

GUIDELINES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

SCHEDULING, SUB REQUESTS, APPAREL

SCHEDULING

Our Schedule is constructed every 3 months, by our Director of Music and Worship, through the assistance of our software, Ministry Scheduler Pro (MSP). Our Organization ID is:

Defiance_St_Mary. Each Minister is assigned a password, which can be changed if you prefer.

Dates that you are unavailable can be entered in advance of each schedule. You will be notified when a new quarterly schedule is going to be released.

The MSP schedule can be viewed online at www.ministryschedulerpro.com/church-lookup, or on your phone if you download the app, Ministry Scheduler Pro. This way of scheduling relies heavily on internet access and emailing. If you do not have access to/use the internet or if you do not have an email address, contact the Director of Music and Worship and she will give you a hard copy of the schedule.

If you forget your login information and cannot sign in, please do not hesitate to contact the Director of Music and Worship. She is happy to help you!

More details and answers to questions about the schedule can be answered through our Director of Music and Worship.

REQUESTING A SUBSTITUTE

If you are scheduled on a certain day and something comes up that you cannot be there, you should request a sub (substitute) on the date you wish to be replaced. You may log onto MSP, go to "My Schedule", then click on the "Request Sub" icon next to the date that you need a sub. Or you may let our Director of Music and Worship know, and she will enter in the sub request for you. Sub requests are monitored by our administrator, the Director of Music and Worship, to make sure substitutes are found.

APPAREL

Appropriate attire for Extraordinary Ministers of Holy Communion is "Sunday Best" which means no sweats, shorts, blue jeans, flip flops, tennis shoes; clothes that communicate as "casual", because distributing the Eucharist is Extraordinary, not something casual or to be taken lightly.

There may/will be times when you are asked at the last minute to fill in. In that case, if you are wearing jeans, etc., distributing Communion is okay. Our priority in that case is to offer the Body and Blood of Christ to our Catholic Community.

ARRIVAL AND SIGN-IN

Ministers should arrive 10-15 minutes before Mass begins. This is to let us know whether or not we need to find a sub, and it also gives us time to find a replacement.

The sign-up sheet is now located in the hallway near the sacristy door in the addition in an effort to keep sacristy traffic to a minimum before Mass begins.

After signing in, you may take your seat in the church.

DISTRIBUTION OF COMMUNION

When the Lamb of God begins, Ministers should come forward to the base of the sanctuary steps, closer to the ambo. (*Order does not matter*)

Once Father has received the Body **AND** Blood of Christ, Ministers should bow and move toward the hand sanitizer, by the pillar next to the ambo, and sanitize their hands.

When entering the sanctuary, the Host Ministers will go directly to the half circle position behind the altar. Chalice Ministers should take a purificator from the Credence Table and enter the half circle position behind the altar, holding the purificator in hand so Father knows who will be distributing the Precious Blood.

Father and a deacon or another Chalice Minister will distribute to all ministers in the sanctuary. Father or a deacon will then hand each Minister his or her proper vessel.

Once each Minister has his or her vessel, all will move at the same time to their designated positions.

What to say to those receiving Communion:

From the General Instruction of the Roman Missal:

Article 41- Holy Communion under the form of bread is offered to the Communicant with the words: "The Body of Christ."

Article 43- The Chalice is offered to the communicant with the words: "The Blood of Christ"

No other words or names should be added. (G.I.R.M. 151; 284-287)

For those who come forward with their arms crossed, and wish to receive a blessing: simply say, "May Christ bless you." Do not make the sign of the cross.

What to do when you are running low on Hosts or the Precious Blood:

While distributing Hosts, if your paten becomes low on Hosts or if you run out of Hosts, you may either ask Father or the Host Minister next to Father (depending on what side you are on) for hosts from his or her ciborium/paten. Or, if you are completely out of Hosts and distribution of Holy Communion is near completion, you may simply go up to the altar, put your paten on the altar, and go back to your seat.

While distributing from the Chalice, if your chalice runs out early, go into the sanctuary and place your Chalice on the Credence Table, cover the top of it with its purificator, and either wait until the communion procession has concluded, or find an appropriate time to merge into the procession and go back your seat.

What to do if a Host is dropped or if the Precious Blood is spilled:

If a host is dropped, you may either:

- Wait to see if the communicant will take it.
- Pick it up and consume it yourself.
- Pick it up, hold on to it during the remainder of the distribution of Communion, and then give it to Father to consume.

If the Precious Blood is spilled:

- Cover the spot with your purificator.
- Go get an extra purificator located on the Credence Table, go back to your distribution spot, resume distribution, taking care to stand aside of the area where it has spilled.
- After Communion, let Father know that there was a spill and where it happened.
- Father will clean the area.

CONCLUSION OF THE COMMUNION RITE

After Communion, the following should take place:

Host Ministers: You may either hand your paten to Father or the deacon, or if they are not available, simply place your paten on the altar.

Chalice Ministers: Take your chalice directly to the Credence Table, consume any leftover precious elements, and cover your chalice with its purificator. NOTE: If you are not comfortable consuming the remainder of the Precious Blood, you may ask the Deacon or other Chalice Minister to consume it for you.

The deacon or priest will purify the vessels.

CLEAN UP AFTER MASS

At the present time, all clean up will be done by the Sacristan, the Deacon or Priest, or the Director of Music and Worship.