

St. Joseph Church
Guidelines for
Distribution
Of Holy Communion

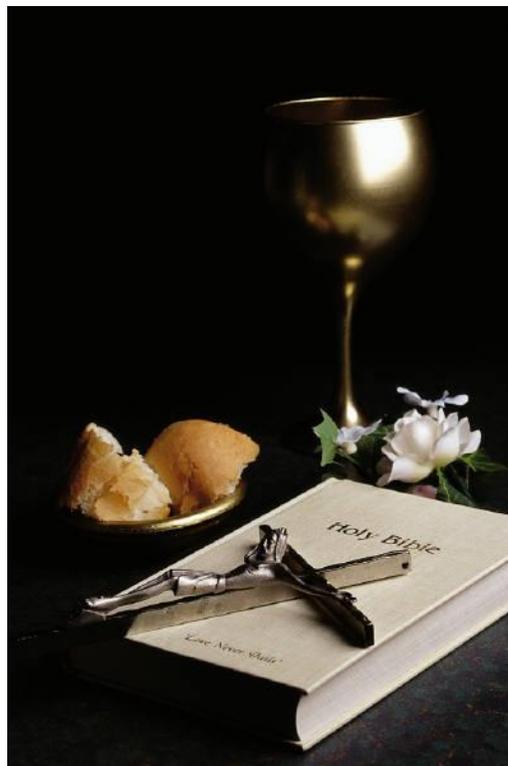


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Extraordinary Ministers of Holy Communion

We must never forget what a privilege it is to be called to serve as an Extraordinary Minister of Eucharist. By answering this call we are responsible for administering the Precious Body and Blood of Christ to our faith community. Whether serving at Sunday Mass, daily Mass or bringing communion to the sick or homebound. We must always be conscious of Jesus' presence in what we are doing. How we worship and carry ourselves should be an example to the faith community of our belief in the sacredness of the mystery that is taking place in the liturgy.

These guidelines have been prepared as an aid to assist all ministers in performing their roles in a prayerful, reverent and consistent way. If there are any questions about any aspect of serving as an Extraordinary Minister please contact Fr. Joe.

Minister Preparation before Mass

- *Arrive 10 to 15 minutes before Mass and sign in. This will help the Sacristans with their preparation for the Mass.*
- *Spend some time before Mass in prayer to help focus on what you are about to do.*
- *The sacristy is a place for the priests and deacons to prayerfully prepare for Mass. To help maintain the spirit of prayerfulness for all ministers, please limit social conversation in the sacristy.*

Scheduling

Having a sufficient number of ministers available to serve at each Mass is an important part of creating the prayerful environment for Mass and attending to the spiritual needs of the community gathered. Each minister is responsible to fulfill their assignments or arrange for a substitute if necessary.

- *Number of ministers needed; 4:30 pm Mass: 7 bowls, 5 cups, 8:00 am Mass: 6 bowls, 4 cups, 10:00 am Mass: 7 bowls, 5 cups, 12:00 pm Mass: 4 bowls, 2 cups.*
- *If you are unable to serve at your scheduled time, it is your responsibility to find a replacement.*
- *If you are going to be unavailable for most of the next schedule, let me know a month and half before the next schedule is due to come out.*
- *If someone asks you to be a fill in, you should fill in for them even if they cannot reciprocate. Remember you have answered the call to serve not be served.*
- *To avoid confusion during Mass, know your position and the responsibilities of that position.*
- *For holiday Masses sign in sheets will be put in the Sacristy. If we don't get enough volunteers we will have to cut back on the number of cups there will be at the affected Mass.*

Proper Attire for Liturgy

All ministers of Holy Communion should show the greatest reverence for the Eucharist by their attire, demeanor and the manner in which they handle the consecrated bread and wine.

The focus of the liturgy is the Eucharist. Anything that could detract from this should be avoided.

Appropriate Attire

For Women

*Dresses, skirt suits
(appropriate length & cut)
Pant Suits, dress pants
Sweaters & blouses
Dress shoes*

For Men

*Dress shirt w/ tie
Collared shirt
Sport coats
Suit & tie
Dress shoes*

Inappropriate Attire

For Women

*Jeans of any kind
Tube or Halter tops, spaghetti strap blouses
Bare midriff tops
Short skirts, shorts (dress or casual)
Thongs, flip flops or beach footwear
Tights or spandex
Tight or low cut pants, tight fitting blouses or sweaters
Blouses or sweaters with a plunging neck line*

For Men

*Jeans of any kind
T-Shirts of any kind
Shorts (casual or dress)
Thongs, flip flops or beach footwear
Tennis shoes*

- *Although you may not be scheduled for a particular Mass, keep in mind that it is possible that you could be called to serve at any Mass you attend so dress appropriately as often as possible.*

Serving at Mass

Come forward after the Sign of Peace and be in place **before** the Lamb of God begins. The Lamb of God is a prayer intended to be prayed by the whole faith community. Keeping this in mind unnecessary movement should be avoided to maintain the spirit of prayerfulness for all. Please follow the instructions below for proceeding to the Altar depending on whether you are administering the Precious Body or Precious Blood.



- All Eucharistic Ministers should approach the Altar from the right side (by the Baptismal font) remembering to sanitize your hands on the way. Once you are behind the altar position yourselves right in front of the step of the altar. When administering the Precious Body and Blood you should step up onto the altar.
- The Precious Blood ministers should line up on the right side of the Altar directly next to Father's chair facing the Community. The servers will take their places in the center of the Altar and Precious Body ministers should line up next to the Servers facing the Community. Remember when receiving Jesus gently bow your head and create a pedestal with your hands for the Father to place Jesus into.
- Father will distribute the Precious Body and the Precious Blood to the first and second cup ministers. The first cup minister will distribute the Precious Blood to the cup ministers and servers. The second cup minister will distribute the Precious Blood to the bowl ministers. When there is a Deacon on cup 1 should distribute to whoever the Deacon doesn't. Once Father has completed distributing Communion to all the Ministers he will move to the cup side of the altar and pass the cups out to the remaining cup ministers then he will move to the Ciborium side of the altar and hand out the Precious Body to the Ministers. All Ministers should remain in the Sanctuary until Father leaves the altar then proceed to their assigned positions.
- Precious Blood ministers – if there is Precious Blood left in your cup, as the last communicants are coming forward to receive, ask if they would like to finish the cup. If they choose not to, look to see if you are needed in one of the other positions. If you aren't return to the altar with your cup.
- If your cup is empty when you return to the Altar place it on the tray, step back, bow to the Altar and take your purificator to the credence table and place it in the basket and return to your seat. If there is Precious Blood left in your cup offer it to one of the Eucharistic Ministers as they are returning to the Altar. When the cup is empty place it on the tray, take your purificator to the credence table, place it in

the basket then return to your seat. Cup 3 should wait until all the cups are back on the tray and take the tray to the credence table, unless there is a Deacon. In this case you may return to your seat.

- Bowl positions 1, 2, 5 and 6; when there are no more communicants at your position, look to see if you are needed at the center aisle and proceed to stations 3a or 4a in front of the pews. If someone is already there, check to see if anyone needs more hosts in their Ciborium. If you are not needed and there are hosts left in your Ciborium return to the right side of the Altar and place your Ciborium on the tray on the altar and return to your seat. Bowl 3 should wait until all the bowls have been consolidated by the Presider and are empty and back on the tray. At this time you may return the tray to the credence table and take your seat. If there is a Deacon he will return the tray to the credence table.

What if.....

- If under age children or someone approaches with their arms crossed across their chest (this means they can't receive the Sacrament, but would like a blessing). Simply raise your free hand in front of them and say, "May God Bless you" or "May Jesus Bless you." **Do not make the sign of the cross while giving a blessing.**
- If the Precious Body is dropped: Pick it up and consume it or hold it in your other hand until you have finished distributing Communion and give it to the Priest or Deacon.
- If someone takes a host but does not consume it. If close by ask them to consume it. After Mass let the priest or deacon know.
- If someone approaches you with a pyx. (a vessel used to bring Jesus to someone who cannot come to Mass) Give the person Communion and place the Precious Body in their pyx making sure they close the pyx.
- If you run out of hosts, ask the next communicant to wait there till you return and approach the closest minister to you and get some hosts from them.
- If someone is in your position: Look around for an open position and then move to that position. Clear up any confusion after, not while on the Altar or during Mass.
- If the Precious Blood is spilled. If it is possible cover the spot with your purificator and when finished let the Priest or Deacon know so the affected area can be "washed and the water poured into the Sacarium. Additional purificators should be available on the counter in the Sacristy so you can continue administering the Precious Blood.
- If there is a handicapped or disabled person in your area administer Communion to those individuals first and then return to your position.
- If someone brings the Precious Body to the Precious Blood for intinction. (dipping the Precious Body in the Precious Blood). Cover the Precious Blood to indicate that intinction is not appropriate. Kindly ask the person to consume the Body and administer the Precious Blood to the person as normal.
- If someone approaches you for Communion that you believe should not receive Communion. It is not up to you to decide who and who should not receive Communion nor is this the time to educate the person on how to receive. If a person approaches to receive, Communion should be offered. Discuss the matter with the one of the Priests after Mass.

To Bow or Not

In Liturgical language, a bow is a sign or gesture of reverence and is appropriate at certain points during the Liturgy. Likewise, it can be inappropriate at other times. Some helpful hints on when to bow or not:

- *When the Eucharistic Ministers approach the Sanctuary at Communion time, it is appropriate to bow when passing in front of the Altar.*
- *When returning to the Sanctuary after distributing Communion, if you are carrying the Consecrated Hosts or the Precious Blood, it is inappropriate to bow to the Altar or Tabernacle. Nothing is more sacred than what you already hold in your hands.*
- *When serving in ministry during Liturgy, your actions can model for the congregation the actions and gestures they should be using during the Mass.*
- *Bow during the Creed when we say, "For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man."*
- *Gently bowing your head before receiving the Precious Body and Precious Blood.*

Prayer for Extraordinary Ministers of Holy Communion

Lord Jesus Christ, You are the Word of God and Bread of Life.

Help me to bring your gospel message and Eucharistic Presence to others.

Help me to do so with faith and reverence, with love and concern.

May I carry out this sacred ministry comfortably, but not casually? relaxed, yet with awesome respect.

All praise to you, the God who is, who was, and who is to come at the end of the ages.

We ask this through Jesus Christ our Lord.

Amen

St. Joseph Church Guidelines for Distribution of Communion to the Sick or Homebound

Greeting: *Minister: We begin as we begin all prayer with the sign of the cross. In the name of the Father and of the Son and of the Holy Spirit.*

Response: *Amen*

Minister: *Use one of these greetings*

- A) *The peace of the Lord be with you always.*
- B) *Peace be with you (this house) and with all who live here.*
- C) *The grace of our Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all.*
- D) *The grace and peace of God our Father and the Lord Jesus Christ be with you.*

Response: *And with your spirit.*

The Penitential Rite:

Use one of these to begin the rite.

- A) *My brothers and sisters, to prepare ourselves for this celebration; let us call to mind our sins.*
- B) *My brothers and sisters let us turn with confidence to the Lord and ask his forgiveness for all our sins.*

Pause for a brief moment of silence.

Minister:

Lord Jesus, you have healed the sick. Lord, have mercy

Response: *Lord, have mercy.*

Lord Jesus you forgave sinners. Christ, have mercy.

Response: *Christ, have mercy.*

Lord Jesus, you gave us yourself to heal us and bring us strength: Lord, have mercy.

Response: *Lord, have mercy.*

All say:

I confess to Almighty God and to you, my brothers and sisters that I have greatly sinned, in my thoughts and in my words, in what I have done and in what I have failed to do; (strike your breast as we say) through my fault, through my fault, through my most grievous fault, therefore I ask Mary ever-Virgin, all the Angels and Saints, and you, my brothers and sisters, to pray for me to the Lord our God.

Minister: *May almighty God have mercy on us, forgive us our sins, and bring to everlasting life.*

Response: Amen

Liturgy of the Word

A) A reading from the holy gospel according to John:

Jesus says:

“He who feeds on my flesh and drinks my blood has life eternal, and I will raise him up on the last day. For my flesh is real food and my blood is real drink. The man who feeds on my flesh and drinks my blood remains in me, and I in him. Just as the Father who has life sent me and I have life because of the Father, so the man who feeds on me will have life because of me. This is the bread that came down from heaven. Unlike your ancestors who ate and died nonetheless, the man who feeds on this bread shall live forever.”

This is the Gospel of the Lord

B) A reading from the holy gospel according to John:

Jesus says:

“I myself am the living bread come down from heaven. If anyone eats this bread he shall live forever; the bread I will give is my flesh, for the life of the world.”

This is the Gospel of the Lord

C) A reading from the holy gospel according to John:

Jesus says:

“I am the way, the truth, and the life; no one comes to the Father but through me.”

This is the Gospel of the Lord

D) A reading from the holy gospel according to John:

Jesus says:

"I am the vine, you are the branches. He who lives in me and I in him, will produce abundantly, for apart from me you can do nothing."

This is the Gospel of the Lord

E) A reading from the first letter of john

We have come to know and to believe in the love God has for us. God is love, and he who abides in love abides in God, and God in him.

This is the Word of the Lord

A brief period of silence after reading the Word of God.

Minister: Give a brief explanation of the reading, applying it to the needs of the sick person and those looking after them.

Liturgy of Holy Communion:

Minister:

A) Now let us pray as Christ our Lord has taught us:

Or

B) And now let us pray with confidence as Christ our Lord commanded.

All: Our Father who art in heaven.....

Minister shows the Eucharist to those who are present, saying:

Behold the Lamb of God, Behold Him who takes away the sin of the world, blessed are those called to the supper of the Lord.

Response: Lord, I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed.

Concluding Prayer after Communion

A) Minister:

God our Father, you have called us to share the one bread and one cup and so become one in Christ. Help us to live in him that we may bear fruit, rejoicing that he has redeemed the world.

We ask this through Christ our Lord.

All: Amen

B) Minister:

All-powerful God, we thank you for the nourishment you give us through your holy gift. Pour out your Spirit upon us and in strength of this food from heaven keep us single-minded in your service.

We ask this through Christ our Lord.

All: Amen

C) Minister:

All powerful and ever-living God, may the body and blood of Christ your Son be for brother/sister (or the name of the person) a lasting remedy for body and soul.

We ask this through Christ our Lord.

All: Amen

Concluding Rite:

A) Minister:

May the Lord bless us, protect us from all evil, and bring us to everlasting life.

All: Amen

B) Minister:

May the almighty and merciful God bless and protect us, the Father, and the Son and the Holy Spirit.

All: Amen

