

Guide for Extraordinary Ministers of Communion (EM)

Preparation: The members of this ministry assist in the distribution of the Body and Blood of Christ. Ministers reflect a reverence for the Eucharist and the assembly by how they distribute and how they look. Please dress appropriately and modestly for this ministry. (Business casual – no jeans, shorts, sneakers, or flip-flops). Be sure to wear your St. Xavier lapel pin (or Welcome pin if you serve in that ministry.)

As you distribute the Body and Blood of Christ, convey to the communicant a feeling of warmth and hospitality, as well as reverence. There are two types of ministers: Minister/cup and Minister/bowl.

Prior to Mass

1. Plan to arrive at least fifteen minutes before Mass and sign your name on the white board in the priests' Sacristy indicating on the board where you will be distributing.
2. Go to the side or front entrance and participate in the Ministry of Welcome by greeting parishioners and distributing bulletins. At some masses, there are Welcome Ministers who assist in the parking lot and may pass out bulletins. It is important that all ministers be focused on greeting those entering church and not on talking with the other ministers.
3. Five minutes before Mass begins, join the Presider and the other ministers for a brief prayer near the baptismal font, then resume greeting people until the Entrance Song begins. Be sure to include the minister who is greeting at the side door. The prayer may be offered by the Presider or one of the ministers.

Approaching the Sanctuary

1. When the "Lamb of God" begins, approach the sanctuary, bow at the foot of the sanctuary steps at the center aisle, go up the steps and use the hand sanitizer on the credence table. Then stand on the line behind the large diamond shaped border tiles. Ministers/cup take their places at the end of the row of ministers on the side on which you will be distributing. Ministers/bowl take a place toward the center of the row of ministers. Since your role should have been determined before Mass, there should be no reason for discussion in the sanctuary. There is no exchange of peace between ministers in the sanctuary, as the Rite of Peace has concluded when you enter the sanctuary during the Lamb of God. Servers will stand in the center of the line.
2. Starting at the end, the Presider will distribute communion to the Ministers and Servers and then give the consecrated wine to the end distributors who will receive it themselves and then distribute it to the other ministers and the server(s). The Presider will then give the consecrated bread to the Ministers/bowl.

At Communion

When the Presider begins to move down to his place in the center aisle, the other distributors should go to their places. Ministers/bowl stand *beneath the bottom step* on whatever side they are distributing. Ministers/cup stand *beneath the bottom step* about 3 feet from the pillars on either

side. All Ministers stand across the front of the sanctuary *beneath the bottom step*. See illustration below:

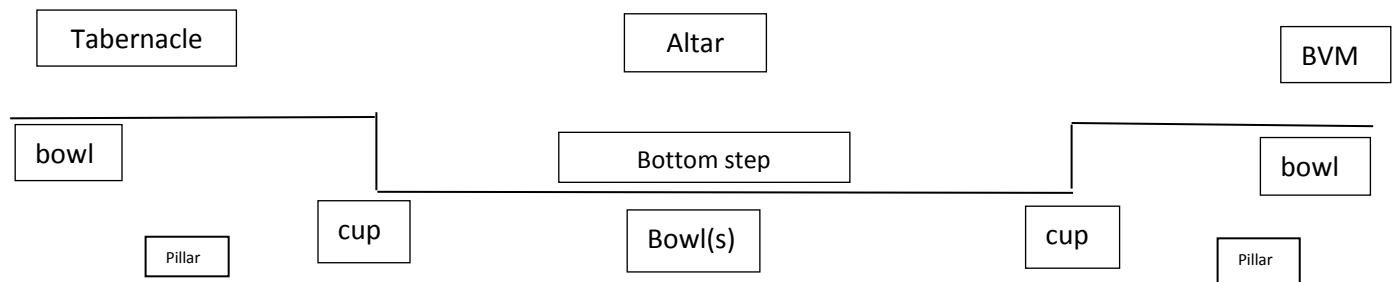


Diagram of sanctuary and placement of Extraordinary Ministers of Holy Communion

The Body of Christ

How to distribute. During the Communion, Minister/bowl looks each communicant in the eye and says “The Body of Christ,” and then places the host in the hand or on the tongue of the communicant. If a communicant has hands crossed across the chest, or is a child, look at them and say “God Bless You”.

1. **Tabernacle side.** When the Minister/bowl on the Tabernacle side is finished distributing, return the bowl to the altar and take the pyx to distribute communion to any people identified by the ushers as needing to receive the Eucharist in their pew. For Masses other than the choir Mass, please check the white board in the Priests' Sacristy to see if the Eucharist is needed for the musicians at that Mass. If yes, proceed to take communion to the choir. Consume any hosts left in the pyx, then return to your seat in the assembly. Return the pyx to the sacristy following Mass.
2. **Blessed Virgin Mary side.** When the Minister/bowl on the Blessed Virgin side is finished distributing, assist the Presider at the center aisle. When finished, the Presider will take both bowls to the altar and consolidate them. The Blessed Virgin side minister accompanies the Presider to the altar and stands off to the side. Presider will give the bowl to the Minister to repose the Blessed Sacrament to the tabernacle. Leave the key in the tabernacle. Genuflect (or bow), close the tabernacle door, and return to your seat in the assembly. The server(s) will remove the empty bowls.
3. **Center aisle.** At the CHOIR MASS ONLY, an additional Minister/bowl is scheduled to distribute the Eucharist at the center aisle. When distribution is completed the Presider will take both bowls to the altar, and the EM will return to their seat. The Minister/bowl on the Blessed Virgin side will repose the Blessed Sacrament to the tabernacle, when that side has finished.
4. The Choir EM will take the large pyx and first distribute communion to anyone identified by the usher within the congregation. The Choir EM then proceeds to the choir to distribute communion to the choir members. The Choir EM should consume any remaining Body of Christ and return to his/her seat. Following mass, the pyx should be returned to credence table to be purified.

The Blood of Christ

How to Distribute. During the Communion, look each communicant in the eye and say, “The Blood of Christ.” Hand the cup to the person and then receive it back carefully. Minister/cup then opens the purificator fully, taking care to wipe both the inside and outside of the cup after each person receives. Then turn the cup one-quarter turn. While the next person is sipping from the cup, please switch to another part of the linen purificator: inside, outside, other end, etc.

- **Reminder.** When all have received (or if the cup is empty before then), go back to the credence table, consume any remaining species and place your cup and purificator on the table. If you are unable to consume all of what remains, offer it reverently to the other ministers and/or adult servers. Then return to your seat in the assembly.

Notes:

1. Eucharistic Minister to the Choir: when taking communion to the choir, wait until the singing is over to distribute to the choir.
2. If a host is dropped, pick it up and hold it under your bowl until you are finished distributing, then consume it.
3. If consecrated wine is spilled, protect the area until Communion is over and then wipe up the spill with your purificator.
4. If you run out of hosts, obtain additional hosts from one of the other distributors or from the tabernacle.
5. Once finished distributing, return to your seat in the assembly as soon as you are finished – do not all exit together.
6. When you approach and leave the sanctuary to distribute, it is preferred that you bow at the foot of the steps in the center aisle. Approach from the side aisle only if you need to use the handrail for assistance in getting up the steps.
7. Schedules are available in the bulletin, on the website, and in the sacristy. It is your responsibility to obtain a substitute if you are unable to distribute as scheduled. If you cannot minister at an assigned mass, log in to Ministry Pro and submit a “swap request”, or call another minister to sub for you. If something unexpected occurs, you can always call the priest sacristy directly and leave a message (513-721-4045 ext. 1011).

Thank you very much for participating in this ministry!

Updated: 7/25/2017