

The following guidelines presuppose that every extraordinary minister of the Eucharist has read “Guidelines for Extraordinary Ministers of Holy Communion, Diocese of Lansing (1992), “Particular Norms for the Celebration and Distribution of Holy Communion Under Both Kinds for the Diocese of Lansing (2003) and “Bread of Life and Cup of Salvation: Guidelines for Holy Communion for Those who suffer from Celiac Disease or Alcohol Intolerance and for those who minister to them. (2005). All of these are available on line at Lansing Diocese website or in our library here at the Family Center. If you would like your own copy, let me know and I would be glad to make a copy for you. Other resources are also available. If you find something that has been helpful to you, please share the source of information with me.

Continued prayer and discernment is also a very important aspect of our ministry. You are encouraged to reflect on the Scriptures and spend time in private prayer, Eucharistic Adoration on Thursday, and take the opportunity to make use of the sacrament of Reconciliation.

The Diocese of Lansing grants permission to us as lay people to distribute the Holy Eucharist for a period of two years and this period is renewable with the expectation that continuing formation and discernment is sought.

Thank you for sharing your gifts.

Prayer of Preparation
*Bread of life, Jesus Christ,
You shed your blood to save us.
May your Spirit fill my heart
That I may love as you do love
All those I serve at Mass today.
Amen¹*

¹ From “Guide for Extraordinary Ministers of Holy Communion” The Liturgical Ministry Series – Kenneth A. Riley and Paul Turner. A copy is available in our library at the Family Center.

Duties of Eucharistic Ministers

1. Arrive 20 minutes before Mass
2. Report to the Sacristy to sign in at the position you would like to serve from, and let the captain know you are here. Check with the captain before helping to carry out the sacred vessels, altar breads, and wine.
3. Immediately after the Sign of Peace approach the altar reverently, use the hand sanitizer to clean your hands, and stand in line on the correct side of the altar. (Cup ministers beside the altar servers on the choir side – Host ministers to the west of the altar, behind the bearing cross. Please note that during Christmas, Easter, Bereavement Mass, and other such occasions when there are more than the normal number of extraordinary ministers and/or there are special decorations surrounding the altar, you will line up on the floor in front of the steps of the sanctuary...cup ministers line up in front of the altar, host ministers line up on the chapel side. The captain will inform you when this procedure will be followed.)
4. When receiving the Eucharist, do not forget to make a simple bow. We cannot expect the congregation to do so if we are not setting the correct example. After receiving Communion, approach the priest (deacon) who will hand you your vessel. Go to your assigned place AS SOON AS you receive your vessel.
5. **Communion should be given with reverence and welcoming. Be truly present to each person and look at them when you say “The Body of Christ” or “The Blood of Christ”. Please use these words – no additions or substitutions. Do not rush. We are here to serve.**
6. If you are distributing the Body of Christ, hold the host just below the eye level of the communicant and allow him/her to finish bowing or genuflecting, look the communicant in the eye and say “The Body of Christ”. Eye contact is important. Do not rush. We are here to serve. Allow each communicant a moment to respond “Amen”.
7. If you drop the host, do not serve it to the person in front of whom you dropped it. Your calm demeanor at this moment can calm and assure an anxious and embarrassed person. Pick up the host and consume it yourself, or put it in the palm of your hand that is holding the ciboria. Do not mingle it with the hosts that go back in the tabernacle. Place it in an empty ciboria that is going back to the sacristy, consume it there or if it has been too soiled, dissolve it in water and dispose of it in the Sacramentum.
8. If distributing the Precious Blood, again, let the communicant finish reverencing the cup, look at the communicant and say “The Blood of Christ”. Allow each communicant a moment to say “Amen”. Hand the chalice to the communicant. Eye contact is important. Do not rush. Be

especially sensitive to the elderly and small children who may need help steadying the cup. Remember, we are here to serve. When the cup is returned to you, wipe the rim both inside and out with the purificator and rotate ¼ turn. Remember to open the purificator from its folds so that is available to use like a small dishtowel. Use a different section of the unfolded purificator for each wipe, turning it over as necessary.

9. If you drop or spill the Precious Blood – do not panic. Stop what you are doing. Your demeanor will reassure those communicants in line or, in particular, the person who may have caused the spill. If the spill is small, your purificator may be all you need to blot the spill. Direct communicants to the other E.M.s and get another purificator. There should always be a supply of additional, fresh purificators on the credence table as well as white hand towels. If the spill is large, put your purificator over the spill and begin distributing at a spot removed from the spillage so that no one would step on it. After the Liturgy, get a cold wet cloth and carefully scrub the place where the spill occurred. The cloths used to soak up the original spill should be placed with the purificators to be rinsed out in the appropriate manner.
10. If an adult or child approaches with arms crossed over chest you may give a simple blessing such as “May the peace and love of Christ be with you” or, for small children “Jesus loves you”. It is not permissible to make the sign of the cross while giving a blessing or bless them with a host. Keep it simple and sincere.
11. E.M.s serving shut-ins may approach you with a pyx. (a round, gold-plated metal container with a hinged lid.) They will ask you for the number of hosts required to complete their visits. Place the requested number of hosts in the pyx, allow the communicant to close the lid and offer them the Precious Body. If anyone without a pyx asks for additional hosts, politely refuse and tell them they need to obtain a pyx from a priest or deacon after Mass.
12. If the E.M. serving the Body should leave his/her spot to administer to an elderly/handicapped person, the E.M. serving the Precious Blood should follow and offer the Cup to that person.
13. While cleaning the sacred vessels in the Sacristy, observe a reverent silence, and should you opt to receive, consume the Precious Blood here, not at the altar.
14. The captain is in charge of purifying and cleaning the cups and chalice. They may delegate that responsibility to you. **Be aware of any jewelry that you are wearing, especially rings. Once scratched, the vessels can only be re-plated!** After carefully purifying the cups be sure to use

the small, blue bowls (they are kept in the same cupboard as the clean purificators and wooden trays) to wash and clean the cups. The cups are never fully submerged in water. This is the reasoning behind using the small, blue bowls. There is also a bottle of Ivory soap that should be used. Use a clean purificator to dry the cups and chalice. Please return the bowls, soap and trays to this same cupboard that the supply of clean purificators are in when done. The cups should be returned to their locked cupboard after being examined for spots and polished, ready for the next mass.

15. The bowl that is used to carry the altar breads up to the altar at the Offertory should be carefully cleaned, polished and slipped into the quilted cover that is provided for it and placed in the locked, angled cupboard that is on the southeast corner of the sacristy. Be aware that there are two sizes. The smaller one should be in its quilted cover and nested in the larger one that is also in its quilted cover!
16. Any empty ciboria should also be purified, wiped clean, polished and put away in the locked cupboard along with the cups and chalice. The ciboria are never fully submerged in water either.
17. Return soiled purificators to the laundry basket inside the tall cupboard next to the sacrarium.

Celiac Disease.

Celiac disease is a disorder causing an allergic intestinal reaction to the gluten in wheat. We have several parishioners who suffer from this disease and they cannot consume the regular host.

In the vesting room refrigerator, up in the freezer section, are gluten free altar breads. There are several pyxs with black cords attached also in the refrigerator. The black cords are to distinguish these pyxs from the ones used for the homebound.

If someone requests a gluten free altar bread, be sure to wash your hands before handling them. Put one altar bread in the black corded pyx and either place the pyx on the pall that covers the chalice (Father Andrew's preference) or place it directly on the corner of the altar (Father George's preference) It will be consecrated at Mass by the celebrant.

Normally, the communicant will approach the celebrant to receive the gluten free host. As a minister of the host, if you are asked for it, go to the altar, pick it up by the cord and hand it to person. **DO NOT TOUCH THE PYX WITH YOUR HANDS.** You have been handling the wheat hosts and it could cause the person to have a reaction. The person will open the pyx and take the host themselves.

They may give you back the pyx or they may return it to the vesting room themselves after mass. If they hand it back to you, again, be sure to handle it by the cord, place it on the credence table and after Mass, return it to the vesting room refrigerator. Please do not handle the pyx itself unless you have thoroughly washed your hands. It is not necessary to open the pyx and purify or clean it in any way.

GENERAL REMINDERS:

- ❖ **Once the schedule is printed, it becomes your responsibility to ensure that if you cannot make your assigned Masses, you will need to find a substitute. Use the EM roster for this purpose.**
- ❖ **If you attend a Mass for which you are not on the schedule, please feel free to check in with the captain to see if they need help.**
- ❖ **Remember, we must always defer to the ordinary ministers of the Eucharist. If there are too many servers, an extraordinary minister should be the one to go back to the pew.**
- ❖ **Please dress respectfully and modestly. Do not call attention to yourself by inappropriate dress.**
- ❖ **Do not address communicants whom you know by their name. The reason for this is that by doing so, you may unintentionally make a person whose name you did not say feel less welcome.**
- ❖ **Do not refuse the Eucharist to anyone and do not correct anyone while you are distributing the Eucharist.**

Please note that these guidelines are subject to additions and revisions. Many resources were used in typing these up. I apologize for not giving proper credit where credit is probably due!!

Thank you again for taking the time to serve your fellow parishioners. If you have any questions or comments, please call us. God bless you.

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(Please note – if you send me an email, be sure to put “lector” or “Euch Min” in the subject line. I do not open emails from unknown sources.)