

Saint Elizabeth Roman Catholic Church
Upper Uwchlan Township, PA

PRACTICAL NOTES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION
September, 2018

Thank you for offering your stewardship service as an extraordinary minister of Holy Communion at Saint Elizabeth. The following notes are provided to assist you in fulfilling this liturgical service in a faithful and competent manner in our church. In order to facilitate our parish liturgical celebrations, please follow these procedures when you are scheduled to assist with the distribution of Holy Communion.

Please note that if you are not able to keep an assignment, you are responsible (as far as possible) to arrange for a substitute and to notify the parish ministry center of the change. Remember that if you forget your assignment or your replacement forgets to take your place, the sacristan is left to find another replacement at the last minute. If you have an emergency on your assigned date and need a last-minute substitute, please call Ray Boncek (484-343-2949), as well as on the parish website (www.stelizabethparish.org /our parish/liturgical ministry schedules/extraordinary ministers of Holy Communion.

The schedule of liturgical ministers and floor diagrams are posted on the bulletin board on the wall across from the robing sacristy, just outside the daily Mass chapel. Please arrive at church **at least fifteen (15) minutes before Mass**, sign in on the posted schedule and notify the sacristan of your presence. This will allow time for you to confirm your assigned position for the distribution of Holy Communion and to learn of any special circumstances you may need to be aware of for that Mass. If you have not checked in by five (5) minutes before Mass, another minister will be recruited from the congregation in your place.

1. Ordinarily **ten** extraordinary ministers of Holy Communion are assigned for each of the four weekend Masses. See the floor diagrams for the exact location of each extraordinary minister during the distribution of Holy Communion.
2. In order to reflect the sacredness of the liturgical celebration and the public role of the extraordinary minister in distributing Holy Communion, you are asked to dress appropriately whenever you are assisting at the altar: men are asked to wear a collared dress shirt and tie (sports jacket, blazer or suit coat, optional), while women are asked to wear a dress, skirt & blouse, dress slacks & top, or a formal dress suit. Your posture and manner should bespeak an attitude of reverence for the Holy Eucharist and respect for those coming forward to receive Holy Communion.
3. The extraordinary ministers of Holy Communion do not participate in the entrance procession. You and whoever accompanies you to Mass are asked to sit in section A (the section of pews directly in front of the tabernacle). This will facilitate your coming up to the altar at the proper time.
4. In keeping with the directives of the new *General Instruction of the Roman Missal*, the priest (or the deacon) will distribute the consecrated hosts into the small ciboria placed on the altar by the altar servers. Where applicable, the priest or deacon is responsible to go to the tabernacle and bring the reserved Blessed Sacrament to the altar.

5. As soon as the congregation has finished the response: “O Lord, I am not worthy...” **while the priest is receiving Communion, all the extraordinary ministers of Holy Communion come up the steps to the right of the tabernacle niche and stand in one or two rows, the Communion Ministers lining up along the back edge of the carpet and, if scheduled, the Extraordinary Ministers of the Precious Blood in the second row. Minister #1 and Minister #3 should always be first and second in the line (on left facing altar) so that they can be first to take low gluten hosts to recipients and distribute communion to the choir in a timely manner.** Please allow enough room for all the ministers to stand on the top level of the sanctuary platform. The priest-celebrant will administer Holy Communion to the deacon and then to the extraordinary ministers of Holy Communion. **In the absence of a deacon,** minister #4 stands beside the altar to receive Holy Communion from the priest and then offers the chalice to the other extraordinary ministers.
6. After the extraordinary ministers have received Holy Communion, each goes to the altar to receive a ciborium from the priest or deacon (please do not pick up the ciborium on your own) and then proceeds to the assigned station, as described below.
7. At each station, the Communion procession begins with those seated in the front pews. Please make sure that those who are seated in a wheelchair (either in the front or rear of each section) or those needing assistance have an opportunity to receive Holy Communion in their places.
8. **Distribution of Low-Gluten hosts:** Extraordinary Minister #1 is responsible to distribute Holy Communion to low-gluten recipients who are lined up next to the choir line. Extraordinary Minister #1 will stand on the bottom step (marked with blue tape) and **the low-gluten recipients will receive the host from the Extraordinary Minister.** (This reflects a change in procedure from previous notes.)
9. As each communicant approaches the minister of Holy Communion, he or she first bows the head before the Blessed Sacrament; then the minister says: “The Body of Christ,” to which the communicant responds “Amen” and then extends one’s tongue or extends both hands one atop the other, to accept the Sacred Host; one receiving in the hand then takes one step to the side, reverently consumes the Sacred Host, and only then walks back to his or her seat in the congregation. Be sure to allow the communicant time to bow before saying “The Body of Christ.” The words “The Body of Christ” or “The Blood of Christ” are the only words to be used when distributing Holy Communion.
10. The option of receiving Communion in the hand or on the tongue belongs to the communicant. Please note that this is not the time to offer a blessing to those children not old enough to receive Holy Communion.
11. After finishing the distribution of Holy Communion at the assigned station, please look around to see if help is needed at another station. When finished, each extraordinary minister goes back up to the altar, places the ciborium on the altar, bows toward the altar and returns directly to his/her pew. There is no need to wait in the sanctuary for the other ministers to finish distributing Holy Communion. Extraordinary Ministers of the Precious Blood should consume the remainder in the cup, wipe the chalice and place it on the altar along with the purificator to the side of

the chalice.

12. Those who wish to do so may wash their fingers in the lavabo bowl on the credence table next to where the altar servers are seated before returning to their seats. It is the altar servers' responsibility to carry the empty vessels from the altar to the credence table.

13. Minister Assignments for 5:30 PM Mass

- a. **#1** first distributes the low-gluten Holy Communion. Please make sure you are the first Extraordinary Minister in line (left facing altar) so that you can distribute the low gluten hosts first. Extraordinary Minister #1 will stand on the bottom step (marked with blue tape) and **the low-gluten recipients will receive the host from the Extraordinary Minister.** (This reflects a change in procedure from previous notes.) After returning the low-gluten ciborium to the altar, minister #1 receives a regular ciborium from the priest or deacon and then goes to stand against the bottom step of the altar facing section A. When those in section A have received Holy Communion, minister #1 remains in place to assist minister #2 serving those in section B.
- b. **#2** first distributes Holy Communion to the altar servers and then stands against the bottom step of the altar facing section B; when finished distributing to those in section B, minister #2 moves over in front of section C, stands at the spot marked on the floor, and assists in distributing Holy Communion to those coming up the center aisle.
- c. **#3** stands against the bottom step of the altar facing the choir area, first distributes Holy Communion to the choir members and then to all coming forward from section E. Please make sure that you are second in line of the Extraordinary Ministers (left facing altar) so that you can distribute communion to the choir in a timely manner.
- d. **#4** stands beside and two steps in front of minister #3 facing section E, to allow room for people to receive Communion from minister #3 and then pass behind minister #4 in returning to their places (since there is no room to return by way of the choir area). When finished distributing to those in section E, minister #4 moves over in front of section D, stands at the spot marked on the floor, and assists in distributing Holy Communion to those coming up the center aisle. **In the absence of a deacon**, minister #4 stands beside the altar to receive Holy Communion from the priest and then offers the chalice to the other extraordinary ministers; minister #4 then takes the place of the deacon in the center aisle next to the priest.
- e. **#5** stands at the head of section K. When those in section K have received Holy Communion, minister #5 remains in place to assist minister #6 serving those in section J.
- f. **#7** stands at the head of section I.
- g. **#8** stands at the head of section H.
- h. **#9** stands at the head of section G.
- i. **C1** stands on the cross marked on the floor against the front pew of section C facing the center aisle.

- j.** C2 stands on the cross marked on the floor against the front pew of section D facing the center aisle.
- k.** C3 stands on the cross marked on the floor at the bottom step of the altar facing sections E & Choir.
- l.** C4 stands on the cross marked on the floor against the front pew of section D facing the center aisle.

Please refer to layout map for the 5:30 PM Mass in appendix A (also posted on the bulletin board outside the robbing sacristy).

14. Minister Assignments for 8:00 AM Mass

- a. **#1** first distributes the low-gluten Holy Communion. **Please make sure you are first in line (left side facing altar) so that you can distribute the low gluten hosts first.** Extraordinary Minister #1 will stand on the bottom step (marked with blue tape) and **the low-gluten recipients will receive the host from the Extraordinary Minister.** After returning the low-gluten ciborium to the altar, minister #1 receives a regular ciborium from the priest or deacon, distributes Holy Communion to the altar servers and then goes to stand against the bottom step of the altar facing sections A & B.
- b. **#3** stands against the back of the bottom step of the altar facing the choir area to distribute Holy Communion to the music group, and then to those in section E. Make sure you are second in line (left side facing altar) so that you can distribute Communion to the choir in a timely manner.
- c. **#5** stands at the head of section J & K
- d. **#7** stands at the head of section I.
- e. **#8** stands at the head of section H.
- f. **#9** will stand at the head of section F & G.
- g. **C1** stands on the cross marked on the floor at the bottom step of the altar facing sections A & B.
- h. **C2** stands on the cross marked on the floor against the front pew of section C facing the center aisle.
- i. **C3** stands on the cross marked on the floor at the bottom step of the altar facing sections E & choir
- j. **C4** stands on the cross marked on the floor against the front pew of section D facing the center aisle.

Please refer to the layout map for the 8:00 AM Mass in appendix B (also posted on the bulletin board outside the robbing sacristy).

15. Minister Assignments for 9:30 AM and 11:30 AM Masses

- a. **#1** first distributes the low-gluten Holy Communion (if the low-gluten ciborium is on the altar – see #8). Extraordinary Minister #1 will stand on the bottom step (marked with blue tape) and **the low-gluten recipients will receive the host from the Extraordinary Minister.** (This reflects a change in procedure from previous notes.) Please make sure you are first in line to receive communion (left facing altar) so that you can distribute the low gluten hosts. After returning the low-gluten ciborium to the altar, minister #1 receives a regular ciborium from the priest or deacon and then goes to stand against the bottom step of the altar facing section A. When those in section A have received Holy Communion, minister #1 remains in place to assist minister #2 serving those in section B.
- b. **#2** first distributes Holy Communion to the altar servers and then stands against the bottom step of the altar facing section B; when finished distributing to those in section B, minister #2 moves over in front of section C, stands at the spot marked on the floor, and assists in distributing Holy Communion to those coming up the center aisle.
- c. **#3** stands against the bottom step of the altar facing the choir area, first distributes Holy Communion to the choir members and then to all coming forward from section E. Please make sure that you stand second in line to receive communion so that you can distribute communion to the choir in a timely manner.
- d. **#4** stands beside and two steps in front of minister #3 facing section E, to allow room for people to receive Communion from minister #3 and then pass behind minister #4 in returning to their places (since there is no room to return by way of the choir area). When finished distributing to those in section E, minister #4 moves over in front of section D, stands at the spot marked on the floor, and assists in distributing Holy Communion to those coming up the center aisle. **In the absence of a deacon, minister #4** stands beside the altar to receive Holy Communion from the priest and then offers the chalice to the other extraordinary ministers; minister #4 then takes the place of the deacon in the center aisle next to the priest.
- e. **#5** stands at the head of section K. When those in section K have received Holy Communion, minister #5 remains in place to assist minister #6 serving those in section J.
- f. **#6** stands at the head of section J.
- g. **#7** stands at the head of section I.
- h. **#8** stands at the head of section H.
- i. **#9** stands at the head of section G.
- j. **#10** stands at the head of section F. When those in section F have received Holy Communion, minister #10 remains in place to assist minister #9 serving those in section G.

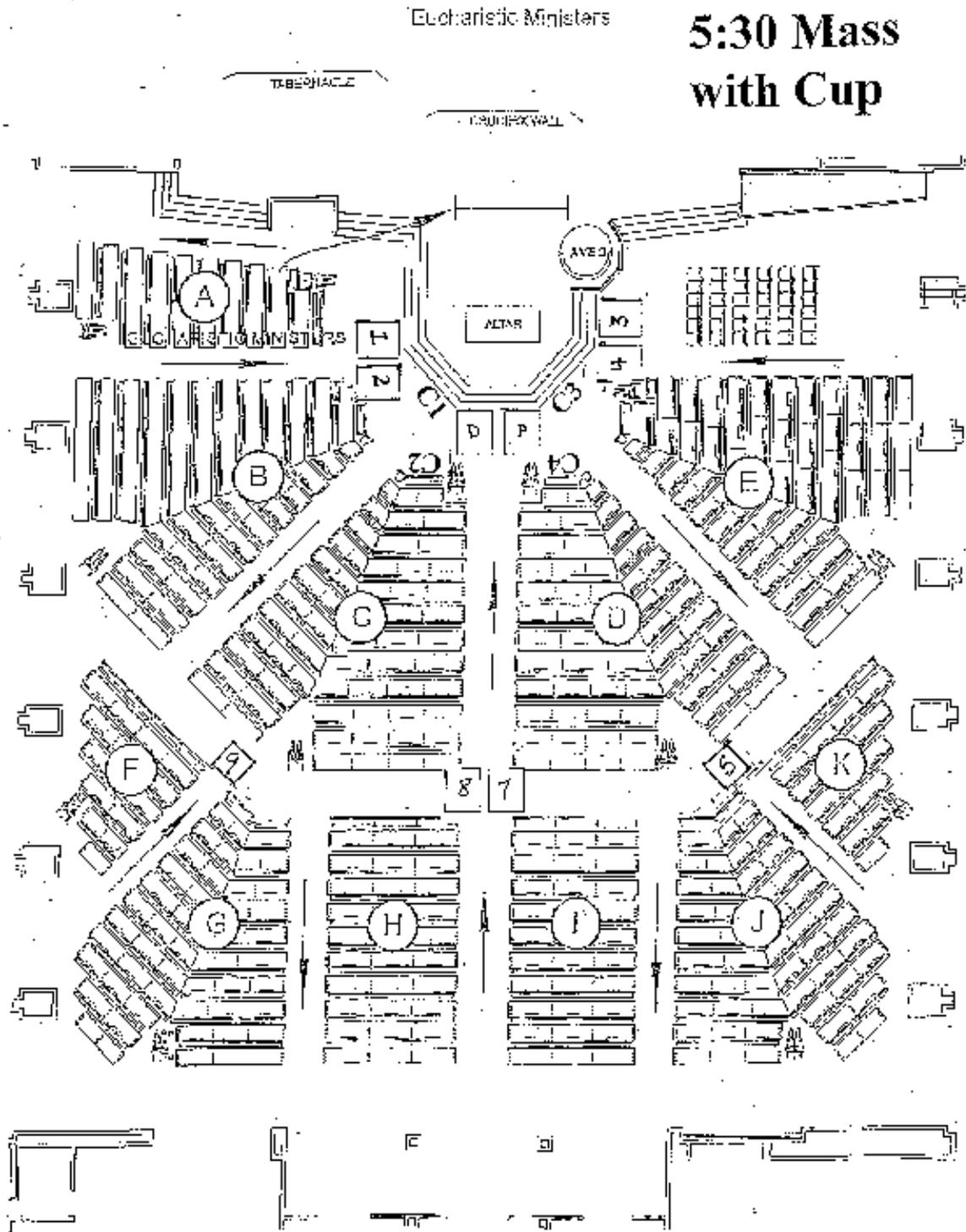
Please refer to layout map for the 9:30 AM and 11:30 AM Masses in appendix C (also posted on the bulletin board outside the robbing sacristy).

Notes for Holy Communion under two species:

- Extraordinary ministers of the Precious Blood stand in a second line behind the row of ministers of the Body of Christ lined up along the back edge of the carpet.
- The priest-celebrant distributes the Body of Christ to the ministers in the front line and then to those in the second line. While the deacon distributes the Precious Blood to the front line of ministers, the priest-celebrant returns to the second row to present a chalice of the Precious Blood and a purificator to each minister, who receives the Precious Blood, wipes the lip of the chalice with the purificator and then goes to his/her assigned position.
- The minister presents the chalice to each communicant, saying in a clear voice: *The Blood of Christ*, and pauses just a moment to allow the communicant to respond *Amen* before placing the chalice into the communicant's hands. Please wipe the lip of the chalice with the purificator after each communicant and turn the chalice before presenting to next communicate.
- *If at any time there is a spill of the Precious Blood, the minister uses the purificator to cover the spill on the floor and goes to the altar to pick up the extra purificator before continuing the distribution of the Precious Blood. After Mass please make sure to notify the priest-celebrant or deacon of the spill, so that it can be cleaned up properly.*
- When all have received Holy Communion, the ministers return to the altar and place their chalices on the altar, bow to the altar and return to their pews; if a substantial amount of Precious Blood remains in the chalice, the priest-celebrant or deacon may invite one or more ministers to help consume the Precious Blood that remains. Lay the purificator on the altar next to the chalice. Do not put it into the chalice.

May the Holy Eucharist continue to be a source of nourishment and grace for you and for all who share in the Body and Blood of the Lord at Saint Elizabeth Church!

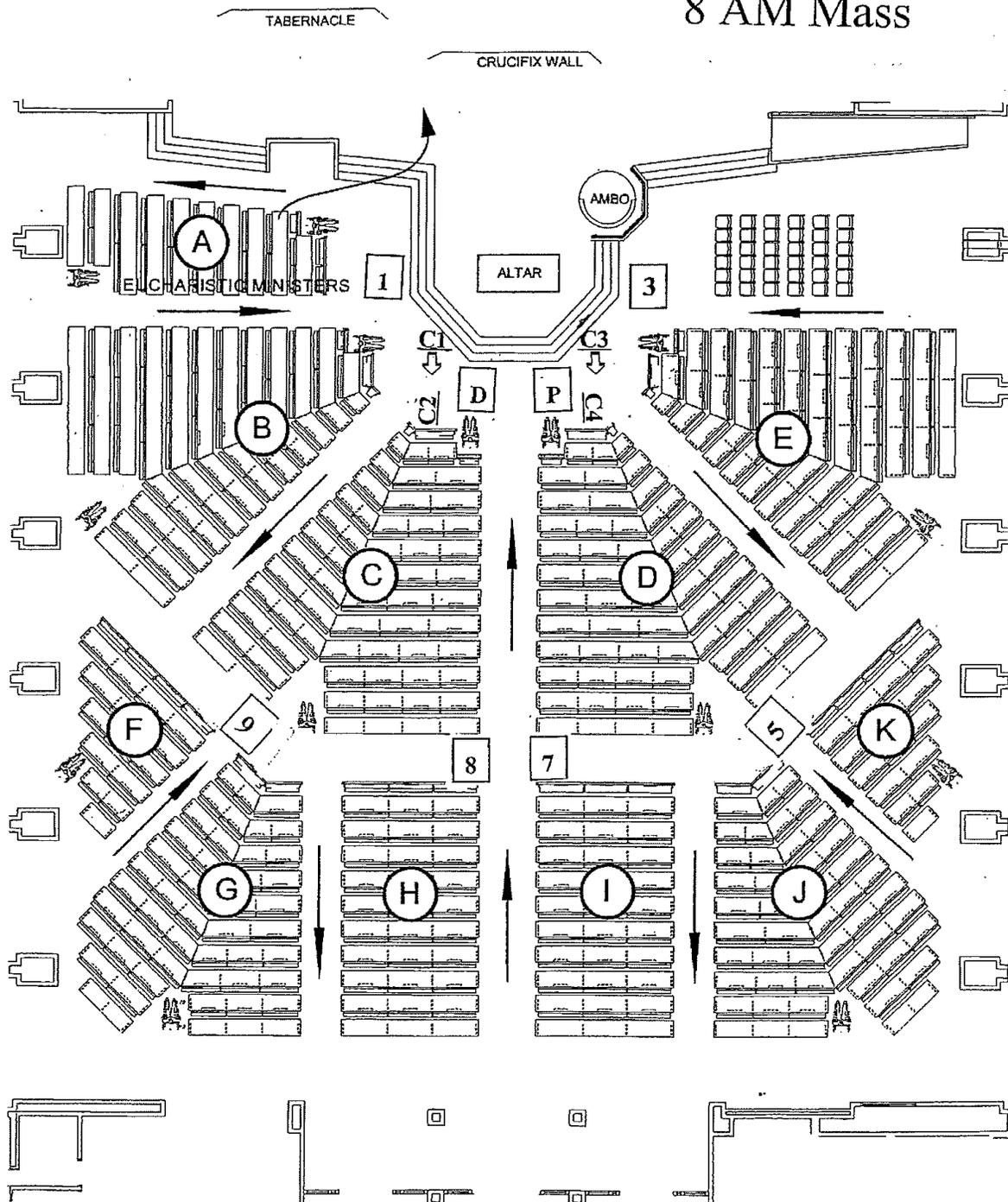
APPENDIX A Church Layout for Extraordinary Ministers 5:30 Mass



Appendix B Church layout for Extraordinary Ministers at 8:00 Mass

Appendix B

8 AM Mass



Appendix C Extraordinary Minister Layout for 9:30 and 11:30 AM

Appendix C

9:30 AM Mass
11:30 AM Mass

