Precious Blood; EMHC#1 will offer the Precious Blood to the altar servers.

Regardless of whether there are 7 or 9 EMHC's, the **Presider** will always hand the chalices and ciboria to the EMHC's beginning with the chalice, alternating, and ending with the chalice, as follows:

Blessed Mother side -- C H C H C H C (H C) -- St. Joseph side

If the Presider distributes the Sacred Hosts to the assembly from where he currently stands to distribute, he will insert himself in the line going down the ramp as follows:

Blessed Mother side C H C H **PRIEST with Host** C H C (H C) St. Joseph side

If the Presider chooses to insert himself in another place in the line going down the ramp, EMHC's need to adjust so that the **distribution stations** for Holy Communion do not change. They will still be:

Blessed Mother side (C H) C H C **H H** C H C St. Joseph side

Choir: The Choir members will come in procession just like everyone else.

Handicapped: Be aware of handicapped people that are seated in your section. Some may come up to receive on their own. Give the Host **and** Chalice to any handicapped people seated in the front row of your section **first**. An usher will be assigned to each section and he/she will receive last. The usher will then inform you of any handicapped person in your section who would like to receive. In addition, the usher will escort you to that person.

Altar Servers: EMHC #1 will offer the Precious Blood to the altar servers prior to proceeding to his/her station.

If you run out of Hosts, go to the nearest EMHC and take the Hosts that you need. If this is not possible, you may go to the Celebrant. When you are finished distributing Holy Communion, place your Paten with any remaining Hosts on the Corporal (linen cloth) on the Altar. Please use ramp to return to your seat.

If your Chalice is empty, return it to the credence table and place the purificator on the tray. If your Communion line is finished, but Precious Blood remains in your Chalice, move to another Chalice station and continue distributing the Precious Blood. Once Holy Communion is finished, return to the credence table and consume the remaining Precious Blood and leave the Chalice on the credence table. Any Precious Blood that is remaining must be completely consumed by you, or with the help of the Priest or another EMHC. Fold purificator and place it on the table, not in the cup. Return to your seat by way of the ramp.

Purifying the vessels: All EMHCs should proceed to the sacristy after mass to offer to purify the vessels. For weekend liturgies, initially purify the sacred vessels in the Sacarium, the **right** side of the sink, as follows: Consume all consecrated fragments in the vessels. Pour water into the sacred vessels and drink all of it, being careful to consume all fragments of the consecrated Host and all water you used to purify. In addition, consume any Precious Blood remaining in the Chalice. Fill the Chalice with a small amount of water and consume all the water in the Chalice, being careful to consume from the Chalice any remaining consecrated wine. After this you may rinse the vessels in the sacraium with warm water (not soap). Do not immerse. Then, use the regular sink to the left of the Sacarium to clean the vessels with warm water and soap. Do not immerse. Dry and place vessels on the counter. Do not stack them, as they will scratch. The sacristan will return the Chalices and Ciboria to the cabinets after the 11:00 am mass. Used purificators should be placed in the laundry hamper. Please hang wet cloths on the side of the laundry basket. Do not use soapy water in the Sacarium, which runs directly into the ground and is reserved for water and the Sacred Species.