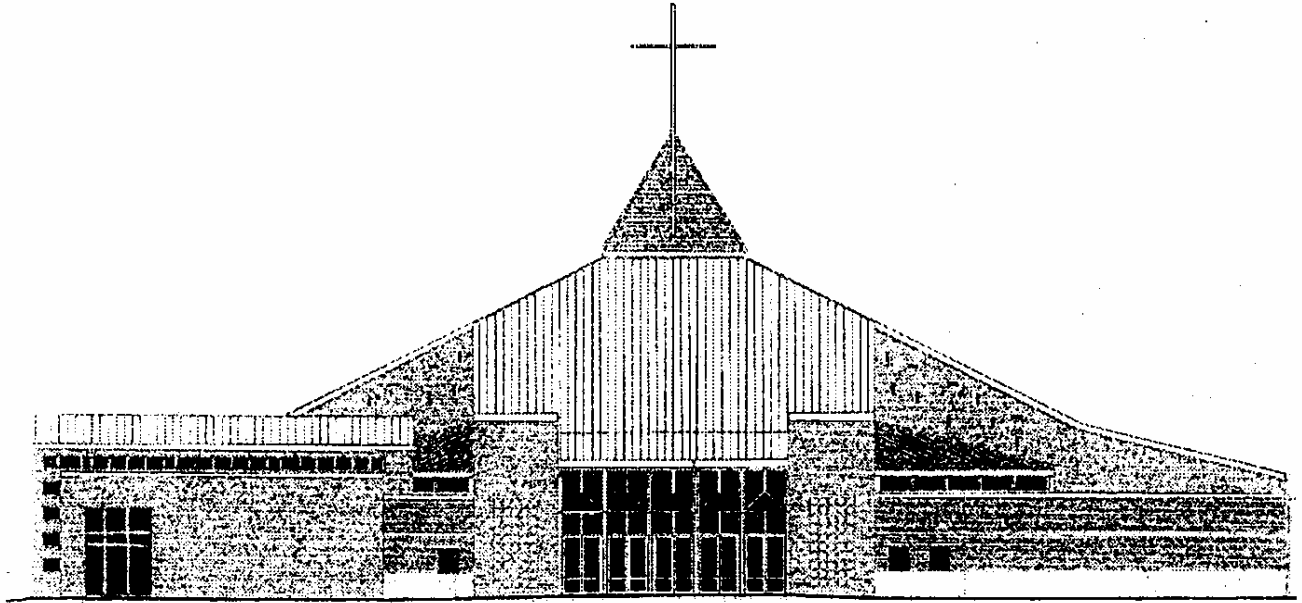


St. Ignatius Loyola Catholic Community



Extraordinary Ministers of Holy Communion

Guidelines and Procedures

2011-2012

Extraordinary Ministers of Holy Communion Guidelines

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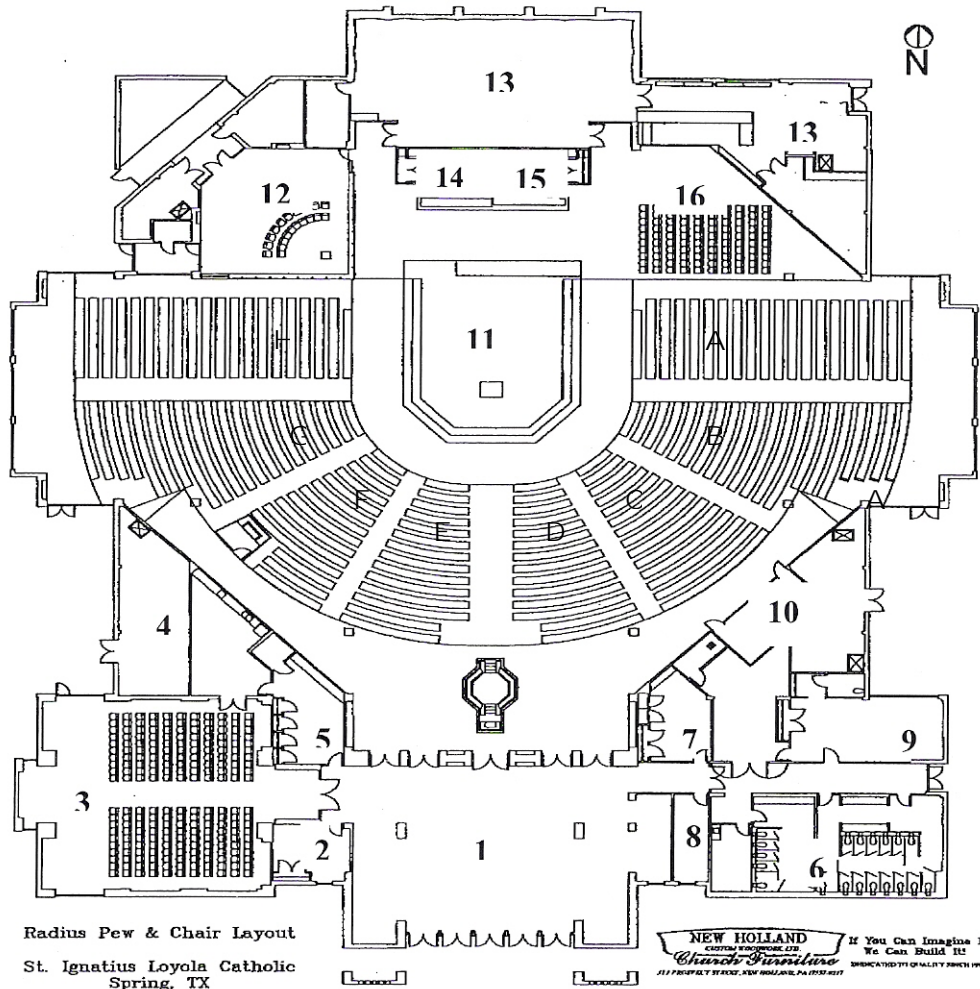
Mission Statement for Extraordinary Ministers of Holy Communion

Each of us in baptism was anointed priest, prophet and king so that we might go forth to minister. Vatican II has reaffirmed our participation in the fullness of ministry as was the tradition in the early church. As Extraordinary Ministers, we have been called to serve God's people in a very special way. In accepting this responsibility, not only have we agreed to demonstrate our love and understanding of Eucharist, we have also committed to grow in faith by experiencing Eucharist in our daily lives. In ministering to the assembly at Mass and to those unable to attend because of illness or infirmity, we strive to reawaken in each communicant the fullest meaning of Eucharist.

As Extraordinary Ministers of Holy Communion we answer the Lord Jesus' call to serve. Our service to St. Ignatius Loyola Catholic Community is our way of sharing in our relationship with God while developing an ever deepening commitment to strengthen the spirit of the Body of Christ within community.

The Gift and Call of God in Baptism~

You are "a chosen race, a royal priesthood, a holy nation, a people of his own, so that you may announce the praises" of him who called you out of darkness into his wonderful light. 1 Peter 2: 9



- | | |
|---|-------------------------------------|
| 1. Narthex/ Gathering Space | 9. Bride's Room |
| 2. Groom's Room/Hospitality Room | 10. Reconciliation Rooms |
| 3. Lady Chapel | 11. Sanctuary |
| 4. Lady Chapel Work Sacristy | 12. Reservation Chapel |
| 5. Priests' Vesting Sacristy | 13. Music Area |
| 6. Restrooms | 14. Art and Environment Room |
| 7. Ministry Room | 15. Back Work Sacristy |
| 8. Multi-purpose Room | 16. Choir Area |

GENERAL MINISTRY PROCEDURES

GENERAL INFORMATION REQUIREMENTS

1. Must be fully initiated (those who have been baptized, confirmed and have received First Communion).
2. Must be at least 18 years old or a senior in High School.
3. If married, must be in a marriage recognized by the Roman Catholic Church.

SCHEDULING

The Liturgical Ministry Schedule preparation is the responsibility of the Worship Office Of Liturgy and Sacraments. The three month schedule is available (1) by hard copy in the ministry room, (2) on the Ministry Pro website <http://www.ministryschedulerpro.com?user=silccmsp> (ID & password required), (3) emailed to you when it is first published and upon request thereafter, and (4) the Ministry Scheduler will notify you via email when you are scheduled to serve. If any of your contact information changes at anytime, please notify Liz Shugart (lshugart@silcc.org) in the Church Office at 281-370-3401 ext 4610. Family members serving in different ministries will be given consideration to avoid scheduling conflicts, which may affect the schedule rotation.

If you find the schedule unmanageable, notify the Directory of Liturgy and Sacraments at 281-370-3401 X 4610, to arrange an alternate schedule or discuss a leave of absence if necessary. The following table lists the ministers required for each Mass.

	Altar Servers	EMHC Including Clergy	Hospitality	Lectors	Worship Coordinators
5:15 p.m.	3	8 bowls/9 chalices + Captain	8 + Captain	2	2
7:30 a.m.	3	6 bowls/6 chalices + Captain	6 + Captain	2	2
9:00 a.m.	3	8 bowls/9 chalices + Infirm chalice + Captain	8 + Captain	2	2
11:00 a.m.	3	8 bowls/11 chalices + Infirm chalice + Captain	8 + Captain	2	2
5:15 p.m.	3	8 bowls/ 11 chalices + Captain	8 + Captain	2	2

SUBSTITUTES

- t **If you are unable to serve as scheduled, you are responsible for obtaining a substitute.** You may request a swap using the MSP Web Terminal. A phone list of all ministers is available upon request. You may switch Mass times with a scheduled minister or find a minister who is not scheduled for that day. Note: for EMHC, only the Captain and Lead Chalice positions are scheduled. At certain times of the year all ministers are scheduled, and when that happens, all EMHC are requested to obtain their own substitute if necessary.
- t **Remember, an absence affects the whole liturgy team.** People are depending on you.
- t Please check in the Ministry Room before Mass to see if additional EMHC are needed. If you are in the assembly and notice that there are not enough EMHC as they prepare for Communion, please approach the altar to fill in immediately.
- t If you are at the altar and notice that too many EMHC are present, discreetly return to your seat.

Appropriate Attire at All Masses

Liturgical Ministers show their reverence for God and our worship by wearing the proper attire as noted below. It is important to remember that as a minister; you may be called upon to serve at times other than scheduled.

Refer to these guidelines when preparing to serve at any of our Masses:

No nametags are to be worn when serving as EMHC.

- ◆ **Men's attire:** Suits or sport jackets with dress pants, dress shirt and tie for men. Jackets are optional Memorial Day through Labor Day, but long sleeve dress shirts and ties are still in order. No jeans or sneakers.
- ◆ **Women's attire:** Dresses or modest skirts and blouses (no sleeveless dresses, tee shirts, tank tops or spaghetti straps); pant suits, that is dress slacks and a jacket, are appropriate. Capri or cropped pants are not permitted. Flip flops, sneakers, jeans, denim skirts, mini skirts and hats or headscarves are not permitted. Attire, including jewelry, fragrance or cologne should not be distracting.

PROCEDURES BEFORE MASS SIGN IN

All ministers are requested to come early to Mass and dressed appropriately to serve every weekend. Please check in **at least twenty minutes before Mass begins** and sign in if you are on the schedule or if needed. Remain in the Ministry Room until prayer. **PLEASE DO NOT WAIT IN THE HALL.** This time should be used to review the Worship Notes posted on the bulletin board.

Please sign in next to your name, an empty slot, or if an arranged substitute next to their name. If you are an emergency substitute, please check the emergency sub box. This information is important to the coordinators. Normally, this pertains only to Captains, Lead Chalice, and Infirm Chalice positions. At special times, when all ministers are scheduled ahead of time, such as Christmas and Easter, it will pertain to all ministers.

Besides the Captain and Lead Chalice positions, there are other positions that may be taken by any EMHC. Each weekend we need two additional persons at each Mass to help after Mass to cleanse the vessels used in Holy Communion. These positions are designated as “cleanse” on the schedule. At certain times of the year a position may be marked “Banner” when our liturgy is enhanced by having a banner carried in the entrance procession. When a deacon is not present, the “Altar Bowl” position will be taken by the Instituted Acolyte. **Please help by taking your turn at these special positions.**

The EMHC Captain, serving as the EMHC Coordinator for the Mass, confirms that all needed EMHC have signed in. The EMHC Captain or Worship Coordinator will put out the **“Additional Extraordinary Ministers of Holy Communion are needed at this Mass”** sign in the Gathering Space (this sign can be found in the Ministry Room) when necessary. After the group prayer (about 10 minutes before the start of Mass, if there are not enough EMHC present, the Worship Coordinator may make a plea from the Cantor’s Stand (not the ambo!) requesting assistance. If there are not enough ministers, the Worship Coordinator may need to decrease the number of Communion stations.

PRAYER

The priest and/or deacon will join all Liturgical Ministers in the Ministry Room for prayer 10 minutes before Mass. This is a special time to pause to ask the Lord's blessing on all who participate in the celebration of the Eucharist as well as time for the Presider and Worship Coordinator to make special requests or to inform of procedural changes. **Do not open the Ministry Room door once it is closed for prayer.**

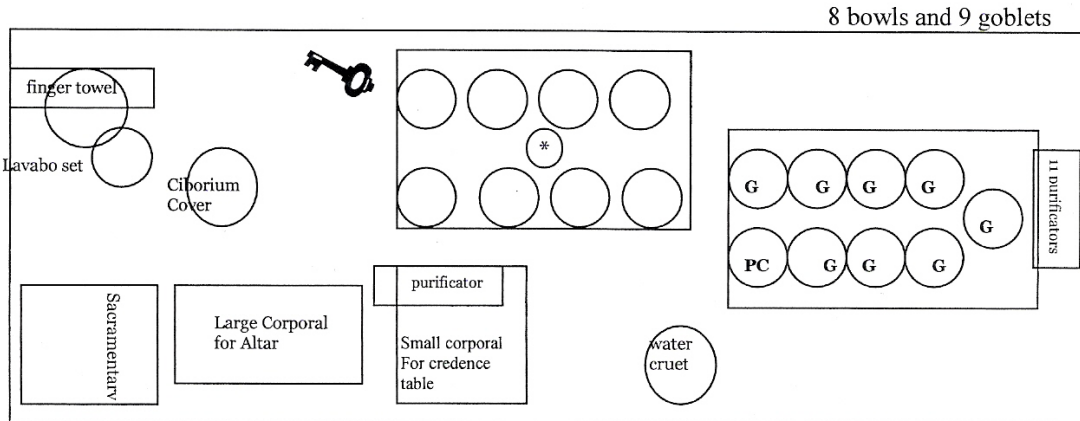
NOTE: If you arrive late and the Ministry Room door is closed, please respect this prayer time and remain outside until the prayer is over. Check with the EMHC Captain when the door is opened to see if you are still needed. If you were late and replaced, the replacement will serve even though you are present.

You may pick up your cross at this time from the hooks in the Ministry Room. **Following Mass, please return the cross to the hooks in the Ministry Room.**

SEATING

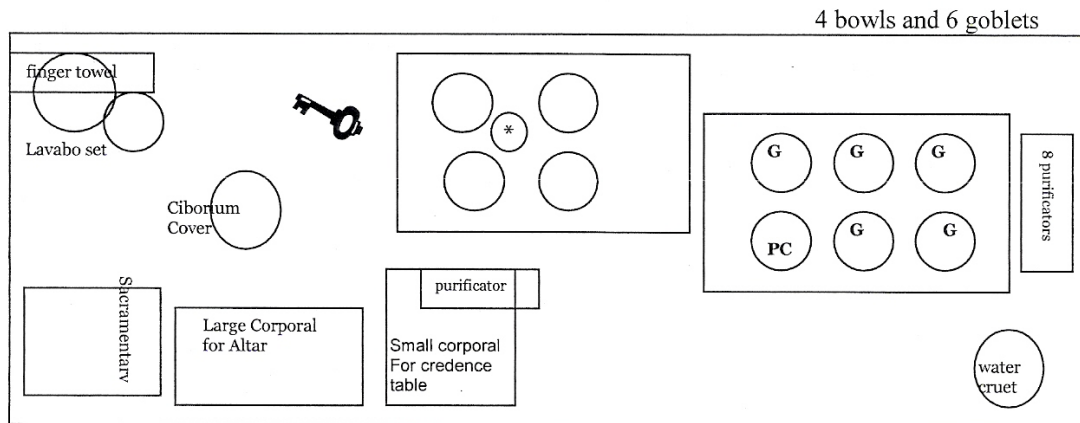
All EMHC including the Captain and Lead Chalices are requested to sit on the west side of the church. Please sit in the designated, and sometimes, reserved pews.

Credence Table Set-up



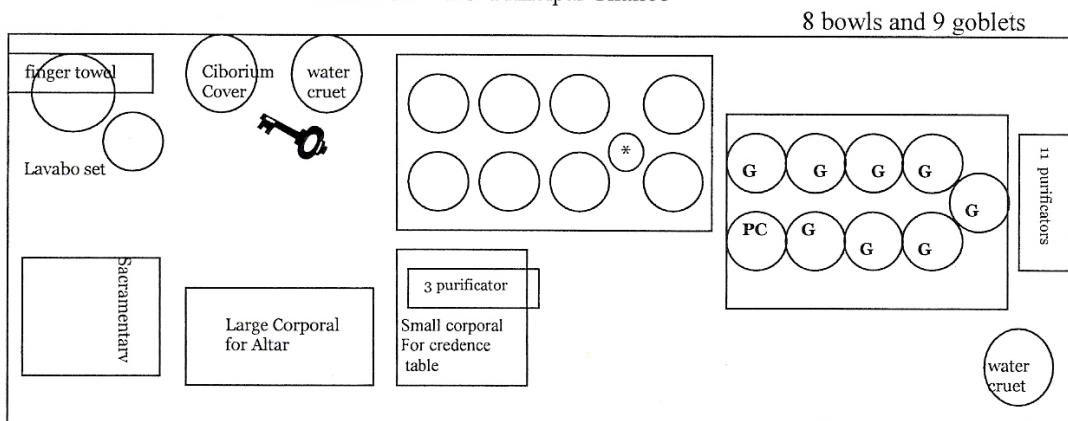
Credence Table setup for Saturday, 5:15 p.m. Mass

* Host Box PC Principal Chalice



Credence Table setup for 7:30 a.m. Mass

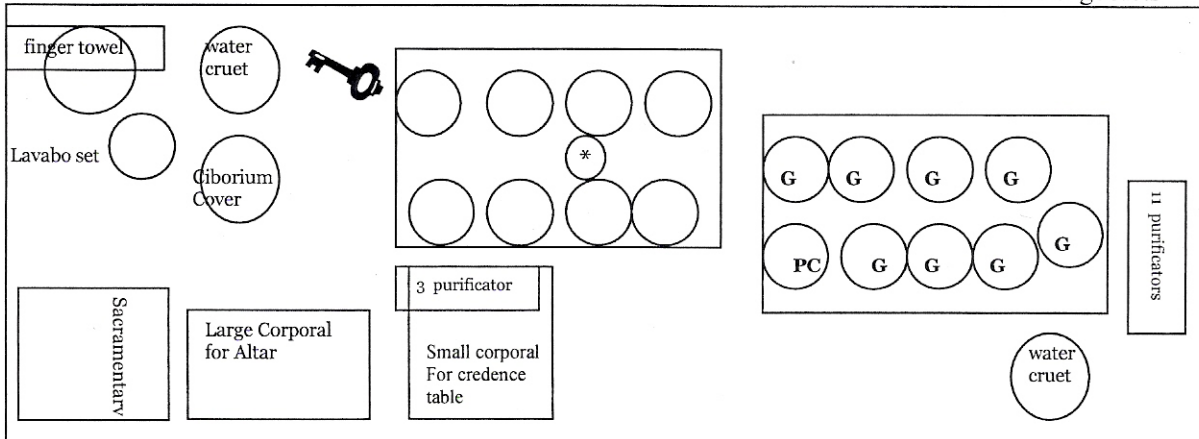
* Host Box PC Principal Chalice



Credence Table setup for 9:00 a.m. Mass

* Host Box PC Principal Chalice

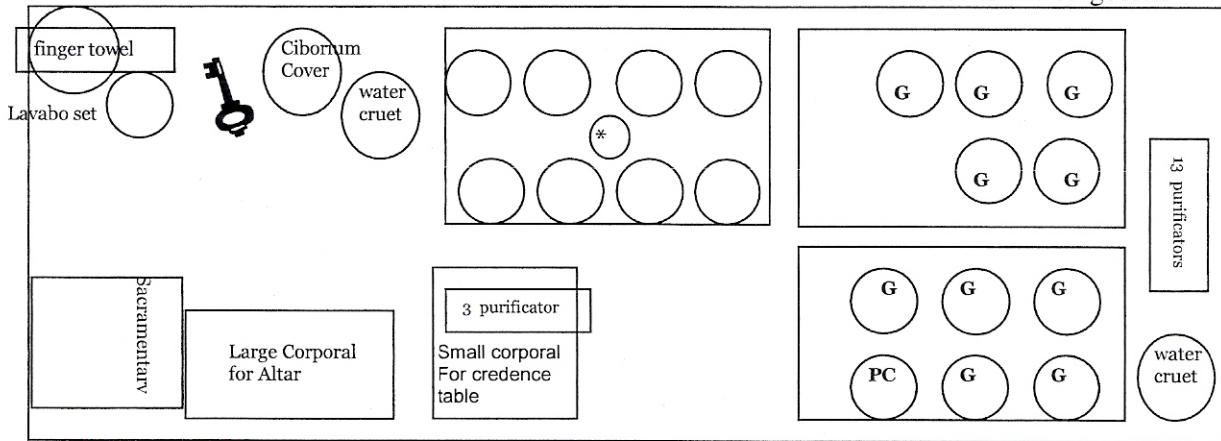
8 bowls and 9 goblets



Credence Table setup for **Alternate** 11:00 a.m. Mass

* Host Box PC Principal Chalice

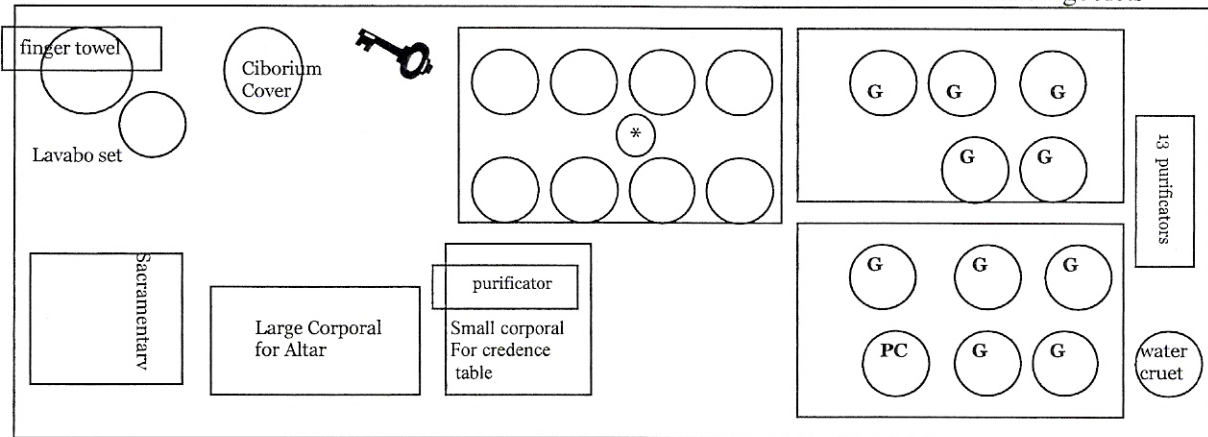
8 bowls and 11 goblets



Credence Table setup for 11:00 a.m. Mass with

* Host Box PC Principal Chalice

8 bowls and 11 goblets



Credence Table setup for Life Teen Mass

* Host Box PC Principal Chalice

EXTRAORDINARY MINISTERS OF HOLY COMMUNION PROCEDURES

SETTING UP THE ALTAR

- ◆ As soon as the Intercessions are finished and the Deacon is seated, the servers will prepare the altar. At the same time the EMHC Captain, Lead Chalice 1 and the IA approach the credence table. If there is no IA, both Lead Chalices will go forward.

WHEN THE GIFTS ARE BROUGHT TO THE ALTAR:

- We will pre-pour half of the number of the common chalices at each Sunday Mass. There will still be a pre-filled sample chalice on the second tray.
- At each of the Masses this process needs the IA, EMHC Captain and Lead Chalice 1.

At the time of the Presentation of the Gifts

When the altar servers stand to dress the altar, the **IA, the EMHC Captain and Lead Chalice** approach the credence table.

- When the Presider goes to the altar, the Deacon goes to the credence table and adds water to the pre-poured chalices.
- The **EMHC Captain** will receive the flagon from the Presider and bring it to the Deacon at the credence table. The EMHC Captain remains at the credence table.
- After the Deacon has added water to the wine in the pre-poured chalices, the IA will carry the tray of pre-filled chalices to the altar and face the crucifix.
- The Lead Chalice will accompany the IA and carry the purificators, placing them on the altar. At the altar, the Lead Chalice will transfer the chalices from the first tray to the altar. The IA has his back to the assembly and the Lead Chalice faces the IA. At the altar, the Lead Chalice will transfer the chalices from the first tray to the altar placing them at the very edge (left front) of the altar.
- The IA (only) will return to the credence table, give the empty tray to the captain, and take the second tray to the altar.
- The Lead Chalice waits near the ambo in line with the Altar Servers for the IA to return.
- When the IA returns to the altar, the Lead Chalice will transfer the remaining chalices to the altar.
- The IA will take the empty tray to the work sacristy and return to his seat.
- The Lead Chalice returns to the credence table and takes the flagon and first tray to the work sacristy and returns to his/her seat.
- The Deacon will prepare the Presider's chalice and bring it to the Presider at the altar.
- The EMHC Captain moves the tray of ciboria into place at the front of the credence table for the fraction rite and then returns to his/her seat.

PROCEEDING TO THE ALTAR

◆ **Sign of Peace**

At the Sign of Peace, the EMHC line up in two lines in the designated aisle, followed by the Worship Coordinator taking communion to the infirm at the rear of the church. The Altar Servers will line up at the end.

◆ **After the Lamb of God**

After the Presider, and if present, the deacon, have received communion under both forms, the Lead Chalices approach the Presider. The EMHC Captain follows directly behind them. (At 9:00 and 11:00 a.m. the Worship Coordinator and Infirm Chalice Minister will take Communion in both species to the rear of the church.)

PROCEDURE AT THE ALTAR

WHEN THE DEACON IS PRESENT

- ◆ The Lead Chalices receive the Body of Christ from the Presider and then step to the east side of the altar to receive the Precious Blood from the Deacon.
- ◆ They then proceed to their positions in the sanctuary to serve the remaining EMHC.
- ◆ The Captain and then all other EMHC are to approach the altar immediately behind the Lead Chalices. Please do not have the Presider waiting.
- ◆ After the Captain has received the Body of Christ from the Presider and receives the Precious Blood from a Lead Chalice, he/she will immediately go to the first chalice position at the base of the steps and prepare to place all the EMHC as they come from the sanctuary.

WHEN THE DEACON IS NOT PRESENT

When a Deacon is not present, the EMHC line-up changes.

- ◆ The Lead Chalices receive the Body of Christ from the Presider, then step to the east side of the altar to receive the Precious Blood and their chalices from the Presider.
- ◆ The Lead Chalices then proceed to their positions in the sanctuary to serve the remaining EMHC.
- ◆ The Instituted Acolyte immediately follows the Lead Chalices in line, receives the Body of Christ from the Presider and goes to the closest Lead Chalice for the Precious Blood.
- ◆ The Instituted Acolyte then rejoins the Communion line, extends his hands to receive the ciborium from the Presider.
- ◆ The Instituted Acolyte will then turn and serve the remaining EMHC in line. At this time, the Presider will go to the east side of the altar to distribute the chalices followed by the ciboria.
- ◆ When the Instituted Acolyte has finished serving the EMHC, he remains in place until the Lead Chalices finish serving the EMHC. The Instituted Acolyte proceeds to the last bowl position on the west side.
- ◆ The Captain follows the Lead Chalices and after receiving the Body of Christ from the Presider and receiving the Precious Blood from a Lead Chalice, he/she should

immediately go to the first chalice position at the base of the steps and prepare to place all the EMHC as they come from the sanctuary.

PLEASE NOTE THE LOCATION OF THE COMMUNION STATIONS FOR THE PRIESTS AND DEACONS. Remember to leave their place open. At no time is an EMHC to tell or ask a priest or deacon to move to another station. The Deacon's chalice position is marked by a chalice decal with "D." **Review the Communion Station diagram for your Mass and follow the directions from your Captain.**

DISTRIBUTION OF THE EUCHARIST

Without an Instituted Acolyte After positioning the EMHC at the Communion stations, the EMHC Captain moves the Gift Presenters' host bowl to the front of the altar and checks that a purificator is left on the altar. The captain will retrieve the tabernacle key from the credence table, retrieve the ciborium with lid in place from the tabernacle, and take it to the altar, then return to the credence table. At the credence table, he/she will lay out the small corporal. Place the tray to the side of the corporal, along with the cruet(s) of water and purificator(s). The Captain will then continue to monitor the Communion stations and when necessary, move an EMHC to another position to assist at other aisles.

The Worship Coordinator takes the Host Box to the area for persons with disabilities. No more than 15-20 hosts will be placed in the Host Box, unless there is a genuine need for more. When finished serving the persons with disabilities, and there are remaining hosts, the Worship Coordinator will go in front of the first pew in section D to distribute the remaining hosts.

The Worship Coordinator returns with the empty Host Box to the sanctuary, and then the empty Host Box is then left on the altar next to the large bowl.

At the 7:30 a.m. Mass, the Worship Coordinator is to save the last host in the Host Box and take it to Music Director Sarah Black in the choir area. The empty Host Box is then left on the altar next to the large bowl.

CORRECT PROCEDURES FOR DISTRIBUTION

For the distribution of Communion, use only the appropriate following phrase:

“THE BODY OF CHRIST” or “THE BLOOD OF CHRIST”

(PLEASE DO NOT PERSONALIZE THIS PHRASE. AND PLEASE DO NOT SAY “THIS IS THE BODY OF CHRIST” or ELEVATE THE HOST OR THE CHALICE.)

Correct position is at or just below the line of sight of the person receiving.

1. EMHC with chalices are to wipe the rim inside and outside with a purificator and turn the chalice a 1/4 turn for the next communicant. a new/clean position on the purificator should be used on each wipe. Open the purificator if necessary.
2. If you are a Chalice Minister, and only a very small amount of Precious Blood remains in the bottom of the chalice, please ask the communicant to consume the remaining Precious Blood.
3. When the line of communicants have finished at your station and you have remaining Precious Blood in your chalice, seek guidance from the EMHC Captain for new station assignment or return with the Precious Blood to Credence Table. **DO NOT CREATE NEW CHALICE POSITIONS.** If you have remaining consecrated hosts in your bowl, seek guidance from the EMHC Captain for new station assignment or return to Altar. **DO NOT CREATE NEW BOWL POSITIONS.** EMHC are to wait by the ambo for guidance if there are still active communion lines.
4. Do not take the Precious Blood into the assembly. It is permissible to minister the chalice to people in the first or second pew who cannot come forward. The Hospitality Minister will inform you if this needs to be done.

SERVING CHOIR MEMBERS WHEN CHOIR IS PRESENT

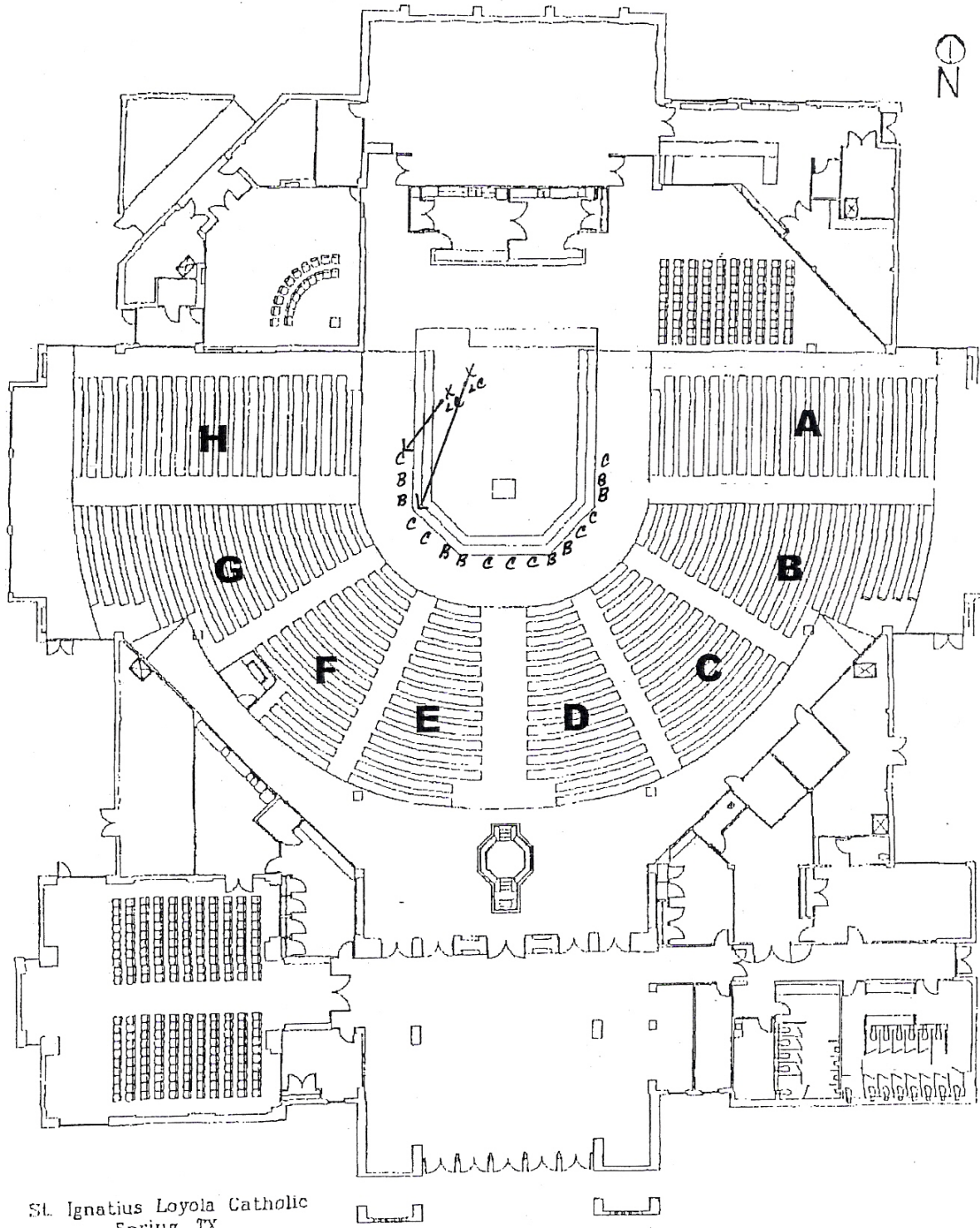
AT 9:00 a.m. & 11:00 a.m. Masses

9:00 a.m. Mass: Follow guidelines as presented in Diagram 4 on page 15.

1. The EMHC from section A will serve the choir members.
 - ◆ The Chalice Minister will go to the choir area just to the left of the ramp. (See chalice decal on floor.)
 - ◆ The Bowl Minister will go to the choir area and stand on the chalice decal at the end of the ramp. When finished, return to section A. See Diagram 4 on page 15.

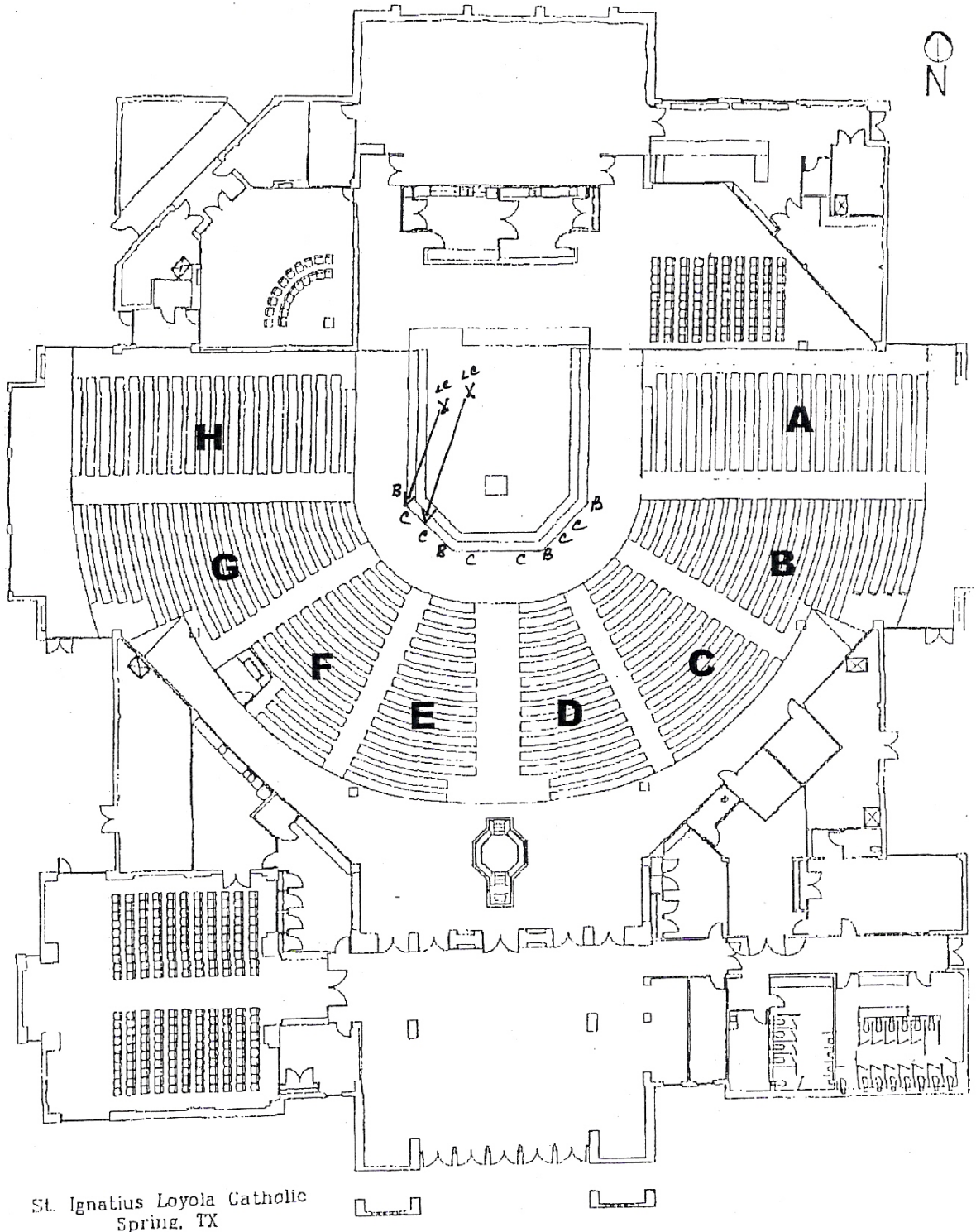
11:00 a.m. Mass:

When the full choir is present, follow guidelines as presented in Diagram 5 on page 16.



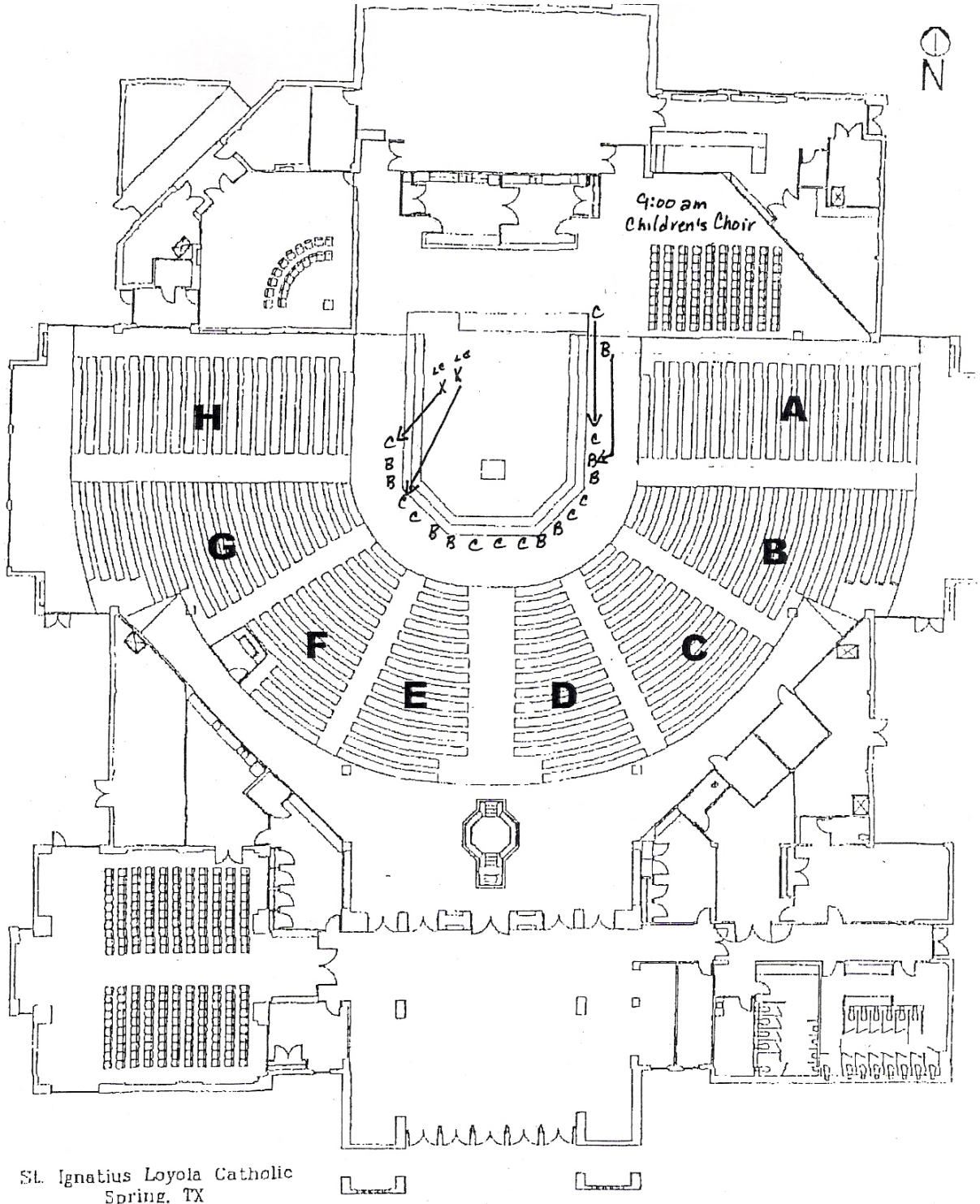
St. Ignatius Loyola Catholic
Spring, TX

Diagram 2
Communion Stations at Saturday 5:15 p.m.
(Set up for this Mass: 8 bowls and 9 cups.)



St. Ignatius Loyola Catholic
Spring, TX

Diagram 3
Communion Stations at 7:30 a.m.
(Set up for this Mass: 4 bowls and 6 cups.)



St. Ignatius Loyola Catholic
Spring, TX

Diagram 4
Communion Stations at 9:00 a.m.
(Set up for this Mass: 8 bowls and 9 cups.)

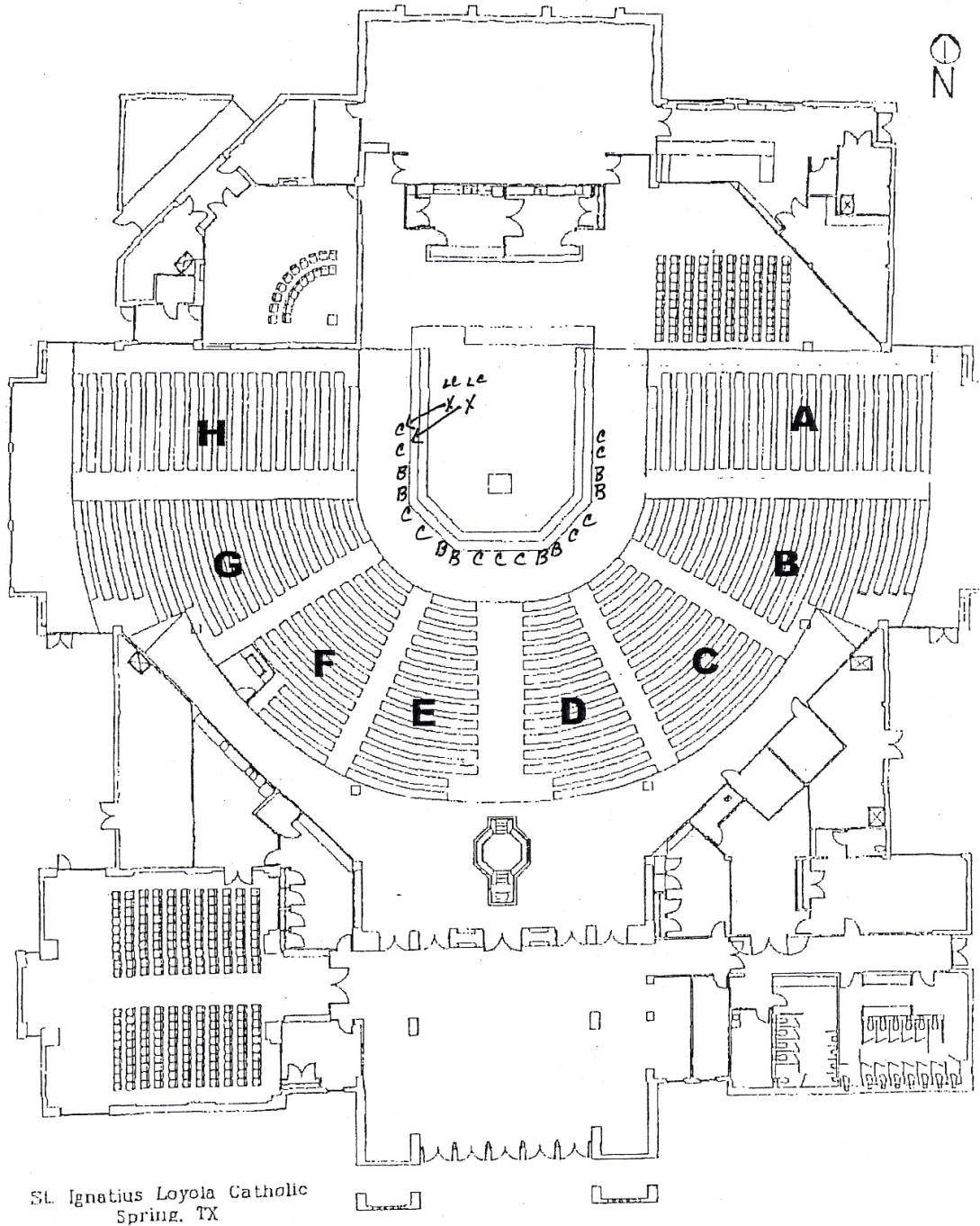
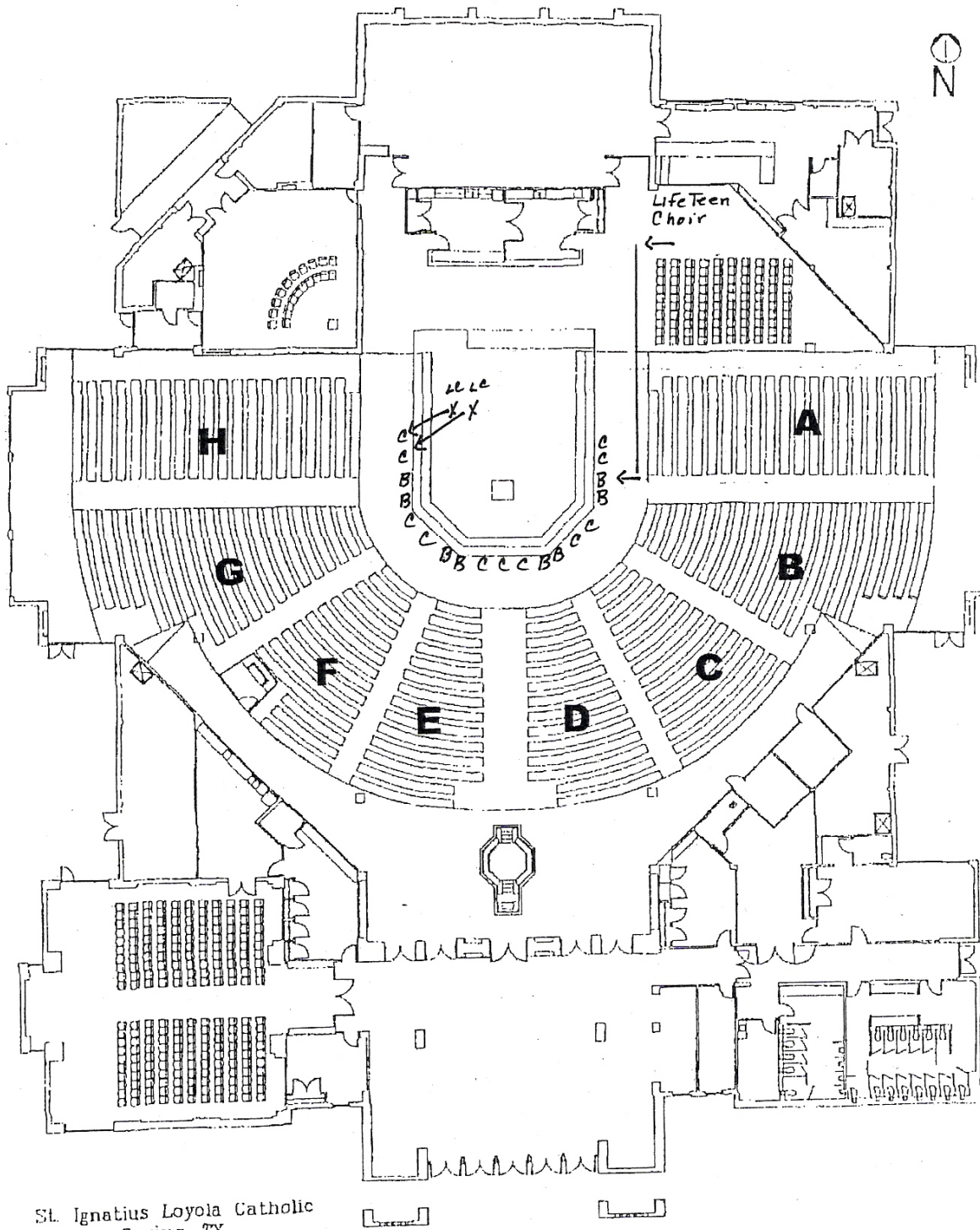


Diagram 6
Communion Stations at 11:00 a.m. Mass
(Set up for this Mass: 8 bowls and 11 cups.)



St. Ignatius Loyola Catholic
Spring, TX

Diagram 7
Communion Stations at LifeTeen Mass
(Set up for this Mass: 8 bowls and 11 cups.)

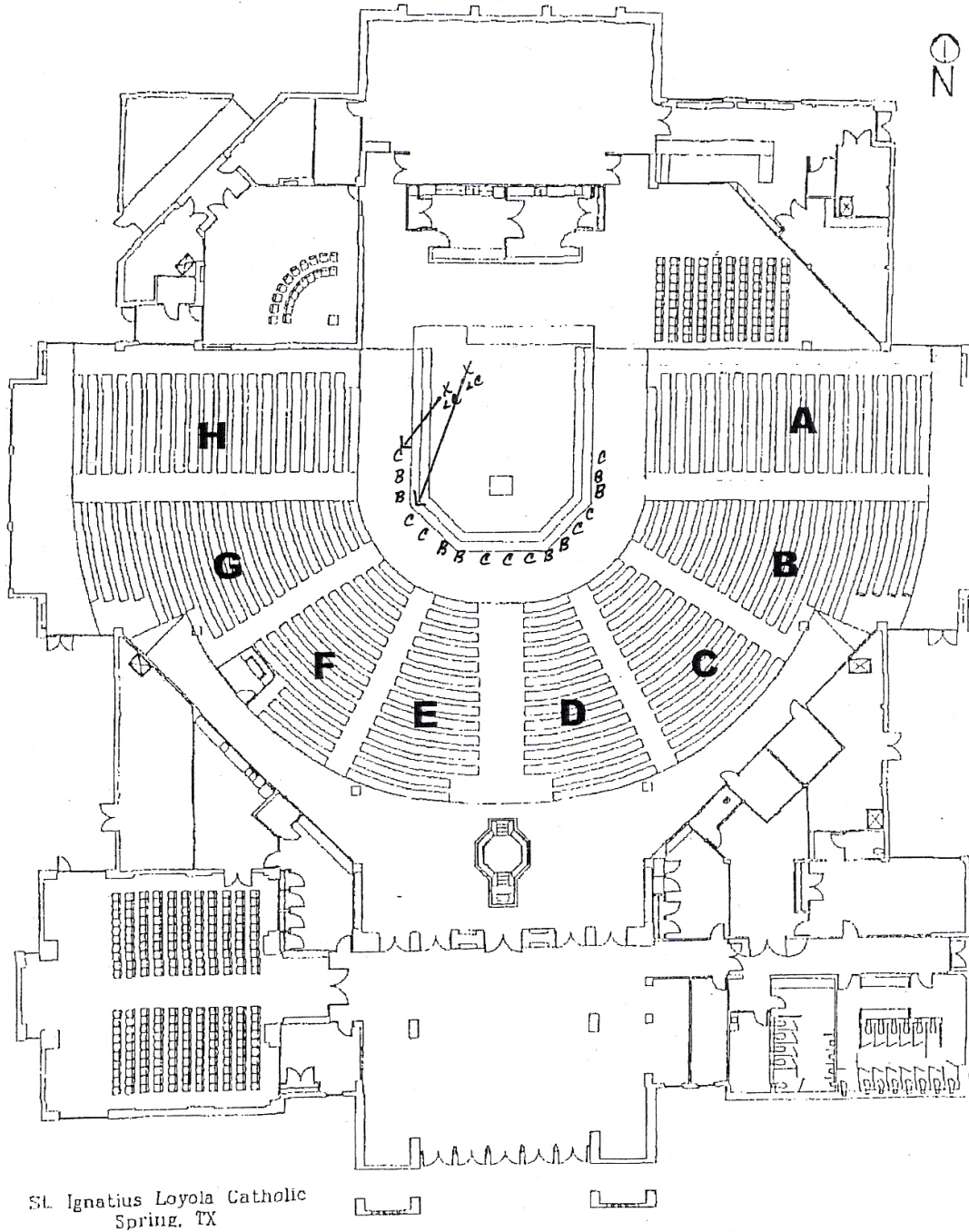


Diagram 5
Communion stations for alternate 11:00 a.m. Mass
(Set up for this Mass: 8 bowls and 9 chalices.)

FOLLOWING DISTRIBUTION

The first Chalice Minister that has finished serving at their station, is to place their chalice on the altar, and then assist at the credence table until the Lead Chalices arrive. All additional Chalice Ministers are to bring their chalices to the CREDENCE TABLE for purification. The Deacon or Instituted Acolyte (IA) must do the purification.

- If all Precious Blood is gone, place your chalice onto the corporal on the credence table and leave your purificator and return to your pew.
- If there is still remaining Precious Blood in your chalice, you can offer it to the Instituted Acolyte (IA) or another minister and present the chalice to them saying, "The Blood of Christ". This minister may in turn offer the chalice back to you or to another minister if there is still remaining Precious Blood. They will also offer chalice saying, "The Blood of Christ". Leave your purificator at the credence table and return to your seat.
- The first Chalice Minister is asked to remain at the credence table to assist with consuming any remaining Precious Blood. When the Lead Chalices are finished at their stations, they will take over these responsibilities.
- The Deacon will bring the Principal Chalice to the credence table for purification. The Deacon will remain at the credence table for assisting in consuming any remaining Precious Blood as well as purifying all chalices. As each chalice is purified, the deacon and IA will place the chalice on the tray.
 - ◆ When all chalices have been returned to the credence table, the Lead Chalices return to their pews. There is no need to return anything to the Back Work Sacristy. The IA will carry the tray to the Back Work Sacristy.
 - ◆ **If no IA present:** After all the chalices have been purified, the Lead Chalice(s) carry the tray(s) to the Back Work Sacristy.
- Chalices are to be purified by the Deacon, Instituted Acolyte or Presider. The EMHC is to leave the purificator on the credence table.

All Bowl Ministers are to take their bowls to the altar for purification and consolidation.

If the Priest is not present at the altar, please remain there holding your bowl.

- Once purified by the Presider, the bowl will be handed back to the EMHC and then taken to the Back Work Sacristy. The presider may also hand the small host box or the large gift presenter's host bowl to an EMHC to be returned to the back work sacristy.

When the line of communicants have finished at your station and you have remaining hosts in your bowl, the EMHC Captain will direct you to assist other lines or you are to wait by the ambo if there are still active communion lines. **DO NOT CREATE NEW BOWL POSITIONS.**

ANTICIPATE THE UNEXPECTED

1. If the Precious Blood is spilled while distributing:
 - ◆ You may protect a small spot by stepping in front of (not on) the spill. Place a purificator over the spot, take off your cross and place it on top of the purificator until the Mass is over. (Extra purificators are on the credence table.)
 - ◆ After Mass, clean the spot by blotting with a wet and then a dry cloth towel. Rinse the towels in the sacrarium and then place the towels in the water-filled purificator container in the Back Work Sacristy.
2. If the Body of Christ is dropped, the EMHC will retrieve it and either offer it to the parishioner, consume it, or hold it under the bowl to consume after serving their line. If the parishioner retrieves and consumes it, that is acceptable.
3. If you are a Bowl Minister and someone in line requests a host for a pyx (for the homebound/sick), please ask him/her to see the Worship Coordinator after Mass. **You are not to place a host in the pyx at this time.**
4. Visiting priests are not always familiar with our procedures and may vary from them. Stay alert and be flexible.
5. Intinction (dipping the host into the Precious Blood) is not permitted by a communicant or EMHC. If a parishioner is insistent, the EMHC is to ask them to consume the host or return it to the EMHC. Other parishes may have different customs. Please do not argue with communicant. Simply state that we do not do that here at St. Ignatius Loyola.

PREPARATION OF VESSELS

CLEANSING AFTER MASS

Cleansing is necessary for all vessels used during Communion. Maintain an atmosphere of reverence during cleansing by maintaining quiet.

1. The Instituted Acolyte will rinse each vessel in the sacrarium as a final cleansing.
2. After rinsing the bowls, the IA will place them on the tray for next mass or storage by the EMHC Captain. After rinsing the chalices, the IA will place them on the right side of sink near wall for final cleaning in hot soapy water followed by a thorough drying. **IMPORTANT: The Sacred Vessels are not to be completely submerged, nor should more than one vessel be in the basin at any given time.**
3. Place the purificators in the water-filled containers to the left of the sacrarium in the Back Work Sacristy. **Do not place any altar cloths or corporals in these containers.** If soiled or after the last Mass, just leave them neatly folded on the counter by the containers.
4. Take caution that rings, bracelets and watches do not cut or scratch the flagons and chalices. The Communion vessels are crafted from high quality materials. Please treat them as the sacred objects they are. The silver flagons are top heavy; please carry them by their handles.
5. The Captain will assist the Worship Coordinators in setting-up the trays for the next Mass, or place all the vessels in storage if it is the last Mass of the day. Note that the bulletin board in

the back work sacristy has layouts of the credence table for each mass

6. Be sure there is a fresh towel for the finger washing.
7. Following Mass, those that are cleansing will return the flagon(s) and gift presenter bowl to the Lady Chapel Sacristy.
8. The Captain will ensure that the corporal is clean for the next Mass.
9. Please assist with cleansing if you are a Captain, Lead Chalice, IA or you signed in on the line indicating 'cleanse'.

FOR NEXT MASS

1. Eight bowls and nine chalices are needed for the Saturday, 5:15 p.m. Mass
 2. Six bowls and six chalices are needed for the 7:30 a.m. Mass.
 3. Eight bowls, nine chalices + infirm chalice are needed for the 9:00 a.m. Mass.
 4. Eight bowls, eleven chalices + infirm chalice are needed for 11:00 a.m. Mass.
 5. Eight bowls and eleven chalices are needed for 5:15 p.m. LifeTeen Mass (nine chalices are needed when Life Night is not in session).
- An extra cruet of water and an additional purificator is needed for all Masses.

PLEASE REMEMBER, THE PRINCIPAL CHALICE IS COUNTED AS ONE OF THE CHALICES USED FOR EACH MASS.

After the 7:30 and 9:00 Masses, the Lead Chalice Ministers and EMHC Captain are responsible for setting up the trays and placing them on the credence table for the next Mass. The EMHC Captain will make sure the tabernacle key is placed on the credence table. (Please refer to Diagrams 1a thru 1c on pages 7 and 8 for proper tray set up.

FOR THE LAST MASS

If there is no Mass immediately following (i.e., 5:15 p.m. Saturday, 11:00 a.m., and 5:15 p.m. LifeTeen on Sunday) the Lead Chalice Ministers and EMHC Captain:

1. Place the dried bowls in the left hand cabinet above the sink in the Back Work Sacristy.
2. Put the chalices in their dark felt covers and place them in the safe.
3. Be sure the credence table is cleared.
4. Return the flagons and large bowl to the Lady Chapel Sacristy and tabernacle key to the priest's sacristy.
5. Trays are placed in the drawers labeled "trays". There are two different sizes of trays and they should be placed in the correct drawers.

BLESSINGS

Adults and children unable to receive the Eucharist are encouraged to come forward for a blessing. Arms folded across the chest is the usual sign for requesting a blessing. This blessing is to be given only by those ministers distributing the Body of Christ. It is recommended that the blessing be given by lightly touching the person's shoulder with the

palm of the hand, or extending your hand and not touching the person. **Please do not touch their skin or hair.** You want to avoid having hair spray, lotion or perfumes on your fingers with which you are ministering Communion. The wording should be appropriate and kept short, such as “May God bless you and keep you.” Arm and hand gestures similar to those used by the priest for the final blessing are not appropriate. Do not hold the host above the person and do not make the Sign of the Cross over the person.

BANNERS

During the seasons of Advent, Easter and other special liturgies, a banner may be carried by an EMHC. This position is designated on the sign-in sheet. Instructions will be posted in the Worship Notes and also given by the Worship Coordinator.

ENTRANCE PROCESSION

1. Before prayer, the Banner Minister secures the banner from the stand by the Reservation Chapel.
2. Prepare for the entrance procession by taking your place between the Altar Servers and the Lectors.
3. Proceed down the center aisle, keeping a distance of 3-4 pews between you and the Altar Servers. Do not stop to reverence the altar.
4. Turn left along the base of the steps. Place the banner in the stand by the corner of the Reservation Chapel and take your place in the pews.
5. The banner is **not** used in the recessional.

RESPONSIBILITIES OF THE EMHC CAPTAINS

1. Review posted Worship Notes for the day. Go over any changes with EMHC who will be serving at that Mass. Announce any special directions, if necessary (e.g. banner).
2. Make sure there are enough EMHC to fill all stations. Determine with the Worship Coordinators in regards to the removal of vessels, if there are not enough ministers before Mass begins.
3. When the Intercessions are completed and the Deacon is seated, the Captain (as well as the IA and Lead Chalice 1) will proceed to the credence table. When the Presider stands and goes to accept the gifts, the Captain will go forward to receive the flagon from the Presider and take it to the Deacon at the credence table.
4. Meanwhile, the Deacon will add a drop of water to each prefilled chalice and then to the flagon which was received from the Captain. The Deacon will fill the remaining empty chalices while the IA and Lead Chalice take the first tray of chalices to the altar. The IA will return with the

first empty tray to retrieve the second tray of chalices. The Deacon will take the Principal Chalice to the altar. After the Lead Chalice and IA have cleared the tray(s) and flagon(s), the Captain moves the tray of bowls closer to the front of the credence table and then returns to his/her pew.

5. Receive Communion with the EMHC, but do not take a vessel, step down to the base of the steps and discreetly place the EMHC at the correct stations. Do not point or over-exaggerate a gesture. Make eye contact with the EMHC so they follow your lead. Begin positioning chalices on the west side, ending on the east side, then position bowls from the east side to the west side.
6. After positioning the EMHC at the Communion stations, the Captain moves the Gift Presenter's bowl to the front of the altar and make sure there is a purificator.
7. At the credence table, lay out the corporal on the far right side. Place the tray along side with the cruet(s) and purificator(s). Taking the key from the credence table, retrieve the ciborium from the tabernacle and take it to the altar with lid, placing it on the center front of the altar. NOTE: After the tabernacle is opened, genuflect before retrieving the ciborium.
8. The Captain will then continue to monitor the Communion stations and when necessary, move an EMHC to another position to assist at other aisles.
9. The Captain needs to be aware when the tabernacle ciborium is ready to be returned to the Reservation Chapel. Have the tabernacle key with you.
 - ◆ The Captain should be standing at the ambo side of the altar waiting to receive the ciborium from the Presider. Just as you receive the ciborium, bow your head in reverence. Take the ciborium to the tabernacle, **carrying it chest level.**
 - ◆ Unlock and open the doors and place the ciborium inside.
 - ◆ Genuflect.
 - ◆ Close the door and lock it.
 - ◆ Return to your pew with the key.
 - ◆ Return key to Back Work Sacristy after Mass and help with clean up procedures.

RESPONSIBILITIES OF LEAD EMHC CHALICE MINISTERS

DISTRIBUTION TIME

1. When the Intercessions are completed and the Deacon is seated, Lead Chalice 1 (and the IA and EMHC Captain) immediately approach and stand behind the credence table.
2. As the Gifts are being presented, the IA and Lead Chalice move to the east side of the credence table. The Captain will stand behind and to the side of the Presider to receive the flagon and will then take it to the Deacon at the credence table. Then the Deacon will pour a drop of water into the prefilled chalices. Lead Chalice 1 will take the purificators to the altar. As the IA takes the tray to the altar facing the crucifix. The Lead Chalice will place the filled chalices in the front section of the altar close to the east side edge, from the first tray and wait for the IA to return with the second tray. (If two trays are present.) The Deacon will take the Principal Chalice to the altar.
3. Lead Chalice 1 brings the flagon to the Back Work Sacristy and returns to his/her pew. The IA takes the trays to the Back Work Sacristy and returns to his pew.
4. Following the Sign of Peace, both Lead Chalices stand at the beginning of the EMHC line.
5. After the Priest and Deacon have received Communion under both forms, the Lead Chalice Ministers should come forward to receive the Body and Blood of Christ. Take your station in the sanctuary to serve the EMHC.
6. When you are finished serving the EMHC, you will take the positions designated for the Lead Chalices at that specific Mass. Please refer to Diagrams 3 through 6 for the correct position.
7. The Lead Chalices are asked to remain at the credence table to assist with consuming any remaining Precious Blood. When the IA is present, the Lead Chalices return to their pew as soon as the last remaining chalices are placed onto the corporal.
8. **If there is an abundant amount of Precious Blood remaining after Communion, the EMHC should cover their vessel with a purificator, leave the chalice(s) on the credence table and then *immediately* following Mass, return with the Instituted Acolyte (IA) or another EMHC to consume what is remaining.**

AFTER MASS-Captain, Lead Chalices, IA and Cleansing EMHC's:

1. EMHC Ministers are not to enter the sanctuary to clear away vessels until the choir stops singing. EMHC Ministers may enter the Work Sacristy during the recessional after the Presider has passed the baptismal font.
2. Clear the credence table.
3. Help cleanse vessels in the Back Work Sacristy.
4. Carefully shake out the altar corporal into the sacrarium and refold for the next Mass.
5. Set up trays for next Mass or place vessels back in the safe and cabinets.
6. Return flagon(s) and large bowl to the Lady Chapel Sacristy. The Worship Coordinator will store these in the correct location if you do not know the proper cabinets.

TERMINOLOGY FOR LITURGICAL MINISTERS

ALTAR	Community's Eucharistic Table upon which the community's gifts of bread and wine are placed. It is the basic symbol of Christ in a church building and is one of the three focal points in the sanctuary.
AMBO	Term derived from the Greek meaning "raised place" from which the Scriptures were proclaimed. It now refers to the place from which all Scriptures are proclaimed. It is one of the three focal points in the sanctuary.
BOWL/PATEN	Vessel for holding hosts.
CHALICE	Vessel (goblet) used by the Presider for the Precious Blood from the Latin word meaning cup (<i>calix</i>).
CIBORIUM	Vessel for holding the Blessed Sacrament which is reserved for the sick.
CRESCENCE TABLE	Table in the altar sanctuary space which holds Eucharistic vessels.
GOBLET	Vessel used by the EMHC to distribute the Precious Blood (also referred to as chalices or common chalices).
FLAGON/PITCHER	Vessel used to hold wine.
MONSTRANCE	Vessel used to display the Blessed Sacrament during Exposition, benediction and solemn adoration.
PRESIDER'S CHAIR	Special chair reserved for the Presider of the liturgy and a symbol of the teaching Christ who often sat to teach. It is one of the three focal points in the sanctuary.
PITCHER - SMALL	Small vessel for water (also referred to as a cruet).
PITCHER - LARGE	Large vessel used to hold wine.
PURIFICATOR	Cloth used to wipe chalices.
PYX	Small container for carrying consecrated hosts to sick and homebound.
RESERVATION CHAPEL	A chapel used for prayer and adoration of the Blessed Sacrament. It is to be a noble and worthy place for prayer.

- SACRARIUM** Sink in sacristy which empties directly into the earth rather than the drainage system it is used for purification of vessels and to rinse purified vessels before cleansing.
- SANCTUARY** Traditionally refers to the area containing the altar, ambo and Presider's chair. More recently also used to refer to the entire worship area (means holy area).
- TABERNACLE** Receptacle used for the reservation of the Blessed Sacrament. The Blessed Sacrament is reserved for the sick and the dying.
- TRAY(S)** Used to carry chalices/bowls.