

Extraordinary Ministers of Holy Communion (EMHC)

I. Introduction/Prior to Mass:

- “All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist and the faithful with whom they share the Body and the Blood of Christ by their demeanor, their attire [no jeans, shorts, sweatpants, sweatshirts, or sports attire], and the manner in which they handle the consecrated host or Precious Blood.” (pg 4 Instruction)
- EMHC should arrive at least 10 minutes prior to the start of Mass so that the Mass Coordinator will know if all the positions are filled. If you are scheduled and will not be able to serve, please find a substitute.
- When signing in, place your name next to the numbered position as either a cup or plate minister.
- Check your name off the list. If you have XX next to your name on the ministry schedule, you are responsible for washing the vessels *after* mass, *not* purifying them unless otherwise directed by the priest.
- The Mass Coordinator will fill the required number of cups for that particular Mass with the appropriate amount of wine and cover with a purificator. The cups are on the LEFT credence table behind the sanctuary.
- The key for the Tabernacle will be placed on the RIGHT credence table.

II. Liturgy of the Eucharist:

- After the altar has been set up by the deacon and/or altar servers, the Mass Coordinator, or another designee, will bring the tray of cups containing the wine to the Altar, where the priest or deacon will remove them and place them directly on the Altar.
- During the Lord’s Prayer, the Mass Coordinator (or designee) will take the key for the tabernacle from the RIGHT credence table, enter the chapel, remove the ciboria from the tabernacle, close the tabernacle, return the key to the RIGHT credence table, and hand the ciboria to the priest. Altar servers should not be handed the ciboria.
- All the EMHCs will approach the center of the Church when the music begins for the “Lamb of God.”
- **Facing the Sanctuary**, please stand in this order, **left to right**:

Cup Ministers:

Position 8 | all cup positions except 6 & 8

Plate Ministers:

1 2 3

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Position 6 stands behind the altar by the LEFT credence table. Position 6 receives Communion at the altar and distributes the cup to the other ministers following the priest.

Position 8, after receiving Communion, moves to the altar and hands a cup and purificator to each cup minister. Afterwards, this minister then takes his/her place at the assigned communion station.

III. Communion Stations:

Note that the sign-in sheet has been numbered for easier reference of communion stations. Positions 1-4 are plates, and the remaining positions are cups.

Position 1 Plate – stands on the gathering area side nearest the Sanctuary.

Position 2 Plate – stands on the gathering area side nearest the music area. This EMHC may distribute the Eucharist to the musicians. *If there are communicants in the front row that must remain seated, they will receive Communion prior to those in line. Please know that Noel Schwenk, Assistant Music Director, is Lutheran and therefore does not receive Communion in the Catholic Church.*

Position 3 Plate – this EMHC will stand next to the priest on the chapel side closest to the music area. When all the communicants on this side of the church have received the Eucharist, this EMHC will verify the other plate ministers have a sufficient amount on their plate, then distribute the Eucharist to those who are seated and unable to leave their seats, first on the gathering area side then on the chapel side. When these communicants have received the Eucharist, this EMHC will either assist the remainder of the communicants on the gathering area side or take the plate to the Altar.

Position 4 Plate – is the priest.

Position 5 Cup –this EMHC will stand on the gathering area side nearest the Ambo (place where readings are done) to serve the communicants.

Position 6 Cup (DEACON, if he is assisting) – stands on the chapel side nearest the Altar. This EMHC stands behind the Sanctuary as the other EMHCs line up in front of the Sanctuary. After the presider has received Communion, this minister will step into the Sanctuary to receive Communion. This EMHC then follows the priest to the line of EMHCs and ministers the Precious Blood to those EMHCs wishing to receive it. When all the communicants on this side of the church have received the Precious Blood, this minister (typically the first cup finished) will return to the sanctuary and stand by the altar, to receive the cups returned by the cup ministers.

Position 7 Cup – stands on the chapel side nearest the music area. When all the communicants on this side of the church have received the Precious Blood, this EMHC will distribute to those who are seated and unable to leave their seats, first on the gathering area side then on the chapel side (along with Position 3 Plate minister).

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Position 8 Cup – stands on the gathering area side nearest the music area. After receiving Communion, this minister moves to the altar and hands a cup and purificator to each cup minister. Afterwards, this minister then takes his/her place at the assigned communion station. This EMHC may distribute the Precious Blood to the musicians. *If there are communicants in the front row who must remain seated, they will receive Communion prior to those in line. Please know that Noel Schwenk, Assistant Music Director, is Lutheran and therefore does not receive Communion in the Catholic Church.*

Position 9 Cup – stands next to Position 5 Cup.

Position 10 Cup – stands next to Position 6 Cup.

Position 11 Cup – stands next to Position 7 Cup.

Position 12 Cup – stands next to Position 8 Cup.

Please ask last person to receive from the cup to consume the remainder of the cup saying: *“Blood of Christ. Please finish the precious blood if you are able.”*

IV. Ministering the Body and Blood of Christ:

- The minister raises the host/cup slightly, showing it to the communicant, saying clearly and audibly, *“The Body/Blood of Christ.”* The communicant bows and says, *“Amen!”*
- If the host, or any particle of it, falls, it should be picked up reverently and consumed by the minister.
- If any of the Precious Blood spills, the area where the spill occurred should be washed with water, and this water should be poured into the sacrarium in the sacristy. This procedure should be done after Mass. Eucharistic ministers should take care to ensure the area is not walked on by placing a purificator over the spill.
- Per the Instruction, communion may be distributed by intinction by the priest only. The assembly will be instructed that if they wish to receive communion by intinction, (in the Roman rite it is by exception) they must go to the communion station where a priest is minister.

V. After the Assembly Has Received Communion:

- Once the plate ministers have finished distributing communion, they return to the sanctuary and hand the plate to the priest, who will reserve Eucharist into the ciboria.
- The first cup minister finished distributing Precious Blood will return to the sanctuary, place their cup on the tray on the altar, and receive the cups from the other cup ministers. Typically, this is Position 6 or Position 10 cup minister.
- We encourage the cup ministers to have the last person receiving from the cup to consume all the remaining Precious Blood before bringing the cup back to the altar.

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The EMHCs will return the sacred vessels to the Altar, to the minister receiving the cups. If there is remaining Precious Blood in the cup, the EMHC ministers the cup to the minister at the Altar (who may choose to offer the cup back to the minister for consumption). No self-communicating is allowed.

- **Do Not Place the Purificators Inside the Cup.**
- Once all the cups have been placed on the tray on the altar, the cup minister who received the empty cups will carry the tray to the LEFT credence table.
- The remaining Eucharistic Bread will be placed in the ciboria by the priest. The Mass Coordinator, or designee, will take the filled ciboria back to the chapel and repose the Eucharist in the tabernacle. The key is to be returned to the RIGHT credence table.

VI. Ministering Communion to the Homebound

- If you are taking communion to the homebound, please use a communion line where a priest is distributing, and bring your pyx to be filled when you receive communion. This may also be done as the Eucharist is being placed in the ciboria.

VII. Purification of the Vessels

- If a deacon is present, he will purify the vessels after the Communion Rite, before the Prayer after Communion. **After Mass has ended**, the Mass Coordinator and Position 5 Cup minister will carry the vessels back to the sacristy.
- If a deacon is not present, the vessels remain on the credence table to be purified by the priest or designee. Once the vessels are purified, the Mass Coordinator and Position 5 Cup minister will carry the vessels back to the sacristy **after Mass has ended**.
- Unless otherwise directed, it is the role of the priest to purify the vessels. Once the vessels have been purified, the minister indicated by XX on the schedule will wash the vessels and ready them for the next Mass or put them away, as appropriate.

If you have any questions please ask:

- **the ministry coordinator at your mass** (*see schedule for contact information*)
 - **4:30** – Nada Maneri or Fran Bublely
 - **7:30** – Pam Anthony
 - **9:30** – Diane Mayer, June Scherrer or Joe Vayo
 - **11:30** – Diana Kruger or Bernita Kavulich
- **New EMHC Trainer Pam Anthony** or
- **Fr. Ron (440) 854-6018** or email Ron@smmwillowick.org.

Reverence for the Eucharist and consistent procedure at each mass time is our goal.

**Thank you for your ministry as an Extra Ordinary Minister of Holy Communion.
Your ministry is a vital part of our parish life!**