

# Saint Maximilian Kolbe Catholic Church



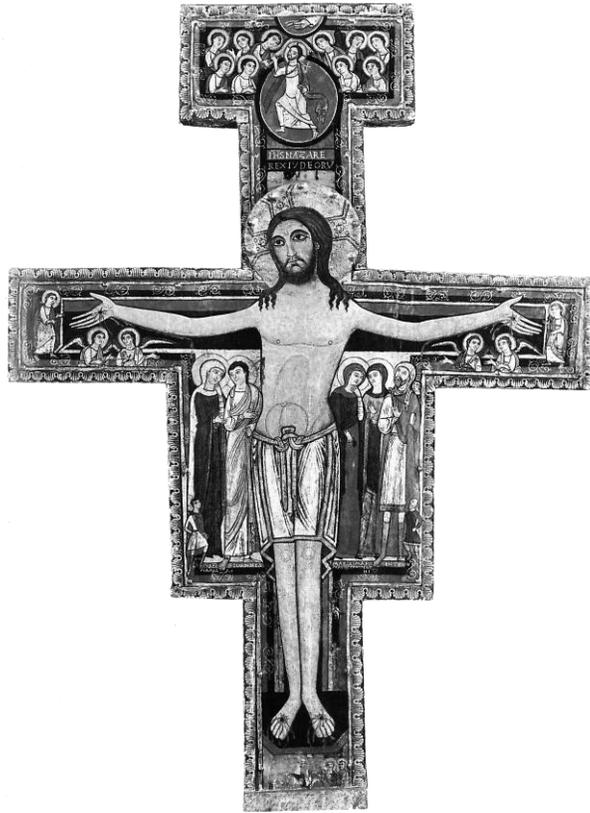
## Extraordinary Ministers of Holy Communion

9/2021

Picture then the High Priest Christ leaving the sacristy of heaven  
for the altar of Calvary.

He has already put on the vestment of our human nature,  
the maniple of our suffering,  
the stole of priesthood, the chasuble of the Cross.  
Calvary is his cathedral; the rock of Calvary is the altar stone;  
the sun turning to red is the sanctuary lamp;  
Mary and John are the living side altars;  
the Host is His Body; the wine is His Blood.  
He is upright as Priest, yet He is prostrate as Victim.  
His Mass is about to begin.

Excerpt from Calvary and the Mass, A Missal Companion  
Written by Venerable Archbishop Fulton J. Sheen, Ph.D., D.D., LL.D., Litt.D.



## Dress Code

*“In effect, we all speak by the clothes we wear. Dress is a language, as it is a very form of external expression. It should never be forgotten that the actual clothing of the liturgy is a clothing of sanctity. We are to put on that holiness, realizing the fullness of participation.”*

- Pope Emeritus Benedict XVI

**Those who serve in the various roles at Mass assist in setting the tone and the high regard with which the Holy Sacrifice of the Mass should be held.**

**It is important, therefore, that liturgical ministers dress in a fitting manner.**

For Lectors, Cantors, and Extraordinary Ministers of Holy Communion, the dress code is as follows:

- Modest attire is expected.
- Men - a sport coat and tie, sport coat with button down shirt, or in the a button down shirt and tie, is preferable.
- Women - a skirt/dress (No higher than the knee), or slacks are also acceptable. Please wear a cover over shoulders
- **It would be much appreciated if all ministers could come to Mass dressed as if you were ready to substitute.**

Respecting the solemnity of the Mass and the significance of your very public role in the liturgy, please **do not wear the following:**

- Tank tops, t-shirts, shorts
- Tight clothing
- Jeans
- Short skirts
- Sweatshirts and sweatpants
- Low-cut necklines
- Sleeveless dresses and blouses (without a cover-up)
- Flips flops or running shoes
- Bold or distracting logos
- Any clothing that would be a distraction for others

While daily Masses do not normally have the same level of ceremony as Sunday Masses, they remain nonetheless the Holy Sacrifice of our Lord. Attire may be more relaxed, but should still reflect the dignity of the ministry being performed.



# Procedures for Extraordinary Ministers of Holy Communion

## WEEKEND MASSES

### Before Mass

- **Please arrive at least twenty minutes before Mass.**
- Sign in at the EMHC kiosk station.
- Identify your assignment for the Mass. Please take a position where you are most needed, not your personal preference.
- If you take a position marked to help wash the vessels after Mass, please remember to go to the sacristy following the Prayer to St. Michael.
- Mass Captains may start accepting substitutes by 10-12 minutes prior to Mass to ensure stations are filled. If you are late to arrive, another EMHC may have been asked to fill your position.
- Mass Captains will be able to answer any questions.

### At Mass

- Stations are marked on the front of each section of pews in the church. Diagrams are also placed on the kiosk.
- If you are unsure exactly where the section you are distributing to is, consider (before Mass begins) walking over to your section to ensure you are going to the right place when it is time for Communion.

### Assembling for Distribution

- After the Sign of Peace, and at the beginning of the Lamb of God, assemble at the baptismal font.
- Form a single file line in any order in the back of church, with the Captain at the end.
- When the Communion song has started, in reverent procession, proceed down the aisle towards the sanctuary. The first person in line stops at the first pew.
- Wait for the presider to come down the steps and distribute Holy Communion to you.
- After receiving our Lord, go up the steps to receive your paten from the deacon. There is no need to bow before entering the sanctuary. (An EMHC is not allowed to take the paten or chalice off of the altar.
- Holding the paten with two hands and lifted at about shoulder height, proceed to your assigned station, standing on the left side as you face it, so the assembly can come out to their right.

### Guidelines for Distribution of Hosts

- As the communicant approaches, hold the Host aloft and say only, “The Body of Christ”. After the communicant has responded “Amen”, the Host is placed on the tongue or on the hand as indicated by the recipient. *It is the communicant’s personal choice to receive according to either manner.*
- If their “Amen” is not audible, Communion should still be distributed.
- Communicants should not be denied Holy Communion because they kneel as they receive.

- FYI: *“When receiving Holy Communion, the communicant bows his or her head before the Sacrament as a gesture of reverence and receives the Body of the Lord from the minister. . . . When Holy Communion is received under both kinds, the sign of reverence is also made before receiving the Precious Blood.” (GIRM #160)*
- EMHC are to refrain from using the names of individuals when distributing the Body and Blood of Christ. Such a practice, while meaningful to those whose names are known, could be hurtful to those whose names are not, thereby creating an expression of disunity at the very moment when the unity in Christ ought to be most visible.
- The Body of Christ is always ministered **to** the communicant. Communicants are not permitted to take the consecrated Host and communicate themselves, nor is intinction permitted (“dipping” the Host in the Precious Blood).
- If a Host should fall during distribution, the minister should pick the Host up without excessive display, place it in the communion vessel, holding it to the side. Then, notify the presider when you return your paten to the altar. The clergy will consume the Host. The communicant should not pick it up and consume it themselves. It is recommended to scan the area where the Host landed for any particles or pieces that may have broken off and should be picked up and placed in the paten.
- If someone who is not receiving Holy Communion comes up in the procession, please refrain from extending your hand, placing your hand on the heads of children or others, and do not make the Sign of the Cross on foreheads. The Sign of the Cross should be avoided since that blessing is imparted to all the faithful at the end of the liturgy.
- Instead, the EMHC should say “May God bless you” or “May you receive the Lord Jesus in your heart.” Again, no gesture.
- When distributing to a communicant receiving on the tongue, it is recommended that you hold the paten slightly under their chin, just in case it should fall from their mouth.

### **After the Distribution of Holy Communion – Host Distributors**

- Should those distributing the Host run out of Hosts, please do not break Hosts. Turn and face the altar until another distributor sees your need and comes with more Hosts.
  - a. Once you are finished with your section(s)**
    1. Look around to see if other ministers need a second minister to assist them in distribution. If possible, be a second distributor.
    2. Look around to see if another minister needs more Hosts and gently pour yours into their paten. Then return your empty paten to the work sacristy.
  - b. If there are surplus Hosts in your the paten:**
    1. Bring them to the altar. There is no need to bow as you enter the sanctuary, since you are carrying our Lord.
    2. Hand the paten with extra Hosts directly to the priest or deacon. If the priest or deacon have not yet returned to the altar, wait for them. **Do not leave the paten with Hosts on it at the altar unattended.** After receiving the empty vessel back from the priest, exit the sanctuary.
    3. Take the paten as usual to the sacristy. It is not necessary to turn and bow when leaving the sanctuary in this instance.

- c. Whenever possible, distributors should give their empty paten to another distributor so as to avoid congestion around the altar and in the work sacristy.
- d. **Reminder: Please never stack the patens.**
- e. **OPTIONAL:** Ablution cups are available on the credence table and in the work sacristy for those who distributed the Hosts so as to purify their fingers. Simply dip the thumb and forefinger into the water and then wipe them on the purificator (Sacristans will empty those chalices and replace the purificators after Mass).
- f. When leaving the sacristy, be attentive to when the Eucharist is being reposed into the Tabernacle. If the timing is such that you are walking past or coming out when they are reposing the Blessed Sacrament, stop, turn and face the tabernacle, and bow as the clergy genuflect. Then return to your seat.
- g. The Captain is generally the last person to give their paten to the clergy.

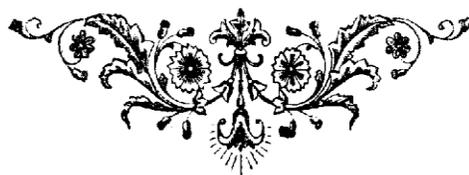
### Distribution to the Music Ministers

- The Captain distributes Holy Communion to the musicians and choir after their station is completed. If a large choir is present, a 2<sup>nd</sup> distributor should assist the Captain. [One or two distributors of the Precious Blood should assist if available.]

### Guidelines for Distribution of Chalices

*+++These will be updated and communicated to all EMHCs  
when we return to distributing the Precious Blood++++*

- The Chalice is offered to the communicant with the words, “The Blood of Christ,” to which the communicant responds, “Amen.”
- Generally, the communicant should hold the chalice firmly in both hands and drink from it. However, in the case of physical disability or frailty, the EHMC should be ready to assist in holding the chalice.
- After each person has received the Blood of Christ, the EHMC should wipe the inside and outside rim of the chalice with a purificator and turn the chalice slightly before repeating the procedure for the next communicant. Continual shifting of the purificator to a clean spot is also recommended.
- Any danger of spilling the Precious Blood should be carefully avoided. When walking with the chalice, **always cover with the purificator, with a firm hand on top.** While it may be fitting, it is not necessary to cover the Chalice when standing still.
- If, by chance, the Precious Blood should spill, the area should immediately be covered with a purificator. Leave your position and retrieve another purificator, either from the sacristy or the credence table. When returning your chalice to the altar, alert the clergy of the spill. The EMHC or the deacon may clean up the spill after Mass (see procedures on page 7).  
It is important to note that the purificator used to cover the spill should be left in place until the spill is attended to.



## General Notes and FAQ's

1. Whenever an EMHC has completed distribution at his/her station, scan the church for any other station that may need help with distribution.
2. When returning to the church from the sacristy, be attentive to what is happening in the sanctuary. If the presider/deacon is at the tabernacle reposing the Blessed Sacrament, please stop in place and then bow or genuflect with the presider/deacon.
3. During the Mass, no liturgical minister should walk behind the sanctuary along the back wall of the church (behind the ½ wall). If it is necessary to go from one side of the church to the other, walk through the Blessed Sacrament chapel or in front of the sanctuary area, always being attentive when crossing in front the tabernacle, of course.
4. With our ever changing attendance at Masses, we are constantly updating positions and all Masses. Please arrive early enough so the Captains have time to brief you on any changes or updates.
5. Do not distribute to anyone wearing gloves.
6. Do not distribute Holy Communion into a pyx that someone may bring forward in the Communion line. Simply ask the person to talk to the priest or deacon after Mass.
7. Be attentive to the Ushers in back sections who may direct you towards anyone who needs Communion brought to them (handicapped, elderly).
8. If a handicapped person is seated with his/her family in a front row of any section, distribute to the entire family no just the person who is handicapped. Then, continue with regular distribution to those seated in the rest of the section.
9. The use of hand sanitizer is completely optional. There is a bottle or two in the back of church and one on the credence table. As you gather at the Lamb of God, feel free to get some there and work it into your hands before coming down the aisle. For those serving at weekday Masses, use the one on the credence table or near the server chairs, if there is one.
10. If you run out of Hosts in your paten and you need more, tell the next person in line to please wait a moment. Turn and face the altar. Other EMHCs will be looking to see if they can bring Hosts to those in need before returning their paten to the altar.
11. Hold sacristy and church doors for each other as is needed.
12. An Extraordinary Ministers of Holy Communion must be a parishioner and Confirmed.
13. Be attentive to the Ministry Scheduling Program's emails for requests for substitutes and reminders about your assignments. Please don't be a no-show.
14. Low Gluten Host requests are handled before Mass by the clergy and distributed by the clergy.
15. Communion to the Sick EMHCs are trained separately. No one except for a deacon or priest is allowed to access Hosts in the Tabernacle following Masses.
16. Be attentive to emails which may contain updates and new guidelines from your coordinator.



## Procedures for Extraordinary Ministers of Holy Communion at Daily Masses

1. At the start of the Lamb of God, proceed to the base of the sanctuary steps, to the left side near the server kneeler pads.
2. Wait until the presider has consumed under both species, then come up the sanctuary steps and stand in front of the chairs. The presider will then distribute to you and the server and give you a paten.
3. While holding your paten aloft, go directly to your first section.
4. After the distribution of Holy Communion, bring the paten/chalice to the altar to be purified. There is no need to bow as you enter the sanctuary.
5. Give the chalice and purificator or paten with extra Hosts to the priest. Do not leave them unattended at the altar.
6. Since the priest will purify the vessels at the altar, there is no need to return your paten to the sacristy.
7. Exit the sanctuary. At the base of the steps, turn and make a profound bow.
8. When exiting the sanctuary, be attentive to when the Eucharist is being reposed into the Tabernacle. If the timing is such that you would be walking when they are reposing the Blessed Sacrament, stop, turn and face the tabernacle, and bow as the clergy genuflect. Then return to your seat.
9. 2 EMHCs distribute to the back sections, while the presider distributes to all the front sections. One position starts at 7 or 8 and moves to right, toward the center aisle. The other starts at 11 and also moves to the right, toward the window of Mary.

### Procedure for Cleaning up Spilt Precious Blood:

- a. Place purificator over the spill and leave there until after Mass.
- b. Bring a bowl of water from work sacristy along with a purificator.
- c. Dab the spill to sop up the Precious Blood, using the purificator.
- d. Wash the area of the spill with water.
- e. Pour the water down the sacrarium.
- f. Place on the drying rack. The sacristan will later place the purificator with the other used purificators to be washed accordingly.

