

The Catholic
Community of

St. John & Blessed Sacrament

*Extraordinary Minister
of Holy Communion*



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Opening Prayer

Lord, in your light we see light.
I thank you for calling me to serve
your holy people.

Shine in my heart and mind,
my words and actions.

Help me to be your light in the world.
Grant this through the One who is Light from Light:
Jesus Christ our Lord. Amen

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Act of Personal Commitment for Extraordinary Ministers of Holy Communion (Based on the Rite of Communion)

I remember with gratitude that I have been entrusted with ministering the Eucharist.

I have accepted the responsibility of being an example of Christian living in faith and conduct.

I acknowledge that the minister of Holy Communion requires me to be especially observant of the
Lord's command to love my neighbor.

I resolve to undertake the office of giving the Body and Blood of the Lord to my brothers and sisters
and so serve to build up the Church.

I resolve to minister the Holy Eucharist with the utmost care and reverence.

I ask almighty God, the Father, the Son and the Holy Spirit to bless me as I give the bread of life and
the cup of salvation to God's people, my brothers and sisters in the Lord.

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RESOURCES

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, online
2003.

Guidelines for Holy Communion for those who suffer from Celiac
Disease or Alcohol Intolerance and for those who minister to
them, 2005.

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Prayer and Discernment

Reflect on the Scriptures

Private Prayer

Eucharistic Adoration

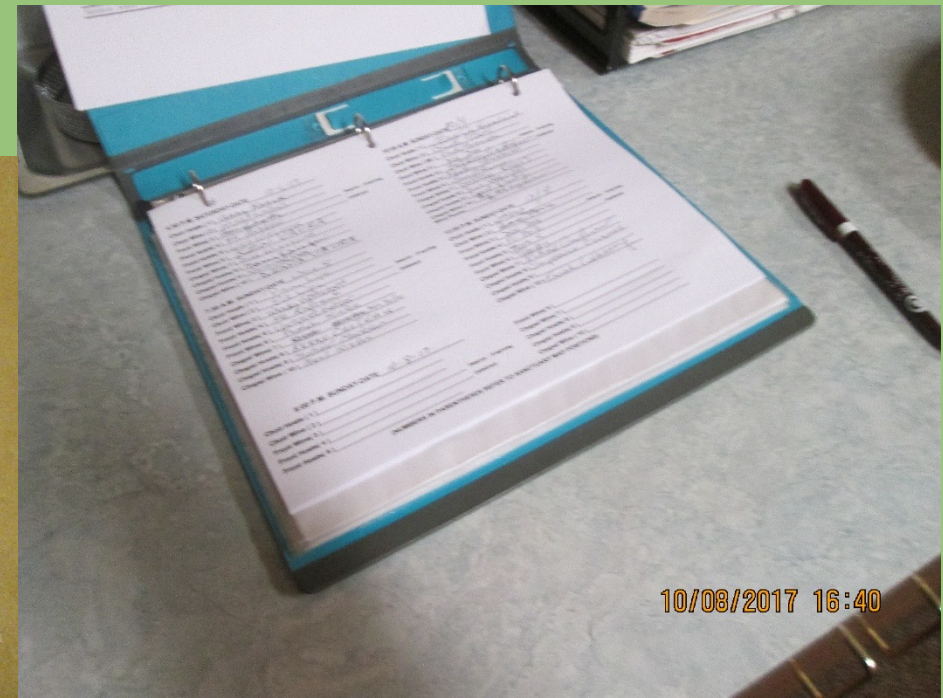
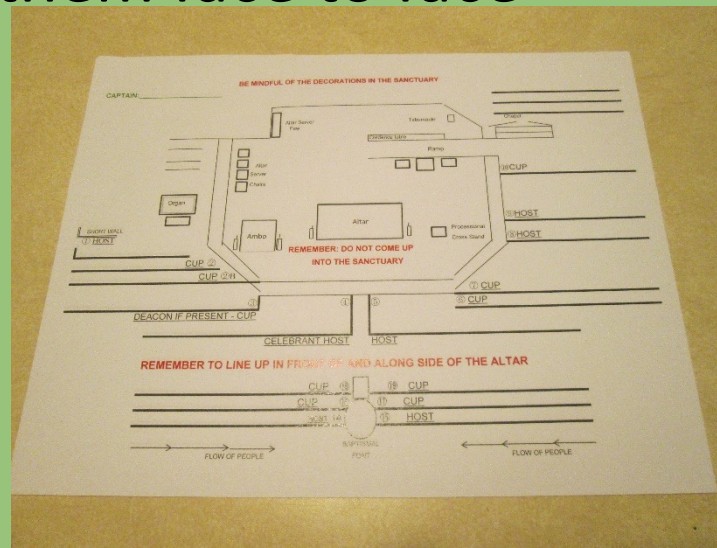
Sacrament of Reconciliation

2 Year permission, renewable with continuing
formation and discernment

St. John & Blessed Sacrament

Before Mass - STJ

- Arrive 20 minutes before Mass and report to the sacristy to sign in and let the captain know you are present and to see if they need help setting up the sacred vessels, altar breads and wine.
- If you sign in early without physically seeing the captain be sure that you check in with them face to face before mass.



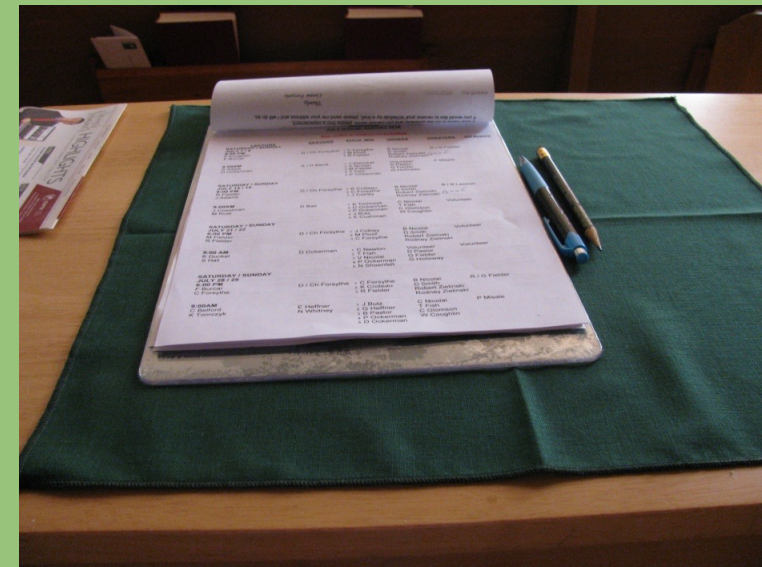
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Before Mass -BLS

- Arrive 20 minutes before Mass and let the person in number one position know you are present.
- Cross off your name on the schedule placed on table at the right as you enter church.



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Before Mass - BLS

- When you are in the first position, set the credence table up as pictured.
- When Fr. Andrew is presiding, use the large patten with the large altar bread. It is too large to set on top of chalice, so set it next to the chalice on the table.



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During Mass - STJ

- After the sign of peace, reverently approach the Altar, use the hand sanitizer (pick up a linen purificator if you are a cup minister), then stand in line on the correct side of the Altar. Please note that Christmas, Easter and Bereavement Mass and other occasions where there are more than the normal number of EMHCs', please line up on the floor in front of the steps of the sanctuary. (Every 10:00 Sunday Mass as well as when the choir sings)
- When lining up on the floor, stand back from the bottom of the sanctuary step. The celebrant needs room to walk on the carpet as he gives out communion to all the EMHCs'.



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During Mass - BLS

- After the sign of peace, reverently approach the Altar, use the hand sanitizer (pick up a linen purificator if you are a cup minister), then stand in line behind the priest.



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During Mass - STJ

- Receive Holy Communion after bowing your head in reverence.
- Approach the priest or deacon for your vessel and proceed to your assigned position.
- The captain may assist the priest in distributing the sacred vessels when there is not a concelebrant or deacon present.



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During Mass- BLS

- Receive Holy Communion after bowing your head in reverence.
- Wait for the priest or deacon to distribute the vessels and proceed to your assigned position.



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Distributing Holy Communion

- 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 ONLY THESE WORDS – no additions or substitutions.
There is no rush for we are here to serve.

Distributing Holy Communion

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- The Body of Christ
 - Hold the host just below eye level.
 - Make eye contact stating “The Body of Christ.”
 - Allow the communicant to bow or genuflect in reverence, (some will kneel) and respond “Amen.”



Distributing Holy Communion - STJ

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- If the Host is dropped, do not panic and do not serve it.
 - Pick it up and consume it or place in the palm of your hand holding the Ciborium.
 - It should never go back into the Tabernacle. If not consumed or too soiled take it back to the sacristy to dissolve the Host in water and pour it into the sacrarium.



Distributing Holy Communion -BLS

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- If the Host is dropped, do not panic and do not serve it.
 - Pick it up and consume it or place in the palm of your hand holding the Ciborium.
 - It should never go back into the Tabernacle. If not consumed or too soiled, put it in the small dish of water on the right side of the Tabernacle to dissolve. It will then be poured into the sacrarium.



Distributing Holy Communion

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- The Blood of Christ
 - Make eye contact with the communicant stating, “The Blood of Christ.”
 - Allow them to reverence the cup and respond “Amen.”
 - Hand them the Cup. (some may need help steadying the Cup)
 - There is no rush for we are here to serve.
 - When the Cup is returned to you, wipe both sides of the rim at the same time with the purificator and rotate the cup $\frac{1}{4}$ turn. (be sure to rotate the purificator each time)



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Distributing Holy Communion

- The Blood of Christ (cont'd)
 - If you drop or spill the Precious Blood
 - Don't panic
 - For any spills, put your purificator over the spill, retrieve another purificator, protect the spill area from someone stepping on it by standing in front of it. After Mass is over retrieve a cold wet cloth and carefully soak up spill and return the cloth to the sacristy for proper care.



Distributing Holy Communion

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- If a Child or an Adult approaches you with their arms crossed over their chest:
 - Give a simple blessing, “May the peace and love of Christ be with you” for an adult or for small children “Jesus loves you.” Make eye contact and have a smile on your face.
 - Do not make the sign of the cross, hold your hand over them or touch them.
 - Keep it simple and sincere.



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Distributing Holy Communion

- A round gold-plated metal container with a hinged lid is called a Pyx.
- A person that serves a shut in will approach you requesting a number of hosts needed.
- Place the host(s) in the Pyx stating “The Body of Christ.”
- They will respond “Amen” for the host and close the Pyx.
- Then offer them the Precious Body.
- If an extra host is requested and they do not have a Pyx, politely refuse and tell them you will help them after Mass.



Distributing Holy Communion

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- An EMHC may be asked to administer to an elderly/handicapped person that cannot approach the Altar.
- An EMHC serving the Precious Blood should follow to offer the Cup.
- After communion return to the ramp area in front of the short wall.
- The assisting priest, deacon or EMHC captain will consolidate hosts and place the Precious Body back into the Tabernacle.
- Reverence is the key to all of our actions.
- Help will be needed carrying the various sacred vessels back to the sacristy.



After Communion - STJ

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- A reverent silence should be observed while cleaning the sacred vessels.
- Should you opt to receive the Precious Blood please consume it back here in the sacristy.



After Communion -BLS

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- A reverent silence should be observed while cleaning the sacred vessels.
There may still be people in church.



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After Communion - STJ

- The captain is in charge or may designate someone for purifying and cleaning/drying the Cups and Chalice.
- Please remove any jewelry, especially rings. The vessels scratch very easily.
- **Wash** in plastic tubs with Ivory soap only. After the sacred vessels have been properly purified.
- Do not totally immerse a vessel in water.
- Dry with an older linen purificator and do not use a terry cloth towel.



Duties of Eucharistic Ministers

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- The paten used to carry the Altar bread up to the Altar should be carefully purified, cleaned, polished and slipped back into a quilted cover.
- The Ciboria should also be purified, cleaned and polished and placed into the cupboard.
- The Cups should also be purified, cleaned, polished and placed into the cupboard right side up.



St. John & Blessed Sacrament

Duties of Eucharistic Ministers - BLS

- The paten used to carry the altar bread up to the Altar should be carefully purified, cleaned, polished and slipped back into a quilted cover.
- The Ciboria should also be purified, cleaned and polished and placed into the cupboard.
- The Cups should also be purified, cleaned polished and placed into the cupboard right side up.



Duties of Eucharistic Ministers

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- Used purificators are placed in the laundry basket in the tall cupboard next to the sacrarium.
- For sanitary and sacred reasons, all purificators used during Mass should not be reused at another Mass.
- Damp purificators or drying purificators should be unfolded and hung up in the closet.



Duties of Eucharistic Ministers - BLS

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- Used purificators are hung on towel rack for drying.
- For sanitary and sacred reasons, all purificators used during Mass should not be reused at another Mass.



Duties of Eucharistic Ministers

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- Celiac Disease
 - Gluten allergy.
 - Low Gluten altar bread is in the freezer of the small refrigerator in the vesting room.
 - Pyxs with black cords are also located in the refrigerator.
 - If a request is made, retrieve both items and place on the pall that covers the chalice (Fr. Andrew's preference) or on the corner of the Altar.
 - Handle the Pyx by the cord only.
 - Generally the communicant will get their own Pyx and altar bread. They will also return the Pyx to the vesting room refrigerator.



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Duties of Eucharistic Ministers

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- General Reminders:
 - Once the online ministry schedule is published, it becomes your responsibility to ensure coverage by obtaining a substitute if you cannot make it.
 - If you are attending a Mass that you are not scheduled for please feel free to check in with the captain to see if help is needed.
 - We always defer to the ordinary ministers, the priest or deacon. If there are too many servers, an EMHC 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 personally known communicants by name. This may unintentionally make others feel less welcome.

Duties of Eucharistic Ministers

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- These guidelines are subject to additions and revisions.
- Many sources are used in development.
- Thank you for taking the time to serve your fellow parishioners.

Ministry Scheduler

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- The ministry scheduler has been in use for over a year now.
- <https://web4ucorp.com/ministries/index.php?org=johnblessedsacrament>.
- The Password is: jesuslovesme
- Once the Schedule is published online and you cannot serve on a date you are scheduled, it is your responsibility to request a substitute through the scheduler.

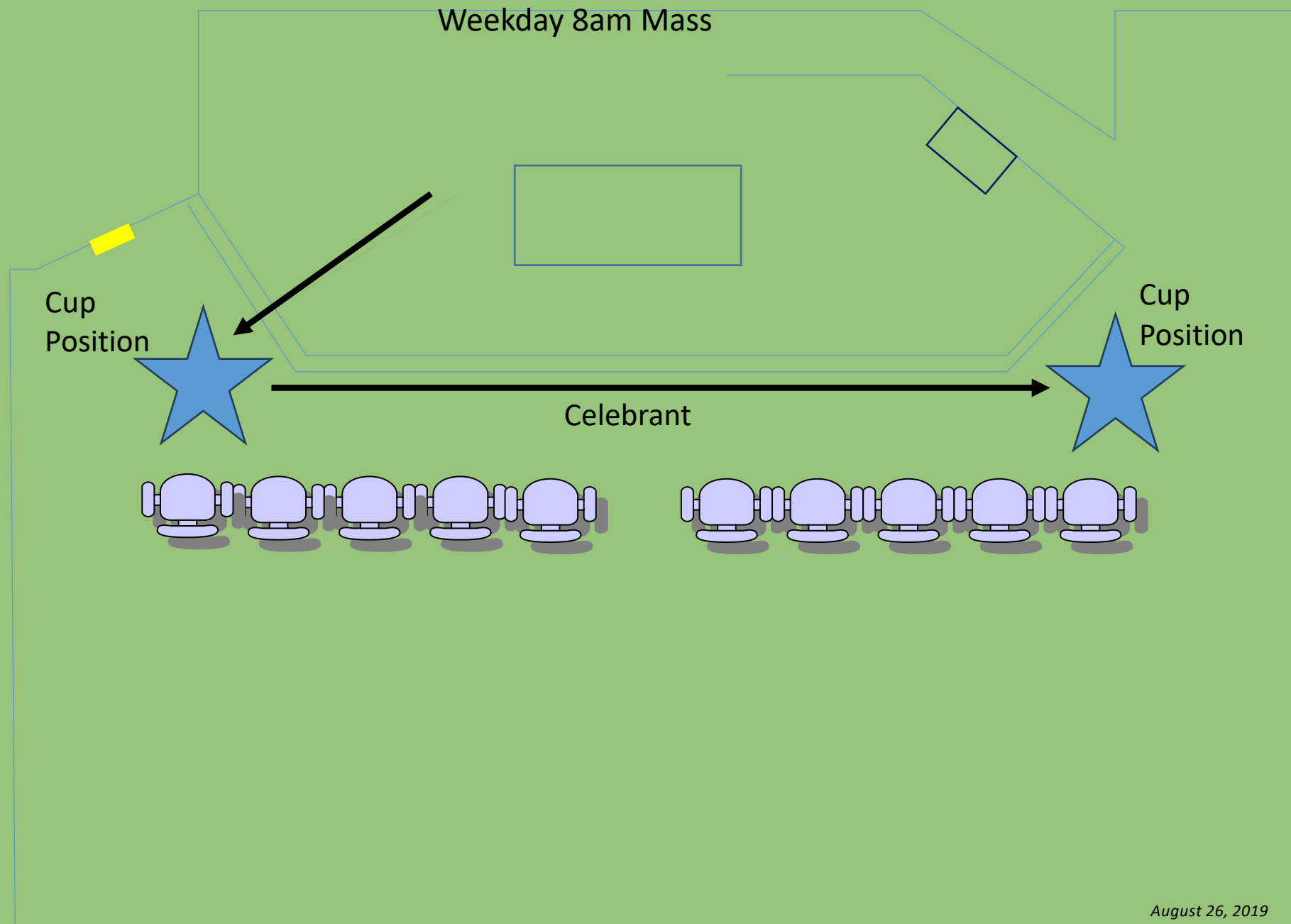
Weekday Extraordinary Ministers of Holy Communion

Monday thru Friday 8:00am & 10:00am, Saturday 8:00am & Every Third Tuesday 5:00pm Senior Mass

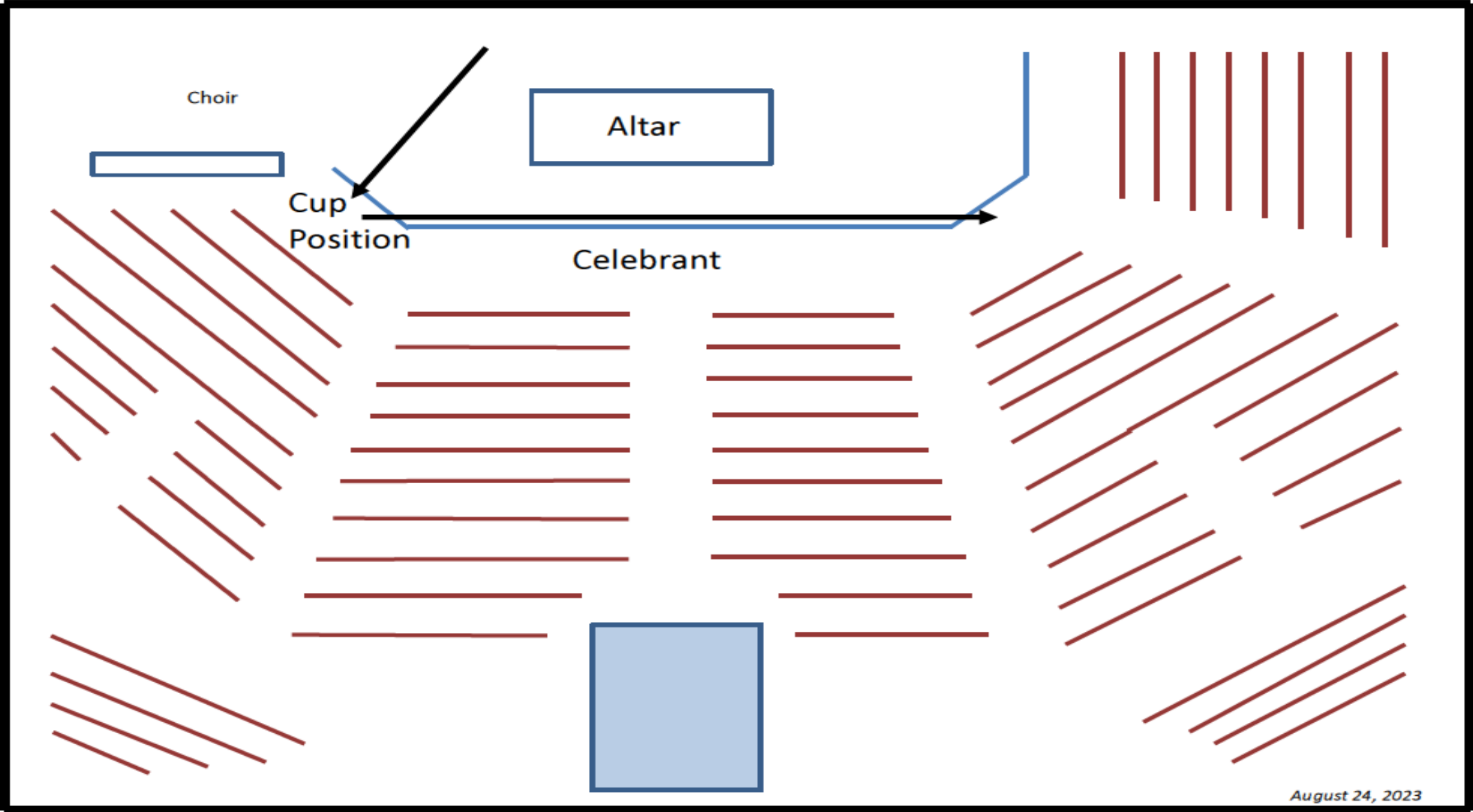
- Review the Extraordinary Minister of Holy Communion Training Guidelines.
- A Master schedule is maintained and posted in the Sacristy.
- If you are unable to serve on your scheduled date, you are required to obtain your own substitute. If you are unsuccessful, please contact Bob Briscoe 636-7562.
- You should arrive early to Mass, leaving yourself time to check in with the Altar Server and say hi! If you are the Sub for the day let them know you are the E.E.M's. Then you will have time to pray before Mass.
- After the Our Father is complete, and the celebrant states; let us offer one another a sign of peace, which is your cue to proceed to the Sanctuary, Reverence the Sanctuary prior to stepping up. Note if you are walking past the Tabernacle show reverence first, then the Sanctuary.
- Use hand sanitizer to wash your hands.
- Stand next to the Altar Server.
- The celebrant will give you the Body of Christ first, and then the Blood of Christ with a purificator. Offer the Blood of Christ to the Altar Server. When in the Chapel proceed to the Tabernacle side to distribute to the communicants, then proceed to the walkway along the wall. When in the Church proceed and stand in front of the Ambo, then in front of the bearing cross. (at the steps of the Sanctuary)
- Wipe the Cup after each use.

Weekday Extraordinary Ministers of Holy Communion

- Monday thru Friday 8:00am & 10:00am, Saturday 8:00am & Every Third Tuesday 5:00pm Senior Mass
Make a ¼ turn.
- Prepare for the next communicant.
- When an individual appears with crossed arms in front of their chest, do not touch them, say “May God Bless You” or “Peace be with you”.
- If you are the only Cup Minister, if the celebrant is still distributing Holy Communion, walk up onto the Sanctuary and proceed to the ramp, the communicants will be awaiting your arrival.
- Once you have completed, hand the Cup and purificator to the Altar Server or Priest, if the Priest is waiting at the Altar or Credence Table, hand the Cup and purificator to him.
- Return to your seat and give thanks that you were able to humbly serve.
- After Mass is complete you can help the Altar Server by taking what is needed back to the Sacristy and putting out the candles.
- Mass at times may be held in the main Church and may require additional E.E.M’s.
- Wear Church clothing when you are serving.
- Watch the cork board outside the Sacristy for information and sign-up sheets for Holydays & Holiday needs and other special Masses as required. Sign-up in a timely manner it really helps with the process.
- Thank-you, Bob Briscoe (810) 636-7562.



Cup position (Weekday 10am Mass)



Home Bound Eucharistic Ministers

- **The Process before you go to your assignment:**
- 1) Follow the trifold guidelines provided by the Church called “Communion of the Sick in Ordinary Circumstances”
- 2) Communion for the sick is usually taken to the home bound on Friday, unless notified by the Parish Office: i.e. on the occasion of a Holy Day or holidays.
- 3) The office will provide a list and bulletins for each Eucharistic Minister which will include names, addresses, phone numbers and any special needs. Read over the list before you leave the office, ask any question or concern you may have.
- 4) If you are unsure of a location please ask for assistance.
- 5) At times you may also be taking Cards, Ashes for Ash Wednesday, Palms, etc.
- 6) If you will be unable to serve please notify the office by Noon on Thursday.

Home Bound Eucharistic Ministers

- How to obtain the Eucharist to distribute:
- 7) In the event the Home Bound individual requires “Low Gluten”, get the Vesting Room key from Veronica. In the Vesting Room there is a small refrigerator, find a Pyx with a black string attached, obtain a Host and close the Pyx. Place the Pyx on the Altar prior to Mass beginning, speak with the Celebrant letting him know the Pyx is for you to take to a Home Bound individual. When you proceed to receive Holy Communion the celebrant will give you the Pyx, at that time place it around your neck. **Do not place the Pyx in a Burse or top left pocket with the traditional Host.**
- 8) When you proceed to the Priest to receive Holy Communion you can open your Pyx and indicate how many Eucharist you will need. Place the Pyx into your burse, and carry the burse around your neck. If you do not have a burse, place the Pyx into your top left shirt pocket next to your heart. **Do not place the Pyx in pant pocket or purse, it is to remain close to your heart.**
- 9) If you did not present your Pyx at Holy Communion time - once Mass is completed obtain the Tabernacle key, go to the Tabernacle, reverence, open the door and place the Eucharist into your Pyx and place your Pyx into your burse, place around your neck. If you do not have a burse, place the Pyx into your top left shirt pocket next to your heart. **Do not place the Pyx in pant pocket or purse, it is to remain close to your heart.**
- 10) Lock the Tabernacle and return the key to the Sacristy.
- **11) Do not go to the Tabernacle before Mass to get the Eucharist.** (See items 8 & 9)

Home Bound Eucharistic Ministers

The Spiritual Visit

- 12) Call the first person or facility you will be visiting, let them know who you are, that you are from St. John/Blessed Sacrament Church and you will be bringing Holy Communion to them.
- 13) When you leave Church, you need to go directly to your first visit. That is your destination; please do not make any other stops. Maintain a prayerful environment. Note sanitize your hands prior to leaving your car, masks are optional but could be requested by the Communicant or facility you are visiting.
- 14) If they do not answer the phone for some reason, you should still try to go there, knock on their door. If at that time no one answers, then leave the bulletin, indicating the Church is reaching out to them. **Do not leave the Eucharist.**
- 15) If they answer the door, follow the guidelines. This is a Spiritual visit; you are bringing them the Body of Christ.
- 16) Call the next person or facility you will be seeing. (See items 14 & 15 repeat)
- 17) Complete your visit list.
- **Post Visit:**
- 18) If on your visit you were required to bring “Low Gluten”, you will need to return the Pyx with the black string back to the refrigerator in the Vesting Room for others to use.
- 19) Call the office once you have completed your assignment and let them know about any requests, comments, issues or concerns that should be brought to the Church’s attention. i.e.; hospitalized, requesting Anointing.
- 20) If you should have any Eucharist left once you have completed your assignment, you either immediately return Eucharist to the Tabernacle or self-consume prior to driving away.

Hospital Eucharistic Ministers

- Watch for announcement in the weekly bulletin requesting interest from the Hospital
- Contact the Hospital Spiritual Care Department.
- The Hospital Volunteer Director will contact you for an interview.
- The Hospital Chaplain will contact you for an interview.
- Hospital Orientation.
- Receive Process overview & guidelines.
- Shadow a Eucharistic Minister (twice), after your first training you will be asked if you wish to proceed or not.
- Become scheduled.
- Follow the guidelines & training procedures.

- **Hospital Requirements:**
 - Trained as Eucharistic Minister thru the Parish.
 - Commission – Certified.
 - Letter of Recommendation from the Pastor. (Minister represents the parish at the Hospital)
 - Copy of Commissioned E.M. certificate from parish.

Duties of Eucharistic Ministers

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- If you have any questions after this session, please contact:

At St. John

- Alex J. Boros 810-653-8425 (cell)
- Brenda Stikeleather 810-297-8550 (cell)
- Or by email: readerem@stjohndavison.org

At Blessed Sacrament:

- Joanna Coselman 810-618-7366
 - jcoselman@flintschools.org

Weekday, Homebound, Hospital:

- Bob Briscoe 810-636-7562, or by email: bobcat2284@yahoo.com

QUESTIONS??

Duties of Eucharistic Ministers

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Closing Prayer

Blessed are you, Lord, God of all creation!

I thank you for calling me to serve your holy people today.

May I see you in them.

May they see you in me.

Grant this through Christ our Lord.

Amen

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Blessed Sacrament**

THANK YOU AND GOD BLESS YOU!