

Our Lady Star of the Sea

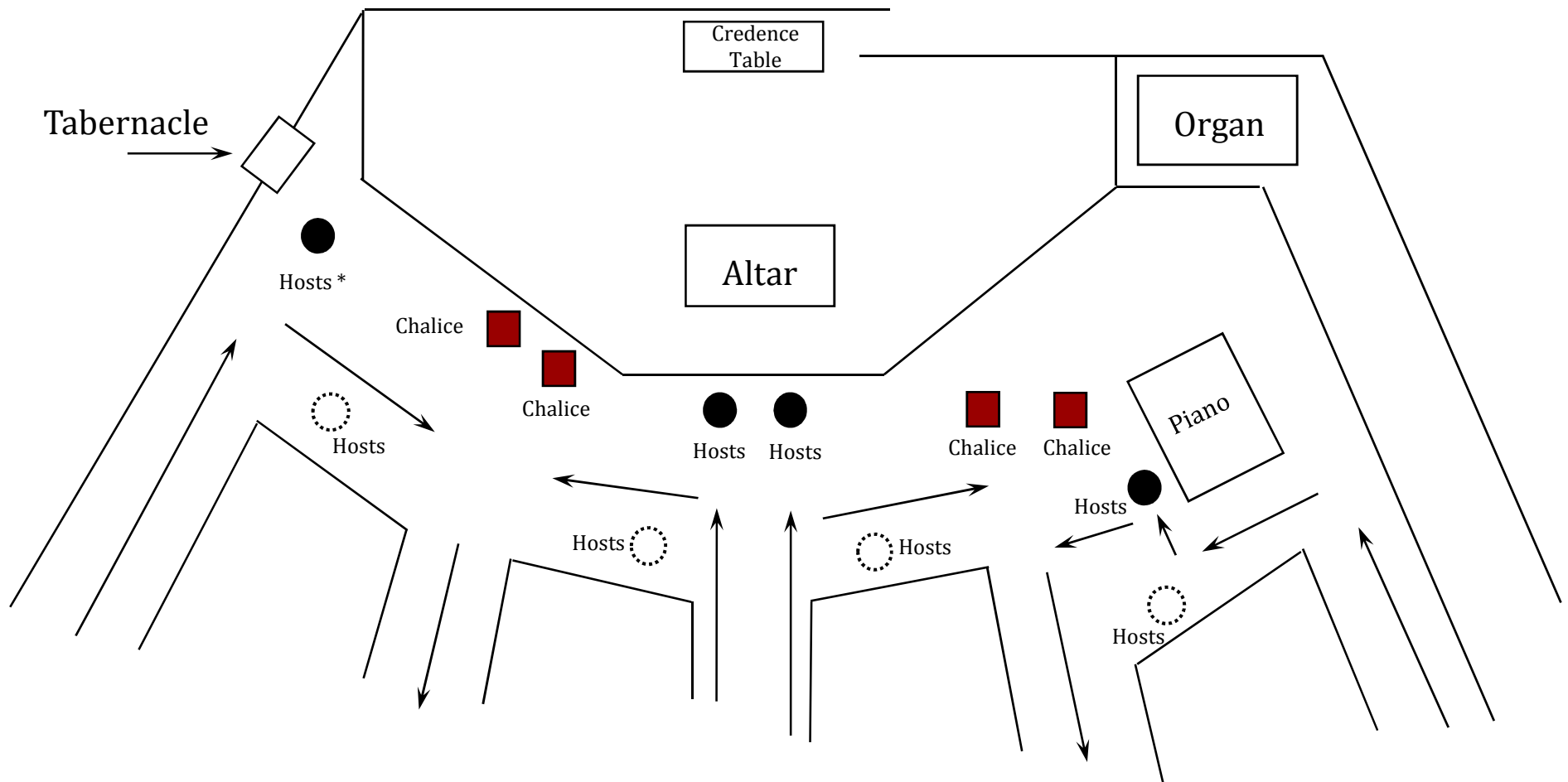


Procedures for

Extraordinary Ministers of the Eucharist

June 2008

The Communion Procession at Our Lady Star of the Sea



*** Host minister closest to the tabernacle--**
 -- Before entering the sanctuary, obtains consecrated hosts from the tabernacle, except when the deacon is present.
 -- After communion, consolidates hosts into a single ciborium (or, if necessary, two ciboria) and returns the consecrated hosts to the tabernacle.

- At all Weekend Masses -- 4 Ciboria with Hosts; 4 Chalices
- ◉ Indicates the positions EMEs may take to assist with remaining long lines after their own lines are complete.

Procedures for Extraordinary Ministers of the Eucharistic

Some Preliminary Remarks

- It is important to remember that this is a MINISTRY, which means that this is a service rendered by one person to another in Jesus Christ.
- The distribution of the Eucharist is part of a personal encounter between the Lord and the communicant, which is facilitated by the Extraordinary Minister of the Eucharistic (EME).
- Everything should be done with reverence and respect for the ministry, for the people, and for the Eucharist.

Before the Liturgy Begins

- The diagram on the facing page shows the EME positions and the communion procession at Star.
- At the sign-up board, write your initials near the position you would like to take.
- The host position nearest the tabernacle has additional duties. When you sign up for that position, make sure to carry out the additional tasks assigned to you.
- No one should serve as a Lector and an Extraordinary Minister of the Eucharist at the same liturgy.

After the Sign of Peace

- After the Sign of Peace, proceed promptly, but reverently, to the sanctuary. EMEs pause and bow toward the altar before ascending the steps to the sanctuary. While EME's are asked to share the Sign of Peace with those seated near them, the Sign of Peace should not be continued once EMEs have entered the sanctuary. Normally, by that time the Lamb of God has begun and the focus should be on the Eucharist and the "breaking of the bread".
- EMEs who have signed up for the chalice positions should take a purificator from the credence table and place it over their arm.
- The EME who chose the host position closest to the tabernacle should:
 - Proceed to the tabernacle and carry the ciborium containing consecrated hosts to the altar. While carrying the ciborium, the EME does not bow toward the altar.
 - With reverence, place the ciborium on the corporal (the rectangular white cloth on the altar).
 - Please note that when the deacon is present, he will obtain the hosts from the tabernacle, and the EME should just proceed to the altar.

After the Celebrant has Received the Eucharist

- The celebrant will distribute the Eucharist to the EMEs and altar servers.
- The celebrant or deacon will then distribute the chalices to the EMEs holding purificators. EMEs should walk toward the celebrant to receive the chalice which they may then offer to the other EMEs and altar servers.
- The celebrant will then distribute the ciboria with consecrated hosts to the EMEs. EMEs should never take a ciborium off the altar. The celebrant will hand you either the chalice or the ciborium.
- Wait for the celebrant to begin leaving the sanctuary before proceeding to your position.

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During the Distribution of Communion

- The words to use are: “THE BODY OF CHRIST” OR “THE BLOOD OF CHRIST” – add nothing else.
- Look the recipient in the eye. A smile or pleasant look is appropriate. Allow time for the recipient to bow and respond with “AMEN” before giving the communicant the host or chalice.
- Be attentive only to the person in front of you. **Be reverent and personal.**
- People have the right to receive hosts either on the tongue or in the hand.
- If you should run short of hosts, you may direct those in line to another EME. There may be times (rarely) when you will need to break hosts in two if you are running short.
- When the communicant returns the chalice, use the purificator to wipe the inside and outside rim of the chalice and give the chalice a quarter turn before offering it to the next communicant. Unfold the purificator so you can easily use clean areas of the purificator. Hold the chalice for anyone you believe may need assistance.
- The practice of the communicant dipping hosts into the precious blood (called self intinction) is not considered proper. While EMEs may attempt to discourage this practice during communion, the communion procession is not an appropriate place to make an issue of it. Also, EMEs should not take it upon themselves to approach parishioners after Mass to discourage the practice of intinction; education about this issue will be handled at the parish level.

When Distribution is Complete

- EME's with chalices should:
 - Return to the sanctuary and walk to the right side of the altar (tabernacle side).
 - Consume the remaining precious blood, if possible. If the EME is not able to consume the remaining precious blood, the EME should request another EME to do so. If precious blood still remains, the celebrant or deacon will consume.
 - Place the chalice on the tray
 - Place the purificator on the credence table
 - Remain in the sanctuary.
- EMEs with ciboria should:
 - Bring their ciborium to the left side of the altar (organ side) where the hosts will be consolidated into a single ciborium.
 - Remain in the sanctuary.
 - The EME who signed up for the station nearest the tabernacle will combine the hosts into one ciborium (or if necessary two ciboria), place the cover on the ciborium, and return the ciborium to the tabernacle. At weekday masses, an EME distributing the precious blood may need to return the ciborium to the tabernacle.
 - The empty ciboria should be left on the altar to be purified by the celebrant or deacon. The altar servers will handle moving purified ciboria to the credence table.

Procedures for Extraordinary Ministers of the Eucharistic

- When the EME returning the ciborium to the tabernacle genuflects, all EMEs in the sanctuary bow and return to their pews. It is likely that this will happen before the celebrant or deacon has completed purification. The altar servers will handle clearing altar once purification is complete.
- Should the celebrant choose not to purify the vessels during the Mass, EMEs should place all sacred vessels on the credence table and handle purification in the sacristy as has been our practice. This would be an exception. (See Page 6 for the Procedure for Purification and Washing of Vessels after Mass.)

After Mass

- Please return to the sacristy to assist with washing the vessels. Although the celebrant or deacon will have purified the vessels, they still need to be washed. It is ideal if there are at least two EMEs to wash the vessels. (See Page 6 for the Procedure for Purification and Washing of Vessels after Mass.)

Some Additional Guidelines

- EMEs need to be aware of parishioners who may be unable to come forward to receive communion and distribute communion to them first. The ushers may assist by directing you to those who cannot enter the communion procession whether they are in the front or the back of church.
- Dropped hosts should be carefully picked up and consumed when you are through distributing the Eucharist. If there is any reason why you would not want to consume a host, give it to the celebrant or the sacristan after Mass so it may be disposed of properly. Spilled precious blood should be cleaned up with a purificator, and then the area washed with a purificator.
- You may be asked by a child who cannot yet receive communion for a “blessing”. An appropriate response would be something like “May Our Lord Jesus be with you” or “May God bless you”. You may raise your hand over the person, but the gesture of the sign of the cross should not be used by EMEs as it is reserved for ordained ministers.
- Some people will request hosts to take home to family members who are ill. Provide hosts **only to those who have a pyx** to transport the Eucharist. If a person does not have a pyx, kindly tell them to see the celebrant or the sacristan after Mass to arrange for a pyx to be loaned to them.
- For information only – low-gluten hosts are available for parishioners who are gluten intolerant. If asked, refer parishioners to the parish office for more information about low-gluten hosts.
- Dress code for women:
 - Dresses, suits, skirts, slacks, and blouses are acceptable.
 - Short skirts, low cut tops, tight clothing, shorts, and play clothes are inappropriate.
 - In general, jeans are discouraged, but “dressy jeans” are OK provided the rest of the outfit is appropriate.
- Dress code for men:
 - Suits, sport coats, sweaters, sport shirts are acceptable.
 - Shorts are inappropriate.
 - Jeans only in case of an extreme shortage of EMEs.
- It is understood that attire for the Life Teen Masses is likely to be a little more relaxed than for the other weekend Masses.
- EMEs may be asked to assist with the blessing of throats on the Feast of St. Blasé and the distribution of ashes on Ash Wednesday.

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Responsibilities of EMEs after Mass

1. Remove everything from the credence table to the sacristy with reverence. Carry no more than two vessels at a time to avoid scratching the vessels.
2. Place used purificators in the bin in the under counter cabinet to the left of the sink.

Procedure for Purifying the Sacred Vessels (required only if the celebrant has not purified the vessels during Mass)

3. Consume the remaining consecrated wine. Remember this is the Blood of Christ.
4. To purify chalices:
 - Pour a little water into the first chalice and swirl it around to collect and remove any remaining drops of consecrated wine and pour it into one of chalices.
 - Continue with the remaining chalices, adding more water if necessary.
 - Consume the water containing droplets of consecrated wine from the last chalice. Remember that this is the Blood of Christ.
5. To purify the ciboria:
 - Pour a little water into the ciborium, swirl around to collect any remaining host fragments, and pour into the next ciborium.
 - Repeat for additional ciborium.
 - Pour the water and particles from the last ciborium into the last chalice and consume from the chalice. Do not drink out of the ciborium. Remember that this is the Body of Christ.

Procedure for Washing the Sacred Vessels after Mass

6. Using hot water with soap, wash all chalices, ciboria, and tray, paying special attention to the rims of the chalices. Just rinse the wine cruet and water cruet without using soap.
7. Dry all vessels with the white towels and place on counter so they are ready for the sacristan for the next Mass. After the 4:00pm Mass on Saturday and the 12:30pm and 5:00pm Masses on Sunday, the vessels should be placed in the safe.
8. Use beige towels for wiping hands and sink counter.
9. Place used towels in the appropriate bin in the under counter cabinet to the left of the sink.