



EXTRAORDINARY MINISTERS OF THE EUCHARIST

GUIDELINES

**ST. MARY'S VISITATION PARISH
ELM GROVE, WI**

revised September 2011

The Church recognizes the need to assist the presider to distribute Communion at Mass when the size of the congregation or the incapacity of the ordinary ministers (bishops, priests or deacons) requires it.

Canon 910 of the 1983 Code of Canon Law provides:

Para. 1 The ordinary minister of Holy Communion is a Bishop, a priest or a deacon.

Para. 2 The extraordinary minister of Holy Communion is ----- another of Christ's faithful deputed in accordance with canon 230 par.3.

Canon 230 of the 1983 Code of Canon Law provides:

Para. 3 Where the needs of the Church require and ministers are not available, lay people -----can distribute Holy Communion, in accordance with the provisions of the law.

Further instructions in church documents state:

“Extraordinary ministers may distribute Holy Communion at Eucharistic celebrations only when there are no ordained ministers present or when those ordained ministers present at a liturgical celebration are truly unable to distribute Holy Communion. They may also exercise this function where there are particularly large numbers of the faithful and which would be excessively prolonged because of an insufficient number of ordained ministers to distribute Holy Communion.”

It is under these directives that our Extraordinary Ministers of the Eucharist provide their ministry of service to the church at St. Mary Visitation Parish.

The role of the Extraordinary Minister of the Eucharist represents a special ministry of service to the Church. Those who perform this function should be knowledgeable of the Catholic faith and be respected members of the community. Their attire should reflect the reverence and respect expected of Ministers of the Eucharist. Casual or beach attire is not appropriate. Under unusual circumstances, good judgment should be the rule.

GUIDELINES & INSTRUCTIONS

1. Both the consecrated Host and Wine are fully the presence of Jesus Christ.
2. Intinction - dipping the Host into the cup - is not allowed, except by the priest or deacon.
3. In scheduling extraordinary ministers, care is taken to allow for the presence of deacons when assigning lay distributors. The system, however, doesn't always work perfectly. Sometimes, too, a visiting priest comes. In such cases, please do not be offended if you are asked not to assist when additional ordinary ministers are available.
4. Eucharistic ministers should give the Eucharist to all who come forward. If a small child comes and you are not sure if they have made First Communion, please look toward the parents for guidance. (Children can be very persistent!)
5. At weekend liturgies we usually need 8 distributors for the 5pm, 9am and 11am Masses. At liturgies with the choir, there are 9 distributors. At the 7:30 Sunday Mass, we only need 6 ministers.
6. Please come forward at the Lamb of God. Eucharistic ministers will stand on both sides of the altar, facing it. If you notice a shortage of ministers, please come forward to assist.
7. People may receive communion on the tongue or in their hands. A slight bow should precede reception. Genuflecting is a private devotion which is not encouraged in the United States.
8. Procedure for distribution of the Blood:
 - + unfold the purificator so you can use it comfortably
 - +wipe the inside and outside of the cup carefully with each use
 - +turn the cup a quarter turn for each communicant
9. The distribution and reception of communion should never be hurried. Eye contact with the recipient is encouraged.
10. When distributing the host, simply say, "The Body of Christ". When distributing the cup, simply say, "The Blood of Christ".
Note: The directive states, "No words should be added or deleted from these texts."
11. The proper response to each is an audible and faith-filled "Amen".

12. Please mark your calendars as soon as you receive the schedule. If you cannot make an assigned Mass, be sure to arrange for a substitute. Sub requests can be made online through the Ministry Scheduling Program.
13. Eucharistic ministers are asked to stop in the sacristy before Mass and ‘sign in’. Please take one of the medals to wear as a sign of your ministry.
14. **Those assigned to distribute in positions #1 and #2 are responsible for returning to the sacristy following Mass to cleanse the vessels.** Instructions are posted over the sink in the sacristy.
15. The presider will receive Communion first. If a deacon assists, he will receive next. Then the presider (and deacon) will distribute communion to the eucharistic ministers.

SCREEN

North Side

Servers
 1 Bread
 2 Cup
 3 Cup
 4 Bread

5-Priest
ALTAR

South Side

6 Cup
 7 Cup
 8 Bread
 Cantor

++Normally only the presider or deacon will go to the Tabernacle to open/close it.

++Those who are cup-holders will share the cup with the ministers on their side of the altar. The, the presider (and deacon) will hand out the plates.

+++The presider will normally go to position #5, but he may vary this in order to be present to more members of the congregation. In this situation, please be flexible.

COMMUNION STATIONS

1 Bread	2 Cup	3 Cup	4 Bread	5 Bread	6 Cup	7 Cup	8 Bread
Baptism Area	<u>Center Pews</u>		<u>Center Pews</u>			Music Area	

OTHER CONSIDERATIONS:

- #1 and #2 ministers bring Communion to the handicapped in the front pews on that side of church before distributing to the assembly. The same with #7 and #8.
- When musicians are in the music area in front of church, they will lead the procession for Communion on the far side aisle. Ministers of Hospitality will allow the musician(s) to go first, followed by the rest of the assembly.
- If Bread ministers #1 or #8 finish distributing before #4 and #5, they are to continue to minister by standing at the middle of and next to the respective front center pew (thus, hopefully, avoiding cross-overs and congestions).
- If you run out of Hosts while distributing, go to the minister closest to you who will share Hosts with you. In the event you notice a severe shortage, you can break the hosts in half.
- At the end of the Communion Rite, you can hand a plate of Hosts to the nearest minister or go yourself to the Tabernacle, leaving the plate on the platform. Again, only the presider or deacon will close the tabernacle. A bow or genuflection before leaving the tabernacle area is appropriate.
- If you are distributing from the cup, please discreetly consume any remaining Blood at the credence table. Then, place the empty cup on the credence table.

FINAL NOTES:

- Please remember to mark your calendars as soon as you receive your schedule.
- If you cannot make an assigned time, please get - or request - a substitute.
- Remember to sign in and to wear a Eucharistic Minister medallion.
- If you have any questions about the schedule, please contact Jenny Dascoli in the Liturgy Office at 262-782-4485 or email jdascoli@stmaryeg.org.

Reminder:

If you are assigned to positions #1 or #2, please remember to return to the sacristy after Mass to cleanse the vessels.