

Extraordinary Minister of Holy Communion: Guidelines and Directions

Guidelines

1. Dress in appropriate attire: nice shirt, shoes, pants or dress. No shorts or flip flops.
2. In order to be an EMHC, you should be a parishioner who is Catholic who has received baptism, confirmation, and Eucharist, and who is in good standing, is able to receive the Eucharist and has been formally commissioned as an EMHC.
3. The faculty to be an EMHC exists for three years at which point a person will have to be re-commissioned.
4. The ushers will help direct you to those who are disabled.
5. If someone comes up to receive and they are chewing gum, ask them to swallow it first before receiving.
6. If anyone comes up with a pyx, kindly tell them to talk to the priest or deacon after mass in order to receive a consecrated host.
7. If you drop a consecrated host, pick it up and consume it, or put it aside in the paten and tell deacon/priest when you hand the paten to him which host was dropped.
8. Try to make sure that the person consumes the consecrated host. If not, kindly ask them to consume it.
9. Be careful and take your time when giving and receiving the chalice.
10. After each communicant has received the Precious Blood, the minister carefully wipes both sides of the rim of the chalice with a purificator. This action is a matter of both reverence and hygiene. For the same reason, the minister turns the chalice slightly after each communicant has received the Precious Blood.
11. No one is to dip a consecrated host in the Precious Blood. Ask them to consume first before allowing them to receive the Precious Blood.
12. If a minor spill or drip occurs, discontinue distributing communion, and put a purificator over it. Clean the spill up after mass.
13. If there is a major spill of the precious blood, get help by having someone who has received communion or an usher make sure that the Precious Blood is not stepped in and hold the chalice for you. Immediately wipe up (by dabbing, not by scrubbing) as much as you can with the purificator. Get 2 more purificator(s) from the sacristy along with some water. Place the purificator on the spilled spot and pour water onto the purificator. Gentle dab the spot with the wet purificator. Then dab the spot with a clean purificator. Notify the maintenance staff of the incident after mass so that they can finish cleaning the spot.
14. EMsHC are not to give blessings to the faithful. Should a child or member of the faithful request such a blessing, the simple invocation “May God bless you” should be invoked without a hand gesture.
15. Low gluten recipients – If you are a chalice person, this should not be a problem as you will get a chalice that has no fragments in it. If you are a paten person, just tell the deacon/priest that you don't want to receive from the chalice. As an EMHC, you don't have to receive under both forms.
16. EM Leaders - The leader should check the sign-in sheet and make sure that all EM positions are filled, make sure that all EMsHC know what to do and where to go, and answer any questions that other EMsHC may have. If you would prefer not to be a leader, please let Jean know as soon as possible.
17. Training - Priests will train any new EMHC. Training is required.
18. Scheduling – At the beginning of each scheduling cycle, you will receive an email or will see a bulletin announcement asking for your scheduling information. Be sure to sign into the ministry scheduler at the parish website and let us know your vacation dates, mass time preferences, and other information to help us schedule you. Schedules will be emailed (or mailed to those who don't have email).

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Directions

Paten: The sacred vessel which holds the consecrated hosts.

1. EMHC Leader at each mass is to: Make sure there are enough EMsHC and find more if there open spots.
Worst case is to tell the deacon/priest to announce the need of more when he greets everyone before Mass.
In addition, answer any questions that EMsHC have.
2. If you are scheduled, check in the ministry room at least 10 minutes before mass to sign up for a spot.
3. Right after the sign of peace go to the back of the church and wash hands with the sanitizer.
4. When all the ministers have washed their hands, process down in two lines two by two (chalice line on right; paten line on the left) down in the front of the sanctuary. Those who are distributing to the choir, make sure you are the last in line on both sides.
5. Chalice people, line up at the foot of the steps on the presider's chair side.
6. Paten people, line up at the foot of the steps on the ambo side.
7. Once both the priest and deacon have received both the consecrated host and Precious Blood, the two people who led the EMsHC to the steps of the sanctuary are to go up the steps and stand in the middle of the sanctuary facing the altar in line with the ambo. The others follow forming a semi-circle in the sanctuary.
8. The priest and the deacon distribute communion to the EMsHC. If you are a paten person, you will receive a consecrated host, then the deacon will give you the Precious Blood, and then he will hand you a paten. If you are a chalice person, you will receive a consecrated host, then the priest/deacon will hand you a chalice and purificator, take both and receive. (The priest or deacon will hand you your paten or chalice; you should not take them off the altar.)
9. Once you receive a paten/chalice, go to the bottom of the steps and wait for the other ministers.
10. When the priest is at his spot, everyone turns and goes to distribution locations.
11. When distributing the consecrated hosts, raise a host slightly and show it to each of the communicants, saying: "the Body of Christ"
12. When distributing the Precious Blood of Christ present the chalice to them saying, "the Blood of Christ".
13. If you are the one distributing to the choir: go to choir, next, go to cry room, then go around and distribute to those who are disabled (The ushers will direct you to them).
14. When people in your line have all received, please go assist in other areas.
15. If you are distributing the Precious Blood and have a very small amount remaining, you are free to discontinue distributing. Please cover your chalice with your purificator, go to the credence table, and have another EMHC consume the remaining Precious Blood from your chalice.
16. If you have a chalice, once finished distributing go the credence table. If you have any Precious Blood left, have another minister who is standing near the credence table receive the rest of the Precious Blood in your chalice. Place the chalice on the left side of the credence table and put the purificators in a pile. Wait at the credence table, out of the way, for another minister so you can help them consume the Precious Blood, before going back to your pew.
17. If you have a paten, once finished go to altar and hand the paten to the deacon/priest. Wait to see if he hands you an empty paten. Empty patens are placed on the right of the credence table. Wash your fingers in the ablution bowl and wipe them with the towel. You may then return to your pew.