

*“We receive the presence of Christ by faith.
As well, by faith in God’s grace,
this body of Christ makes us be what we are:
the Body of Christ.
You are what you have received.
If you are the body of Christ and his members,
it is your mystery which has been placed on the altar of the Lord;
you receive your own mystery.”*

Augustine, Easter Sermon 227

ST. JOSEPH CHURCH
GENERAL GUIDELINES
EXTRAORDINARY MINISTERS OF COMMUNION
Revised on January 6, 2015

Eucharistic Ministry is a beautiful way to serve God’s people.

**Pray that you may be a vessel for the love of our God
to each person you touch by your ministry.**

**In knowing that God loves each of us
and that we are called to service,
your own faith is shared with others
by your example and by your sharing with each one.**

**Be an active participant in our worship experience,
find ways to deepen your prayer life
and know that in every person you come in contact with,
you are the Body of Christ to each.**

1. Arrive at least ten-15 minutes early. Check in with the Coordinator, who will be 'stationed' by Mary's statue on the West Transept. As you enter the church and your pew, always **be a person of hospitality**. Do not leave this 'job' to just the greeters and ushers. Be friendly to those seated around you. Introduce yourself to someone you may not know. Be personal and natural with people as they approach you for communion. Look them in their eyes; make a contact. This allows the presence of Christ to be fully shared with the other.

2. **Take your time with each person. Reverence and Respect each person. Do not rush the ritual words** Each person will bow their head slightly, then look at you. Please wait until the person has bowed their heads and then clearly, while looking at their eyes, say: *The Body of Christ....The Blood of Christ*. Speak clearly and distinctly with a reverent...smile. These moments are moments of grace within the presence of Christ. Don't allow the numbers of people approaching you allow you to speed up your actions. We should never hurry. If they have small children with them you may gently bless children. Please use good judgment since the blessing may make children uncomfortable.

3. **Dress using your common sense**. We always understand that there are going to be times when you might be called on to serve at Mass when you're not in your 'Sunday best'.

4. **Scheduling and Substitutes**. The Schedule is done every two to three months and sent through email. We also post the schedule on our website with a link on the homepage in the upper right hand corner. We are able to accommodate most of your needs as far as Mass preference and dates you will be away. Please call the Pastoral Offices (Kathy Best's extension is 120 or Nancy's extension 124) or send an email to kbest@sjcpenfield.com at least three weeks before the end of your current schedule to be assured that your next schedule will reflect your away dates. If you are unable to serve at a particular Mass because of sickness or travel, please attempt to get a substitute, using the phone listing you received with your schedule through email.

PROCEDURES

1. **As the Sign of Peace is ending – the Lamb of God is beginning,**
Host ministers stand in the middle,
Precious Blood ministers stand on the end of each side
depending on the location of your station. See attached guide.

Approach the altar as the Lamb of God is beginning.
You should be in the sanctuary area soon after it begins.
Once the Lamb of God is beginning,
the Sign of peace is officially over.

There is not a need to give the sign of peace
to the Ministers around you.

You should be focusing your attention
on the altar area and the Fraction Rite.

2. The procedure from approaching the altar to the communion stations is as follows. Each 'task' is assigned to different ministers, (i.e. servers, coordinators)

- a) Large Sacramentary is taken off of the altar by the Altar Server
- b) Extra Hosts brought to the altar (*from the Tabernacle, only if needed*)
- c) The priest breaks the large Host and places a small piece of that host into the large Chalice
- d) The priest says: "This is the Lamb of God who takes away the sins of the world, happy are we who are called to his supper."
- e) We respond, "Lord, I am not worthy to receive you, but only say the word and I shall be healed."
- f) The priest will take his communion with the host. The Priest then offers the Host and Chalice to the Deacon or person in the Deacon role, Coordinator and Extra Bread Minister.
- g) The Priest then gives the Host to the MC's and they consume the Host. Deacon and Coordinator follow the priest with the Chalices for each MC to consume the Precious Blood.
- h) Once all of the MC's have received the Body and Blood of Christ, they receive a Chalice or Ciborium from the Priest and Deacon and Coordinator and go to their stations immediately (which are assigned before the Mass begins).
- i) You don't 'take' the ciborium or chalice from the Altar, as it will be 'handed' to you (We know that there are exceptions to this).
- j) The empty vessels are then taken off of the altar by the Coordinator and taken to the sacristy
- k) At the 9:00 am Mass the gold ciborium is left there for the 'Atria' minister and another for the Heathwood Minister
- l) Sometimes, there is an extra ciborium on the altar – this is for our gluten free parishioners. They will come and retrieve it after the ministers have left the altar.

3. MINISTERS OF THE HOST AND MINISTERS OF THE PRECIOUS BLOOD

- *When a person comes to you for communion, they make a reverent slow bow of the head and then look at you. You look into their eyes for a moment, then say the ritual words and let the person say 'AMEN' before sharing the bread or cup with them.*

For the ministers of the Host: "THE BODY OF CHRIST"

- Most people will extend their hands out to you and receive the host.
- Some will want the host placed directly on their tongue.
- You should be prepared for either of these.

For the ministers of the Precious Blood: "THE BLOOD OF CHRIST"

- Open your purificator (white cloth napkin) so that you can wipe the inside and the outside of the Chalice where the person drank.
- Slightly turn the cup after each person drinks.

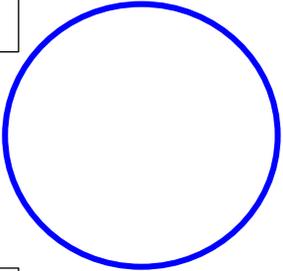
(A person occasionally may want to 'dip' the host into the wine cup. 'Intinction' is not encouraged or permitted by the communicant, but we should simply tip the cup towards the person.)

THE COMMUNION PROCESSION

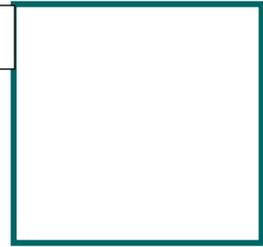
- a) The Ministers of Communion are at their stations until their line is completed
- b) Be sure that those in wheelchairs or those with difficulty walking have an opportunity to receive both the Host and the Precious Blood first--- especially those in the pews on 'Mary's side' front left; an usher will indicate where their might be others. Every one who receives should be offered both the Host and the Precious Blood.
- c) If you have a lot of Precious Blood left in your Chalice, check to see if the front or the choir section is in need of more. Go where you are needed. If you have left over Hosts after your line is done, you give your hosts to the Coordinator or go to the altar and place your ciborium there and return to your seat. If you are running out of hosts and there are no more to replenish, you may cut the host in half or more so that everyone receives. This is rare. If you drop a host, pick it up, place it in your hand and consume it after communion or give it to the coordinator to consume. If there is precious blood dropped, pat it with your purificator after you're done with the line, place the purificator on the spot and tell the coordinator.
- d) Following the Distribution of Communion, if you are one of the last Ministers of the Chalice, you proceed to the sacristy and consume the rest of the Precious Blood. If you cannot consume it, simply place your vessel on the table. The Coordinator will complete the process from there or sometimes another minister will assist you.
- e) The extra Precious Blood is consumed and Chalices are purified. The extra Hosts are consolidated and placed into the Tabernacle by the Priest from the altar. If you are the minister for the choir area, please have only the hosts necessary to complete the choir's communion; give your extra to your partner in the aisle so that they can place them on the altar. Your empty ciborium should be taken to the sacristy and placed on the table there.
- f) The vessels and bread and wine are prepared for the next mass by the Coordinator.
- g) After the Chalices are purified, they are then put onto a tray provided to be taken to the hallway behind the chapel to be washed in the sink.



C6



B6

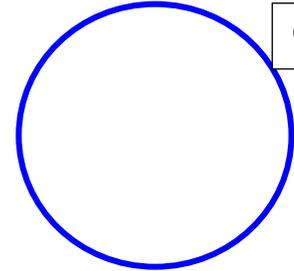


Use all spots-5, 9, 11, 5
Eliminate C6, B6, B3,C3,
(B7, B2) 7:30 & 5 Sun.

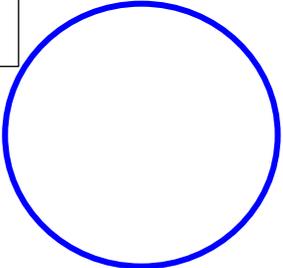
B3



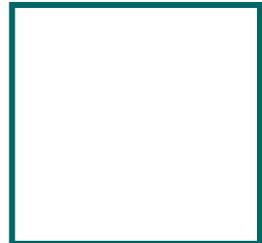
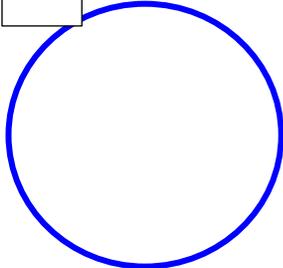
C3



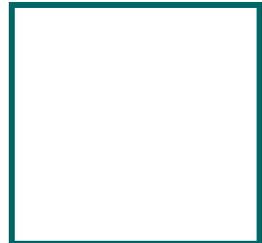
C7



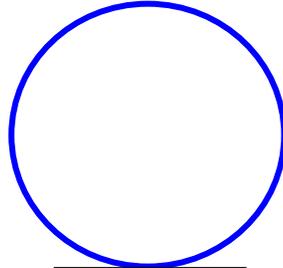
C5



Presider

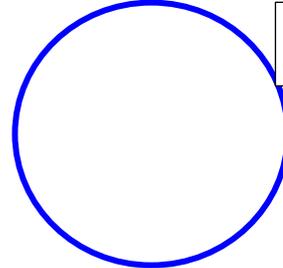


Extra-Bread



Deacon

C2



B7



ALTAR

B2



B8



Coordinator
Extra Bread

Presider

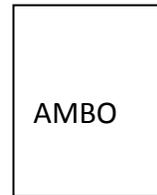
Deacon(C4)

B1



C-5
C-6
C-7
C-8

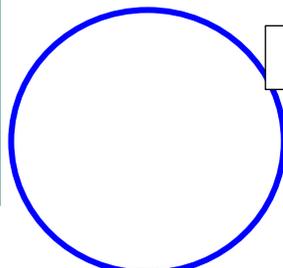
C-3
C-2
C-1



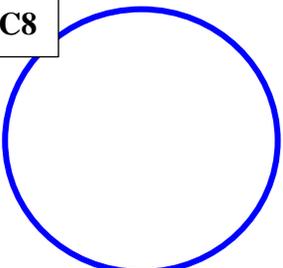
AMBO

B-8 B-7 B-6 B-3 B-2 B-1

C1



C8



ORGAN