

EXTRA-ORDINARY MINISTERS OF HOLY COMMUNION

PROCEDURE MANUAL

St. Catherine of Siena Parish
Farmingdale, NJ

updated November 17, 2021

Welcome!

It is with great pleasure that we welcome you to our amazing and important ministry of distributing the blessed sacrament! And thank you for volunteering to serve your time and talents with us.

For your convenience, we've created this procedural manual that includes tips to help you progress and journey in your ministry. There is a Table of Contents to help you quickly find the information you are looking for, as well as the main contact for your Team Leader to reach out to for any questions you might have.

May God continue to bless you and your family and welcome aboard!

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Who's Who?

Role of the Priest at Mass

Link to United States Council of Catholic Bishops site:

<https://www.usccb.org/prayer-and-worship/the-mass/the-priest-at-mass>

Role of the Deacon at Mass

Link to United States Council of Catholic Bishops site:

<https://www.usccb.org/prayer-and-worship/the-mass/the-deacon-at-mass>

Role of the Extra-Ordinary Minister of Holy Communion (EMOHC) at Mass

Link to United States Council of Catholic Bishops site:

<https://www.usccb.org/prayer-and-worship/the-mass/order-of-mass/liturgy-of-the-eucharist/extraordinary-ministers-of-holy-communion-at-mass>

Role of your Team Leader

We've created a volunteer leadership role within this ministry to manage the scheduling and training for all new EMOHC at our weekend masses. Our parish is extremely blessed to have volunteers who not only love their faith but live it too! There is no greater gift than to give oneself for the sake of others.

Each weekend mass has its own "Team Lead" to manage the schedules, answer your questions and assist you in your training. Scheduling is done on a month to month basis and you will receive an email from your Team Lead asking you for dates that you can or cannot distribute the body of Christ for the upcoming month. They will also reach out to you before we set our holiday mass schedules for Christmas and Easter to see your availability.

You can find your ministry Team Leader's contact information at the end of this manual. Please feel free to reach out to them whenever you have a question or need help/guidance. If you cannot reach them for any reason, you can email Deacon Dan at deacondan@sienachurch.org

Terms and Definitions

Chalice: Cup into which the wine is poured to be consecrated.

Ciborium: Covered bowl or cup for holding hosts.

Corporal: Small linen cloth which rests on top of the Chalice and which is later placed on the center of the altar under the bread and chalice of Eucharist. This linen is square when folded.

Credence Table: Table/shelf against the back wall on the ambo side where the chalice, paten and corporal are placed from the beginning of Mass until the Offertory. Other items required for the celebration of the Mass may also be placed here. This is where purification of the vessels occurs as well.

Purificator: Small linen cloth used to wipe the chalice. This linen is rectangular when folded.

Pall: Piece of cardboard covered with cloth used to cover the chalice.

Paten: Small shallow plate upon which the large host is placed.

Sacrarium: Special sink in the sacristy which returns particles of consecrated hosts or drops of consecrated wine back to the earth.

Tabernacle: Cabinet like enclosure for the consecrated Hosts.

Prior to Mass Starting

All EMOHC should arrive no later than 15 minutes prior to mass start time. This allows for a couple of things:

- Check in with the Priest and/or Deacon to let them know you are there and will we need an EMOHC at that mass. Sometimes there are last minute changes that Father or the Deacon may request. If you don't check in it takes time to find out who the EMOHC is and where they are sitting.
- As you enter the Church, you should sit in the first few pews of the church; either side is fine. This will facilitate a smooth approach to the altar.
- In this ministry it is extremely important to follow Protocols when you are not sure what to do or where to go. Checking in with the Priest, Deacon or Pastor Associate (Laura) before mass will help to clear up any confusion and allow the Priest to lead the Liturgy in the correct and required format. We are all in this together in the service for God and his people. There is never a question that might seem too simple or not worthy of asking.

If there is a Deacon at the Mass during COVID-19 restrictions:

We are operating differently at our weekend masses. If you are scheduled to be the EMOHC at mass and the Deacon is present, we may not need you to distribute due to lower attendance and the ability of the Priest and Deacon to distribute the body of Christ to the faithful. We are currently NOT distributing the most precious blood at this time because of COVID. Please check in prior to mass to see if you will be needed.

If there is NO Deacon at the Mass during COVID-19 restrictions:

Check in with the Priest or Pastor Associate (Laura) to see how many EMOHC will be needed. We are typically asking two EMOHC to assist the Priest with distributing the host. For scheduling purposes, we have a third person scheduled to be on "stand-by" in the event there is a large turn-out for mass that day.

What to do

After the “Sign of Peace”

- The Priest or Deacon will remove the ciborium from the tabernacle.
- EMOHC will proceed to the front of the church and stand outside the Prayer Rail by the piano.
 - *Note: When we go back to distributing the most precious blood, the EMOHC who is standing furthest to the left of the Prayer Rail will distribute the precious blood from the chalice. The others to their right will distribute the body of Christ.*
- After the “Lamb of God” kneel at the Prayer Rail
- After the Priest consumes both the Body and Blood, proceed up to the altar and stand in a line directly in front of the seats where the Priest and Deacon sit.
- Priest will distribute Host/Body to all EMHOCs and then hand you the ciborium which you will take with you down to the Sanctuary to distribute.
 - *Note: when we go back to the Most Precious Blood, the Priest/Deacon will bring the chalice to you after you consume the Precious Body. The EMOHC who was furthest to the left will then be given the chalice to bring down to the Sanctuary area to distribute at the same time the Priest walks down.*

Ministers of the Host/Body: How to do it

- Hold the Eucharist above the ciborium, look into the persons eyes and say: “The Body of Christ.” Once the person responds “Amen” place the Eucharist in their hand and ensure they place in their mouth to consume. No one is permitted to walk away from you before you see them consume the Eucharist. It must not be brought back to the pew. If the person walks away, ask them to “please consume the host here.”
- Be alert as some individuals may not indicate how they wish to receive the Eucharist. During COVID, we are strongly encouraging the faithful to receive in their hand only. Please check with the Priest before mass to see what the protocol will be if someone comes up for Communion wishing to receive on the tongue. The preferred approach is that they go back to the end of the line and then receive on the tongue last after everyone else has received in their hand. Please use hand sanitizer immediately afterwards.
- Sometimes, children accompany their parents when they walk up. These children may not have made their Sacrament of First Holy Communion yet and they cannot receive the Eucharist.
- After all communicants have stopped coming to your station either:
 - Check with Usher to see if anyone in the back of the church needs to receive and follow them to that person. Distribute as indicated above and then...

- return to the altar, place the ciborium or chalice on the altar. When all ministers have returned to the altar, meet in front of the altar, bow together and return to your seats.

Ministers of the Precious Blood/Chalice: How to do it

Will add instructions once we return to this species.

Attire/Dress Code

- Women and men should be dressed in clothing presentable for the altar.
- No shorts, t-shirts with images, cartoons or offensive images, jogging/athletic wear or sportswear. Please, no sneakers unless medically necessary. No sandals or flip flops.
- Men are not required to wear suits or sport coats but at a minimum a collared shirt is recommended.
- Women may wear skirts, slacks or dresses that are not tight or flashy.
- Remember you are representing the church to the congregation on the altar.

Celiac Sprue Disease

This disease makes a person intolerant to gluten and/or wheat products. Special low-gluten hosts are available for those who suffer from Celia Sprue Disease. People who require these special hosts should see the Priest or Deacon prior to mass.

Consecrated Host – What to do when dropped

If the host falls to a dry floor and has not touched the mouth:

- Stop distributing immediately and pick up the host and consume it or –
- Pick up the host and place it in the back of the ciborium.

If the host has fallen from a person's mouth or has dropped on a wet floor:

- Pick up the host, take it to the shelf behind the piano and place in the small dish of water for it to dissolve and then return to your station. The Priest or Deacon will take care of the proper disposition of the dish's contents to the sacarium later.

Consecrated Wine – what to do when spilled

The area should be washed and the water used is to be poured into the sacrarium.

Hand Washing

At all times, especially during COVID-19 all EMOHC must wash their hands you prior to mass and use the provided hand sanitizer BEFORE going out to distribute the blessed Eucharist. You can also carry your own hand sanitizer with you and use it accordingly.

Multiple Ministries

In the event an EMOHC is assigned to another ministry during mass: reader, song leader, usher, etc., you will be expected to perform in only one capacity at that mass. Your Team Leader will take every effort to ensure you are only scheduled in one capacity.

Purification of Vessels

At this time, purification will be performed by the Priest and/or Deacon.

Pyxes – Preparation for sick and homebound

Pyxes should be given to the Priest/Deacon prior to mass for consecration and will be given back to the EMOHC after mass.

Scheduling Concerns

If you are scheduled for a particular date and you can no longer be at that mass you can do the following:

- Email your ministry Team Leader to let them know you can no longer make your scheduled mass time. They will either find someone or fill in themselves.
- If you are unable to reach anyone, for any reason, especially in the event of an emergency please email or call Deacon Dan at deacondan@sienachurch.org cell: 732-766-6805 or the Pastor Associate Laura Randazzo at passociate@sienachurch.org

COVID CONCERNS

Masks are required even if you are fully vaccinated when distributing the Eucharist. You can wear it up to the Prayer Rail but please remove it as you are walking up to the standing position to receive the Eucharist from the Priest. When you are finished consuming, place your mask back on, sanitize your hands and proceed to distribute from your station. Your mask must remain on your face until you return back to your seat.

Contact Information

If you have any questions, please do not hesitate to reach out to your ministry Team Leader as shown below:

Carol Jamieson

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