



## 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** – this is located on the counter below the bulletin board in the Sacristy. Please do not just put a check mark after your name on the schedule.
- b. Once you have signed in, please stand near 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 should 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. The Mass Captains **should no longer** announce the need for more ministers.
- e. If you are scheduled to serve and are too late to sign in, please **do not** come to the sanctuary to distribute unless, as the Eucharistic Ministers have taken their places in the sanctuary, you see that there are more EM’s needed.

2. When the **Lamb of God begins**, those distributing Communion **should move to the aisle nearest them**. After the Assembly has said, “Lord I am not worthy that you should enter under my roof, but only say the word, and my soul shall be healed,” all ministers should proceed **immediately** to their places in the sanctuary; and as they are doing this, the Communion Hymn begins, and the Presider will be completing his reception of the Eucharist. Ministers of the Body of Christ should form a semi-circle behind the Altar. Ministers of the Precious Blood should stand in a line on the Holy Family side of the Altar. The Precious Blood Minister closest to the altar should take the stack of purificators from the altar and pass them down. If there is a question as to where each station is located, please see the map of EM stations, which is posted on the bulletin board in the sacristy, as well as **on the last page of these instructions**.

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, the Cup Ministers, beginning with the one closest to the Sacristy, **should approach the altar**, receive the Precious Blood from the Presider, consume it, and then **immediately** go to their stations.
- c. Once the Presider has completed distributing to the Cup Ministers, he will move to the left side of the altar. At that time, the Host Ministers **should approach the altar**, receive their bowl, and then **immediately** proceed to their station.
- d. **A simple reminder for all ministers, once you have received your vessel, move immediately to your station...please do not wait for others or the priest to go to their stations.**

4. **Special Notes:**

- a. **For Cup Station “E”:** 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 “E” should accompany the priest to minister the Precious Blood to these people.
- b. **When there are First Communions:** The person assigned to distribute at Cup Stations “D” and “E” should accompany the Presider to the center aisle to give the Precious Blood to the First Communicants and their families. **All other ministers remain in the sanctuary until the First Communicants and their parents have received Communion. When this is completed, they may proceed to their stations. PLEASE NOTE THIS IS A CHANGE FROM WHAT HAS BEEN DONE IN PAST YEARS, DUE TO THE CHANGE IN COMMUNION STATIONS.**
- c. **For Host Station 1 & 9; Cup Station A & H:** 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 9 (Tabernacle side) will do likewise on his/her side. Cup Ministers at stations “A” (Holy Family side) and “H” (Tabernacle side) will do likewise.
- d. **Choir Loft:** For choir Masses, the minister who has signed in for the choir loft should proceed via the stairs on the left and then station yourself near the rear of the loft, near the organist to give Communion to the people who are in the pews. Then come over near the choir (on the organ side), and the choir will then come to you one row at a time. If, for some reason, there is to be a change in this procedure, the choir director will signal you. Once you have completed distributing in the choir loft, please proceed downstairs and assist the minister at station 3 or 4.

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, you may walk to another Minister to obtain additional hosts. This is much preferred to breaking hosts, unless this becomes necessary because of an insufficient number being consecrated.
7. **When your Communion line has concluded:**
  - a. **For the 9:30 Mass:** The Choir Director will make herself last in the Communion line at **Station 9** and **tell the Minister how many hosts are needed for the musicians**. That Minister should take his/her bowl to the altar and leave that many hosts in his/her bowl and let the Presider transfer the rest of the Hosts to another bowl. That Minister should then proceed to where the musicians are, and wait until the Communion song has ended, before offering the musicians Communion. After giving Communion to the musicians, the Minister returns the bowl to the tray on the table that is in the sanctuary under the hymnboard.

**All other Masses:**

- b. When you have completed distribution at your station, and someone has already gone to the accompanist in the Choir loft, 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. The minister who is already at that station will need to step aside, one way or the other, or step on to the carpet to make room for the minister who is assisting.
8. When you have completed distribution and you are not needed anywhere else, you are to 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 **left side of the altar**. The priest or deacon will consolidate bowls into one or two bowls for reposition in the Tabernacle.
    - ii. When there is no deacon, **the minister at station 4** is to remain at the altar until the priest has consolidated the hosts. Once the priest or Deacon leaves the altar with the bowls for the Tabernacle, the station 4 Minister should pick up the tray of empty bowls and carry them 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*,

Extraordinary Ministers of Communion are no longer permitted to consume the remaining Precious Blood from their own cups.

- ii. Please return to the credence table near 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 near the Tabernacle with the purificator beside it. Please do not drape the purificator over the cup or leave it in the cup.
9. As you return to your pew, please do not take the “shortcut” through the sacristy to return to your pew, if you had been seated on the west side of the church.

#### 10. Communion to the Sick

- a. As you probably heard in the Diocesan Formation Sessions, it is not permitted to take a pyx and receive a host from the communion line. As such, we will no longer engage in this practice. Instead, we will use the following procedures:
- b. **Weekday Masses**
  - i. Before Mass, those wishing to take Communion to the sick should place the correct amount of unconsecrated hosts from the bowl on the table into their pyx.
  - ii. The pyx should be placed on the altar – on 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.
- c. **Weekend Masses:** If you are taking Communion to the sick after a weekend Mass, please be seated on the tabernacle side of the church and approach the Tabernacle **immediately after Mass** with your pyx **and take the necessary number of consecrated hosts.**
- d. **Outside of Mass:** You will continue to be able to come to the Rectory, as has been our custom. You may get a Tabernacle key from the rectory to retrieve the Blessed Sacrament. Please remember to return the key to the rectory immediately.

#### 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 sacred vessels, you are still responsible for ensuring that they are **properly washed** after Mass.
  - i. Please take the Priest’s chalice, the empty bowls and cups, into the Sacristy to the sacrarium area 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. Skirts or dresses should be an appropriate length.
- 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. We will do our best when scheduling to avoid this.

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](http://www.holyfamilystow.org); click on Ministries, then Worship Ministry, then Extraordinary Ministers of Communion (Eucharistic Ministers). 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. Make sure 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. If a minister is absent without a sub during a given period, their name will be removed from the regular schedule, and they will remain on the roster, but will not be scheduled on a regular basis.
- c. If you are in need of the **EM phone contact list**, please email your request to Judy Dobos([dobos@holyfamilystow.org](mailto:dobos@holyfamilystow.org)) or [hfdwebsite@gmail.com](mailto:hfdwebsite@gmail.com) **(Please note this is a new procedure due to the new website format.)**

**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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