

SAINT EDWARD PARISH

Guidelines for Extraordinary Ministers of Holy Communion & Extraordinary Minister of the Sick

My Brothers and Sisters in our Lord Jesus Christ,

The following contains a few guidelines for the proper exercise of the role of Extraordinary Minister of Holy Communion (EMHC). It is my hope that these protocols will aid in the recruitment and training of new EMHC's, while also assisting those who have served at the Holy Mass here at Saint Edward for many years. Please review these guidelines and begin to implement them in your service.

1. Please be sure to come when you are scheduled to serve. You should arrive at least 10 minutes before Mass, especially if you are an Extraordinary Minister to the Sick. If you cannot attend Mass on the date you are scheduled, I ask that you find a replacement.
2. Please dress in an appropriate manner for Holy Mass. If your attire is not befitting the dignity of the celebration, please reconsider your service that day.
3. The EMHC's will enter into the Sanctuary after the Priest receives Holy Communion. This is signaled by the last ringing of the Sanctuary Bell and the start of the music. Please enter the Sanctuary and come straight to the Altar, remaining at the center.
4. Those serving as EMHC's should always observe the greatest respect and reverence for the Blessed Sacrament. When entering the Sanctuary, approach the center of the main Nave and stop at the bottom step of the Sanctuary. Make a Genuflection, rise, and enter the Sanctuary. When leaving the Sanctuary, after Communion, please exit again from the center of the main Nave, turn towards the Altar, and make a Genuflection, rise, and return to your seat in the Congregation. (Note: if you cannot make a Genuflection, please make a Profound Bow, which is the lowering of your upper body from the waist.)
5. When it is your turn to receive Holy Communion, the Celebrant will come down from the Altar and give you Communion in the Sanctuary. The Servers will line up in the Nave to receive Holy Communion, therefore, the EMHC will receive Holy Communion first – Please help in distributing Holy Communion to the Servers before anyone else.
6. It is strongly encouraged that EMHC's receive Holy Communion on the tongue.
7. When distributing Holy Communion, the Church does not allow an EMHC to bless an individual who does not receive Holy Communion. Please refer them to the Celebrant or the Deacon, if one is present.
8. Please observe the usual norms for distribution of Holy Communion. A communicant is to receive either on the tongue or in both hands. If a communicant, wishing to receive in the hand, is unable to use both hands, he or she must receive on the tongue.

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9. If an individual is unable to come forward, and expresses the desire to receive Holy Communion, the EMHC may go to that individual and offer them Communion. NOTE: Please do not do this if there is no expression of a desire to receive Communion.
10. When you are finished with the distribution of Holy Communion, please hand your vessel to the Celebrant or Master of Ceremonies, if one is present, for purification at the Altar. Upon handing over the vessel, wait for the Celebrant to ascend the Altar and go immediately to the right side of the Altar and use the small covered dish on the Credence Table to purify your fingers of any particles. You do not need to make a sign of reverence before reentering the Sanctuary at this point.
11. Remain by the Credence Table until the Blessed Sacrament has been reposed in the Tabernacle. Once the Celebrant closes the Tabernacle, you may proceed to your seat in the manner prescribed above.
12. At Saint Edwards, we use the Patens during the distribution of Holy Communion. The Servers always hold the Patens. After Communion, allow the Server to take the Paten to the Altar for purification. Please do not attempt to brush particles of the Eucharist into the vessel as they may fall onto the floor.
13. For Extraordinary Ministers to the Sick (Saturday Vigil & Sundays):
 - A. Be sure that you give your Communion Pyx to a Server before Mass. They will place it on the Altar. After Communion, the Celebrant will give you the Pyx after he completely clears the Altar. Approach the Sanctuary to receive your Pyx and Genuflect (or a Profound Bow, if needed) to the Altar. The Celebrant will approach, hand you the pyx, bless you, and invite you to return to your seat.
 - B. If you have any Consecrated Hosts remaining after you have visited everyone, please DO NOT CONSUME THE HOST. Return remaining Hosts to the church and place it in front of the Tabernacle. The Celebrant will repose the Blessed Sacrament at a later time.
- 14. Important Note: During Mass, in the instance of the Blessed Sacrament falling to the floor, please stop distribution of Holy Communion and immediately inform the Celebrant. He will pick up the Host and instruct a Server to place a Purificator over the spot where the Host fell. The spot will be purified at a later time. Thank you!**

Thank you for your service to God and His Holy Church! Your assistance as an EMHC is a great help to our parish. If you have any questions, please contact me personally or through email (hsettle@stedwardky.org). With every prayer and blessing, I remain,

Yours in Christ,
Father Harry A. Settle, Jr.