



St. Francis of Assisi

EXTRAORDINARY MINISTER OF THE EUCHARIST GUIDELINES

From Sacrosanctum Concilium, the Constitution document of Vatican II, describes the Holy Eucharist “as the source and summit of our spiritual lives. It also teaches that God makes Himself truly present during the Mass in the Eucharist, the spoken Word, the ministers and the people gathered” #7

From the General Introduction to the Roman Missal:

#95” In the celebration of Mass the faithful form a holy people, a people of God’s own possession and a royal Priesthood, so that they may give thanks to God and offer the unblemished sacrificial Victim not only by means of the hands of the Priest but also together with him and so that they may learn to offer their very selves.” And #97. “The faithful, moreover, should not refuse to serve the People of God in gladness whenever they are asked to perform some particular service or function in the celebration.”

ARRIVAL:

We ask that you arrive 15 minutes early and sign in, in the ministers' sacristy (please remember your position and responsibility). After you have signed in, go to church and be seated. No special seats are assigned, but it is probably best if you sit close to the altar. Please check the sign-in sheet in the ministers' sacristy 5 minutes before Mass and sign in where needed.

VERY IMPORTANT! Remember what position you signed for, and what duties might go with this position. This is essential to keep things going smoothly! Please do not sign up for the same position every week. We ask that you rotate your position. This allows others, as well as yourself, to become acquainted with different positions and helps to ensure that all spots are filled at every Mass.

If you are the tower position person, remember you go to the tabernacle to bring the large ciborium to the altar.

At the beginning of the "Our Father," the person designated to bring the reserved hosts from the Tabernacle (Tower position) should do so. The key to the tabernacle should be retrieved from the cart on the side near to the credence table. Please move cautiously but efficiently to bring the reserved hosts to the altar - hand to the celebrant or the deacon). The tower person remains at the foot of the altar after distributing Communion in order to return the large ciborium to the tabernacle. The key is returned to the sacristan’s cart.

COMMUNION RECEPTION:

At the Lamb of God, the ministers will leave their pews (masks are optional). Use the hand sanitizers which are readily available and line up in front of the small brick wall under the ambo. After the celebrant (and deacon) receive Communion, one minister needs to be ready to give the priest and deacon a dab of hand sanitizer. The ministers move forward to the base of the altar platform to receive Communion. After receiving Communion, the minister again uses the sanitizer.

The celebrant will distribute the patens to the ministers.

DISTRIBUTION:

As recipients come forward, they should make a reverent bow to the Body of Christ. The minister, while making eye contact with the recipient, offers Eucharist to the recipient saying, “the Body of Christ”. If serving as a host minister, reverently place the host in the hand Preferred or on the tongue of the recipient. If the recipient does receive on the tongue, the minister should then switch hands to offer the host to the following persons.

As the minister of the host, please show some sign of "communion" with children or non-Catholics. This may be done by making eye contact and saying “God bless you!” or extending your hand over the person's head.

An EM that has finished with distribution in his/her section may be approached by an usher and asked to bring Communion to a parishioner in the back of the church or in the narthex. Please follow the direction of the usher.

TOWER SECTION

At ALL Masses, distribution of Communion will start with the front section and when completed, move to distribute to the BACK sections. Follow the direction of the usher. Remember that the people in the front rows (rows without kneelers) do not approach the minister – the minister walks to them.

CENTER SECTION

Two host ministers (the priest and the deacon) will serve in the CENTER section.

CHOIR SIDE

If there is only a cantor and musician always look at them first to see if they are desirous of receiving Communion. Full choirs will have the Eucharist distributed by someone from within the choir so do not be concerned with distribution to them.

DRESS:

The importance of proper dress cannot be stressed enough. We are attending a banquet in God's house and are participating in a very special way. **Please, no shorts or short skirts.** If you plan to fill in, should there be an opening due to the absence of another minister or because it is less than 5 minutes before Mass is about to start, please keep in mind the dress code. Perhaps it would be helpful to keep the dress code in mind as well when preparing for Mass should a last minute need for your ministry be required.

Be sure that your nails and hands are clean. Hand sanitizers are on the cart and behind the altar under the ambo. **Please use hand sanitizers provided before approaching the altar for Communion and after receiving Communion.**

Should you have any questions or problems, please call or e-mail one of the co-coordinators:
Marilyn
Kathy
Pete