

### Protocols for Extra-Ordinary Ministry of Holy Communion

The most important thing is to keep in mind what we are doing as EMHC – we are truly bringing Jesus to one another! This is such an incredible privilege, and if we keep that in mind, we will want to be on time, dressed in our best, and in the proper prayerful state to offer the Lord to each communicant with love and reverence. Thank you for your ministry.

Please note that there are some changes here, so read carefully, and feel free to ask questions☺

1. Please arrive **NO LATER** than 15 minutes before your scheduled Mass, and report immediately to the Mass Coordinator to learn your assignment for the day. Then please ask your family members in attendance to be seated on the side to which you have been assigned. This will allow you to process to your seat on the same side in which you will process.
2. After you have a moment for your own prayer, please return to the Gathering Area to line up. **ALL** ministers will now process. And Father will lead EMHCs, servers and readers in a prayer 10 minutes before Mass begins.

Here is the order of procession, as facing the altar:

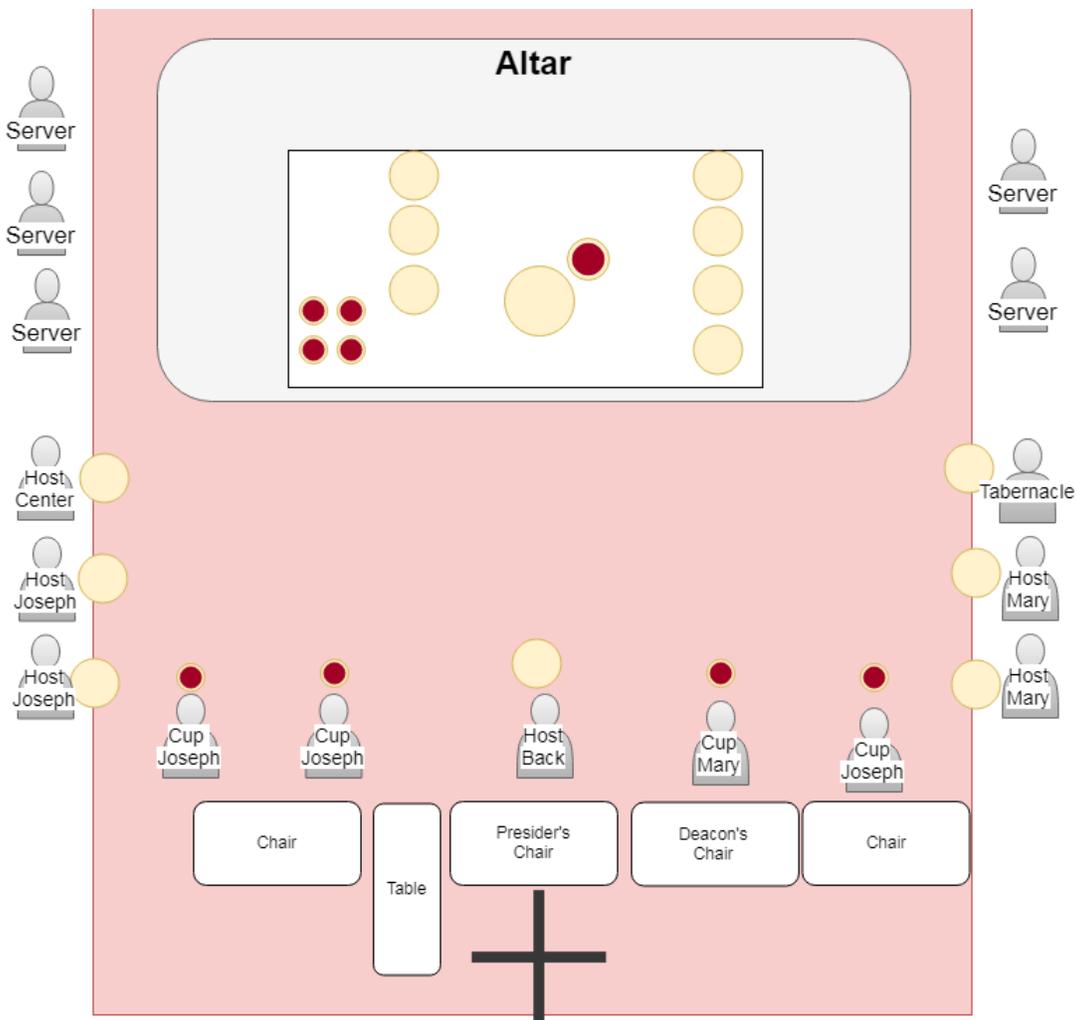
	Cross	
	Acolytes	
Cup Mary		Cup Joseph
Cup Mary		Cup Joseph
Host Mary		Host Joseph
Host Mary		Host Joseph
Tabernacle	Host Back	Host Center
	Reader	
	Celebrant	

As you process in, step in front of the Baptismal font and pause. Wait for those in front of you to pass the dark line in the tile before beginning to process forward yourself. This will allow for a consistent and large-enough space between each row. Stop in front of the front steps of the sanctuary and bow together with the person next to you. Split after you bow to the altar with your partner and move to the side to which you are assigned, standing alongside the bottom step. Host Back (HB) minister goes toward the Joseph side. (This allows you to see Father.) When Father genuflects, all bow, and once he has ascended the steps of the sanctuary, you will move into your seats in the congregation.

3. When the Reader approaches the ambo for the Universal Prayer (petitions), the coordinator or designated EMHC will go to the Joseph side sacristy and wait behind the wall near the credence table. When Father descends the steps to receive the gifts, you will

place the tray of cups on the Joseph side of the altar, then return to the sacristy, through which you can return to your place in the congregation.

4. During the Our Father, tabernacle Minister goes to the tabernacle, removes the ciborium from the tabernacle. Proceed up the ramp of the sanctuary and wait at the top until Father exchanges the greeting of peace with the servers. Move to the spot beside the servers until Father takes the ciborium (or indicates that you are to place the tray on the altar). Go to the sacristy, sanitize your hands, and wait behind the wall with the other ministers.
5. At the SIGN OF PEACE, all remaining ministers proceed to the hand sanitizer and line up behind the wall. You will move into the sanctuary immediately after Father has received from the Chalice. Line up in this order:



6. While you are standing in the sanctuary, please fold your hands, as the servers have begun to do, in the universal symbol of prayer. We do this for several reasons: first, it IS the universal sign of prayer; secondly, it shows reverence, which we should be exhibiting

and exemplifying at all times when we are serving the Lord at Mass; thirdly, at prayer is the **ONLY** time we would stand in this posture, so we remind ourselves and those who see us that we **ARE** in prayer.

7. Father distributes Communion to the servers and EMHC. Once he has distributed the Host to all on the Mary side, he will return to bring the Precious Blood to the Mary EMHCs. After receiving, CM closest to the step distributes to HMs, CM on the inside distributes to HB, then goes to servers. CMs work their way until they meet in the middle, then return to step while Father distributes the dishes. The CJs will follow the same procedure once they have received the cups from Father.
8. **Once Father leaves the sanctuary**, Cup ministers proceed down the ramps to the red dots on the main floor, followed by the side Host ministers, who stand on the blue dots. T and HC **follow** Father to the main floor, and stand on the blue dots on your appropriate side. All EMHC please distribute to any handicapped before taking your place on the dots.  
**The HB position:** go to the back of the church, down the Joseph-side ramp, where the ushers will direct you to those who need you to distribute to them.
  - **For Masses with the full choir:** A pyx with a single Host will be placed in your ciborium. Upon reaching the back of the church, carefully go up the choir loft. Distribute Communion to any members of the choir who were unable to go down the steps to receive Communion. Give the pyx to one of the choir-members who is an emHC. He/she will distribute Communion to Lorrie after the song. You do not need to remain in the choir-loft to distribute to Lorrie.
9. *Please take proper time when you distribute Holy Communion. This is the communicant's one moment to adore the Lord before receiving Him. Make eye contact with each one, as best you can, and be reverent and respectful of the Lord and of His children as you carry out this unspeakably awesome task on His behalf.* Simply say "the Body of Christ" or "the Blood of Christ", respectively. The statement should not be preceded by "this is" or the name of the individual.
10. When your line has ended, return to the sanctuary from the side you were distributing. Approach the upper-step of the sanctuary, **but do not step up onto the top step.** A Mass Coordinator will come to you and collect your vessel from you. One Host minister from each side will return both dishes to the sanctuary.  
**For Ministers of the Body of Christ other than the Tabernacle minister:** Simply hand your vessel to the Mass-Coordinator and return to your seat.  
**For the Tabernacle Minister (T):**
  - **If there is no Deacon ministering at Mass:** Hand the vessel to the Mass-Coordinator. Step back a few feet away from the Credence table and wait for the remaining ciborium to be returned. See #11 below for further instruction.

- **If there is a Deacon ministering at Mass:** Simply hand your vessel to the Mass-Coordinator and return to your seat. The Deacon will repose the Eucharist.

**For Ministers of the Blood of Christ:** If the Chalice is empty, simply hand it and the purificator to the Mass-Coordinator. If there is any Precious Blood remaining, hand it to the Mass-Coordinator. The Mass-Coordinator will present it back to you, saying “The Blood of Christ.” Consume all remaining Precious Blood and then hand the Chalice and purificator to the Mass-Coordinator. **If you do not wish to consume the remaining Precious Blood,** present the Chalice to the Mass-Coordinator, **saying “the Blood of Christ.”** Saying this will indicate to the Mass-Coordinator that he/she is to consume the remaining Precious Blood.

**For the “Host-Back” Position:**

The Mass coordinator (or a designated EMHC) will watch to be sure that Father, T and HC all have enough Hosts and will bring forward a dish, if needed, then will also combine the remaining Hosts in one dish (more, if needed). You may return to your seat via the ramp on your respective side. Remember to be reverent and respectful as you move in the church.

11. Any remaining Body of Christ will be placed into the ciborium on the Altar. Once all of the Eucharist has been returned to the Altar and distribution has finished,
  - **If there is no Deacon ministering:** Father or the Mass-Coordinator will hand the remaining ciborium, with a lid, to the tabernacle-minister. T will then repose the Ciborium to the tabernacle. As T reposes the Hosts in the tabernacle, be certain to genuflect (or bow) after you close the door. Then you may return to your seat.
  - **If there is a Deacon ministering at Mass:** Simply hand your vessel to the Mass-Coordinator and return to your seat. The Deacon will repose the Eucharist.

12. As T reposes the Eucharist to the Tabernacle, all will sit. Father will purify the vessels.

Once again, we thank you for your practice of stewardship by using your gifts to serve God as an Extraordinary Minister of Holy Communion. If you have any questions, please feel free to contact Lorrie or the Parish Office.