

ST EDWARD PARISH
EXTRAORDINARY MINISTER OF HOLY COMMUNION
DUTIES AND RESPONSIBILITIES 5-2011

1. Please know your schedule. If you will be unable to serve at the liturgy scheduled please find a substitute.
2. As Eucharistic Ministers you are perceived as parish leaders and examples for the parish. When you serve in overly casual attire those watching may be distracted or annoyed. Please dress for the occasion when you are scheduled to serve and try and stay on the dressy side of casual. Jeans are not acceptable when serving when scheduled. Understandably when you are stepping up to fill in for someone who did not find a substitute you may not be dressed as you would when you are scheduled. Thank you for the times you do step up.
3. Schedules are put out 4 times a year. As a reminder the current schedule is posted on the St Edward web site: sted.org. Hard copies for those without internet access are placed in front entrance for 2 weeks after schedule is posted. A copy of each of the current schedules is also kept in a 3-ring binder located in the main entrance pamphlet rack for viewing only.
4. Take time to pray each day, the week before you serve, be aware of God's presence in those around you. Pray for a continued awareness of God's presence: in the people, in the Word of God and in the Eucharist.
5. You will hear the announcement to pick them up in the Church Hall. Schedules are also posted on the St Edward parish web site sted.org.
6. EMHC needs for Major liturgical celebrations during the Advent/Christmas/Lent and Easter season are filled by volunteers and sign up sheets are posted in the main entrance several weeks before the services. It is greatly appreciated if you sign up early after the posting. Once a year a phone and time preference list of EMHC's is distributed with a schedule. Any changes are distributed with other schedules during the year.
7. The frequency of being scheduled depends on the number of EMHC's serving at the mass time. Requests are honored please call requests for the next schedule to be posted at least 1 month before the schedule's first date to the voice mail at 233-1720 Ext 209.

PROCESS

1. Immediately at the beginning of the sign of peace, come to the Altar, go first to the credence table and use the hand sanitizer rubbing it well into your hands so it dries as you move to stand in a semi circle at the back of the altar platform. The first or second EMHC to put alcohol on their hands takes the ciboria (gold bowls that will hold the hosts) from the top of the credence table to the altar then steps back into the semi circle of other EMHC's. If no deacon is present the first EMHC to put alcohol on their hands goes into the Eucharist Chapel and opens the Tabernacle door to bring the ciboria from there to the altar. There is a key in the Tabernacle door use to open it. Do not remove the key from the door. Close the Eucharistic chapel doors behind you when leaving it.
2. When the music for the "Lamb of God begins, all ministers should be in their semi circle at the back of the Altar platform. (It does work best if you do not sit too far from the altar when you serve as the EMHC.)
3. After the priest's reception of communion all EMHC will take a step forward. The priest will begin distributing the Body of Christ to the EMHC's. The deacon (if present) or the priest will take one of the cups and purificators and will give the Precious Blood to the first minister on each end of the semi circle. Those ministers will offer the cup to the remaining ministers. The priest will give the remaining ciboria and cups and purificators to the EMHC's. This is random so you do not know what you will distribute ahead of time.

4. When all have received either a ciboria or cup, they will move to the stations for the distribution of communion to the assembly.
5. When you distribute the host you say to the person “The Body of Christ” do not add any other words or the person’s name. When you distribute the Precious Blood you say to the person “The Blood of Christ” do not add any other words or the person’s name. You may steady the cup if the person seems too unsteady to hold it themselves.
6. Positions for distribution are: There is no relationship to where you stand in the semi circle to where you will be distributing.
 - a. The priest distributes the host standing to one side of the front of the altar an EMHC does the same standing 3-4 feet from him on the opposite side of the altar front. (In front of each line coming down the main aisle.
 - b. A cup distributor stands at the slant edge of each corner of the altar facing the main assembly. A deacon (if present) is always one of these distributors.
 - c. A cup distributor stands at the other end of the slant edge by the front edge of the altar facing each wing (back to back with the distributor serving the main area.)
 - d. A host distributor stands at the back side edge on the first step of the altar facing the wing. The host distributor waits for the cup to be in position before distributing.
 - e. For the BVM wing the cup and host are distributed to those behind the ambo first then to those in the front pews of the wing who have difficulty walking up to receive communion before distributing to the rest of the wing.
 - f. If there are other distributors 1-host distributor stands 2-3 feet back from the corner of the front pew on either or both sides of the main assembly facing each other.
 - g. The cup distributor for this person stands in line on the far side but not too near to the other front cup distributor. The goal is to avoid congestion between those receiving and not receiving from the cup.
 - h. When the side wings have been distributed to the cup distributor can move into position to serve the main assembly if there is no 2nd distributor in position and the host distributor can move into position at one of the front pews. If all these spaces are filled, the cup and host distributors stand on the altar platform and are prepared in the case of the cup to exchange or replace any cup distributor whose cup is emptied. Someone from this group also distributes to the musicians usually between songs. The host distributor is prepared to exchange their ciboria for an empty one. Never pour the contents of your cup or ciboria into another always exchange.
 - i. If your cup is emptied during distribution place it on the large credence table and place the purificator on the small credence table. **DO NOT PUT A PURIFICATOR INTO AN EMPTY CUP OR CIBORIA** and stand at the back of the altar platform where you did when you first came up to the altar. When you are finished distributing your cup consume any remaining contents before putting cup on credence table. Return to stand at back of altar.
 - j. If you have an emptied your ciboria during distribution place it on the large credence table and stand at the back of the altar platform where you did when you first came up to the altar. When the distributing of hosts is finished if you have some remaining in your ciboria take your ciboria to the priest or deacon at the main altar and they will combine the remaining hosts in a ciboria which will be placed in the tabernacle either by the deacon or an EMHC. Join those standing at the back of the altar and try to leave the altar as a group. Sometimes this does not work out and you use your best judgement on when to leave the altar.
7. Persons (usually young children) who approach you in communion line but are not receiving communion usually have their arms crossed across their chest. Keeping the thumb and pointer finger of your distribution hand together you may touch their head with your other

three fingers and say “God be with you.” Do not make the sign of the cross on or toward these people.

8. In case of a spill of the Precious Blood place your purificator over the spill, take the cup with you and go to the sacristy, the sacristan sits behind the ambo and will assist you. Tell them they need to get a wet purificator to wipe up the spill and you get another purificator cloth and return to your station to distribute.
9. If the host is dropped from a hand or mouth it should immediately be picked up with the non distribution hand by the distributor and depending on the circumstances and how seriously soiled it is either offered again to the person or held in the hand not used for distribution while distribution continues. When the minister is finished distributing they place their ciboria on the altar and take the soiled host into the sacristy. The sacristan or distributor then fill the small lidded glass vessel behind the double sink with tap water places the host in it puts the lid on and sets it at the back of the counter. (The host will dissolve in 2-3 days and will be disposed of by the liturgist or a sacristan.)
10. The Body and Blood are present both in the wine and host some people will chose to receive one and not the other. That is fine. People with celiac disease especially may choose to receive only from the cup. (We also offer low gluten hosts which are distributed by the Presider only)
11. When the Resurrection choir is in the choir loft they send 2 of their members down to bring communion up to them, these people are in addition to the usual number of EMHC’s scheduled.
12. It is not the EMHC’s responsibility to make the determination if a person should be receiving the Eucharist. Any concerns you have should be discussed in private and only with the Pastor.

General directions and reminder information:

Whenever you wish to change something including retiring from the ministry, please contact me with a voice message or E-mail as listed below with your name and the correct information.. If there are changes, I appreciate knowing 3-4 weeks before the next schedule will start so I can incorporate them into it.

As a reminder the current schedule is posted on the St Edward web site, sted.org

A copy of each of the current schedules is also kept in a 3-ring binder located in the main entrance pamphlet rack for viewing only.

1. When you put the alcohol on your hands use only a very small amount, we have problems when large amounts are used and the hands remain wet.
2. When no Deacon is present the first EMHC to put alcohol on their hands needs to bring the consecrated hosts from the Eucharistic Chapel tabernacle to the altar without delay after putting alcohol on their hands.. The tabernacle door is unlocked with the dey in it. Bring the ciboria with it’s lid to the altar. That same EMHC should wait at the end of distribution to receive the ciboria containing the consecrated hosts from Father and return it to the tabernacle in the Eucharistic chapel. When doing this you enter and return through the double doors in the front of the Eucharistic chapel. Leave the key in the tabernacle door the Sacristan will take care of it.
3. The first EMHC to reach the credence table should bring the ciboria (containers that you use to distribute the host) from the top of the credence table to the altar so Father can fill them for distribution without delay.
4. The second EMHC to reach the credence table should bring the ciboria (containers that you use to distribute the host) from the top of the credence table to the altar so Father can fill them for distribution without delay.

Extraordinary Ministers of Holy Communion

Distribution process for 5:15, 7:00, 9:00 and 11:00 Mass times.

7:00 Mass

There will be 7 distributors scheduled. If deacon present only 6 EMHC's will be needed.

. Order of distribution:

1. **Presider** will distribute the Body of Christ to one side of the main assembly from the front of the altar.
Deacon(or EMHC) will distribute the Blood of Christ to that same side of the main assembly from the front corner of the altar.
2. **1 EMHC** will distribute the Body of Christ to the other side of the main assembly from the front of the altar
1 EMHC will distribute the Blood of Christ to that same side of the main assembly from the front corner of the altar.
3. **4 EMHC's** will distribute to the wings see more info below. After distribution to the wings assist with the main assembly.

9:00 Mass

There will be 8 scheduled. If Deacon absent 1 volunteer EMHC from assembly needed.

. Order of distribution:

3. **Presider** will distribute the Body of Christ to one side of the main assembly from the front of the altar.
Deacon will distribute the Blood of Christ to that same side of the main assembly from the front corner of the altar.
4. **1 EMHC** will distribute the Body of Christ to the other side of the main assembly from the front of the altar
1 EMHC will distribute the Blood of Christ to that same side of the main assembly from the front corner of the altar.
2 EMHC's will distribute the Body of Christ, one to each side of the main assembly, standing at the corner of the front pew.
3. **4 EMHC's** will distribute to the wings see more info below. After distribution to the wings, assist with the main assembly as usual.

5:15 & 11:00 Mass

There will be 6 EMHC'S scheduled. If Deacon absent 1 volunteer EMHC from assembly needed

Order of distribution

1. **Presider** will distribute the Body of Christ to one side of the main assembly from the front of the altar
Deacon will distribute the Blood of Christ to that same side of the main assembly from the front corner of the altar.
2. **1 EMHC** will distribute the Body of Christ to the other side of the main assembly from the front of the altar
1 EMHC will distribute the Blood of Christ to that same side of the main assembly from the front corner of the altar.
3. **4 EMHC's** will distribute to the wings see more info below. When finished distributing to the wings:

The 2 EMHC's distributing the Body of Christ move to distribute the Body of Christ, one to each side of the main assembly, standing at the corner of the front pew.

The 2 EMHC's distributing the Blood of Christ move to position themselves to assist in distributing the Blood to the main assembly.

Those distributing the Body of Christ to the St Joseph wing ALSO need to distribute to the musicians serving at the Mass after the wing is done. Those distributing the Precious Blood turn and distribute to the main assembly.

Those distributing to the BVM wing need to distribute to the people behind the ambo before going to the wing. When first going to the wing, distribute to those in the front pews whose handicap keeps them from coming forward to receive. The ushers help indicate who needs this service.

After distributing to the wing areas EMHC's with ciborias should be prepared to either 1. Take the place of someone distributing to the main assembly when their ciboria is empty or 2. Begin distributing to the main assembly from in front of a first pew if no one is distributing there or 3. Pour the hosts from their ciboria onto the large paten Father uses if his supply is low. EMHC's distributing the Precious Blood turn and distribute to the main assembly when finished with the wing..

What to do when

If a host is dropped it may be: 1. Re-offered to the person, 2. Consumed by the EMHC, or 3. kept in the palm of the EMHC's hand holding the ciboria and after distribution is over and the ciboria has been placed on the altar, the EMHC takes this host into the sacristy and places in tap water in the small glass container sitting at the back of the sink counter. It will be disposed of after it dissolves.

If the Precious Blood is spilled, place the purificator (cloth you use to wipe the rim of the cup) over the spill, go to the sacristy to have the sacristan get you another one or get one from the 2nd drawer down under the sink counter which is on your right as you enter the sacristy. Return to distributing with new cloth. The sacristan will take care of the spill later.

Thank you in advance for volunteering during the year for our special services especially at Christmas and Easter time.

Mary Conway
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