

## OUR LADY OF GRACE

### Extraordinary Ministers of Holy Communion Guidelines & General Information

1. Arrive 10-15 minutes early to the Ministers Room. Sign in & confirm with the Sacristan there are enough ministers.
  - B1 will be the Deacon or the Extraordinary Minister of Communion (EMC) that distributes Communion on the main aisle with the Presider
  - B2 distributes Communion to the short pews, Adoration Chapel, main foyer, stop at the stairs to B3, ending in the back of the church.
  - C1 will distribute the precious blood on the Presider's side close to the musicians
  - C2 will distribute the precious blood on the side near the tabernacle
2. In sacred preparation for Mass, we are encouraging all ministers to gather in the Ministers Room and pray with the other ministers 10 minutes prior to Mass. After the prayer, make your way to your seat in the sanctuary.
3. Sit wherever you are comfortable during Mass. After the Sign of Peace and the Lamb of God song begins, make your way to the side of the church directly past the double doors by the tabernacle. Stop at the front pews to use the hand sanitizer and wait. Line up in the following order: C1, C2, B2, B1\* if B1 is not the Deacon.
4. After the Presider has consumed both the Body of Christ, the ministers should approach the altar, enter the Sanctuary and gather behind the altar forming a small semi-circle.
  - If the presider does not remove the ciborium from the tabernacle, and B1 is an EMC, they will stop at the tabernacle upon entering the Sanctuary and bring the ciborium from the tabernacle and place on the altar ensuring it is on one of the corporals. After all ministers have received Communion and been handed their ciborium, the ministers should go to their stations.
5. The priest will give communion to all those on the altar: B1, B2, C1, C2, Altar Servers and Music Ministers. *(Note: In the event the priest only provides communion to B1/B2 and hands them their ciborium, B2 will provide communion to the altar servers and music ministers).* Providing communion to the parish begins as the priest heads to the altar steps, all EMCs will follow the priest's lead.
6. When distributing Communion, the bread minister says, "The Body of Christ." Communicate with eye contact. People may receive Communion in the hand or on their tongue. *Tip: We encourage you to place the host on the tongue holding it with your forefinger underneath and thumb on top vs. pinching the host and inserting it into the communicant's mouth.*
  - If a communicant does not reply with 'Amen' after the minister says, "The Body of Christ" ask if they are Catholic, if they nod yes, say, "Amen" to prompt their response. If they nod No, please offer a prayer.
  - If a communicant walks away with Communion without consuming it, ask that they consume the Eucharist before they go back to their seat. *Note: the Knights of Columbus will be keeping a closer eye to ensure everyone consumes the host. If you notice someone doesn't consume, please alert the Priest who the individual is immediately following Mass.*

- For any person not receiving communion, offer them this quick prayer, *'Receive Christ Jesus in spiritual communion'* with no other gestures or blessing given. Please note, only priests and deacons can offer a full blessing in the name of the Father, Son and Holy Spirit.
  - If a communicant asks for additional host for their pyx in the communion line, please ask for them to come see Father after Mass. After Mass, the priest will have a conversation with the person who has asked for additional hosts, kindly inquiring if they belong to the parish are a communion minister and who the hosts will be going to. The priest or sacristan will fill their pyx.
  - If a consecrated host is dropped, pick it up, place a purificator over the place where the host landed and then, either consume the host or momentarily pause your communion line to place the dropped host on corporal located on the main altar. After purificator has been placed over the spot where the consecrated host landed and you have either consumed or placed the dropped host on the altar, resume the distribution of communion. After Mass, a priest or deacon will remove the purificator and purify the location of the dropped host.
7. When distributing The Precious Blood, the cup minister says, "The Blood of Christ." Communicate with eye contact.
- Use the purificator to wipe the chalice after every communicant rotating both the chalice and purificator. If needed, unfold the purificator to continue to utilize unused parts of the purificator to wipe the chalice.
  - If a communicant does not reply with 'Amen' after the minister says, "The Blood of Christ" ask if they are Catholic, if they nod yes, say, "Amen" to prompt their response. If they nod No, please offer the following prayer *'Receive Christ Jesus in spiritual communion'*.
  - If the communicant brings the Body with them to dip into the Precious Blood, ask them to consume the host before offering the Blood of Christ. If they will not consume, please ask them to give you the host as we are not permitted to dip the host into the precious blood.
  - If the Precious Blood is spilled, place a purificator over the place where the blood landed and pause your communion line to notify the priest or deacon of the spilled precious blood. They will immediately remove the purificator and purify the location of the spilled blood. Once the area has been purified, communion of the precious blood may resume.
  - As the communion lines are ending and you realize your chalice is still fairly full, feel free to ask communicants to please consume a bit more of the Precious Blood as not have as much remaining at the end of communion.
8. At the conclusion of communion, B1 and B2 will place their ciborium on the corporal located on the altar, resume their station around the back of the altar and wait for the priest to hand the ciborium with a lid back to B1 who will take it and place it in the tabernacle, bowing or genuflecting and then close the tabernacle door. Then both communion ministers will dip their fingers in the lavabo bowl and dry them on the finger towel, exit the altar, turning to bow prior to returning to their seats.
9. At the conclusion of communion, C1 and C2 will approach the altar and facing it consume any remaining Precious Blood in their chalice. Once consumed, move to the small table at the back of the altar close to the sacristy entrance and wait for the ciborium to be placed back in the tabernacle before beginning to purify the chalice.
- Purification is done by pouring a small amount of water in the chalice, gently swirling it around and consuming it. The EMC will place their purificator inside the chalice, set the chalice on the small table and exit the altar, turning to bow prior to returning to their seats.

10. If there is a soiled host placed on the altar, after Communion, dissolve and dispose of the soiled host in the special sink (sacrarium) in the Work Sacristy.
11. AFTER Mass the bread communion ministers (B1 and/or B2) will gather the vessels from the credenza, take it to the Work Sacristy to clean the vessels. Place used purificators in the plastic bin on the counter, hang lavabo towel on the rack at the end of the counter. The corporals on the chalice can be reused. If vessels did not get purified at the Altar, put tap water in each and either consume or pour into the Sacrarium. When cleaning the vessels, use mild soapy water, rinse with clean water and wipe dry with a soft cloth. Do not submerge the entire vessel in the water. Do not use paper towels or hard cloths on the vessels. The chalice should be reset with a clean purificator and a large host.
12. Communion Minister Schedules are created in three-month increments. You will receive a notice requesting your availability for the next three-month period and the schedule will be created with your availability in mind. If you cannot serve on the date you are assigned, please submit a sub request via the MSP website/app to have another minister fill the request. Link to site: <http://www.rotundasoftware.com/ministry/olgsa>. Schedule Reminders are sent out towards the end of each week (usually between Thursday-Saturday).

**Additional Processes for Communion Ministers taking Communion to a Loved One and/or the Homebound:**

1. While this process is a more common occurrence during Daily Mass vs Sunday Mass, there are new guidelines for obtaining communion hosts to loved ones and/or the homebound for all Masses.
2. OLG is asking that any commissioned communion minister approach the sacristan, communion minister, deacon or priest after Mass to discuss their request to receive additional hosts to take to loved ones/the homebound. If the request is made prior to Mass, the pyx will be collected from the requestor and be available after Mass with the hosts. If the request is made at the conclusion of Mass, it will be filled then.
3. If someone requests hosts in their pyx during communion while in line, please ask them to see the priest after Mass. After Mass the priest will have a conversation with them and provide them hosts in their pyx.