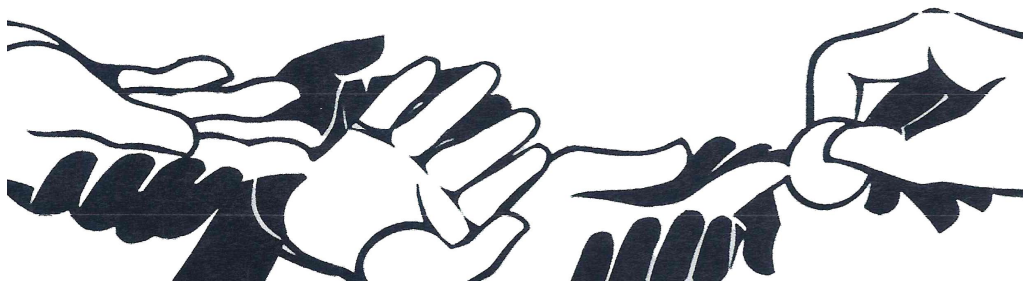


**ST. JOSEPH PARISH  
OLD MISSION SAN JOSE**

**Procedures for**

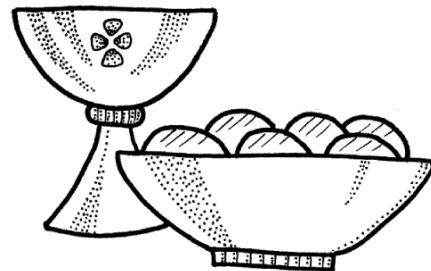


***Extraordinary Ministers  
of Holy Communion***

**MARCH 1, 2014**

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## **Special Notes:**

- Our number one responsibility as Extraordinary Ministers of Holy Communion is to distribute Holy Communion to the faithful with reverence and safety. We also must exude humility as we have been called as servants to the Lord's Supper.
- There are three types of bows:
  - o *Head "nod" or bow:* which is simply nodding your head. This is not a proper bow because it simply acknowledges but does not exude reverence. Don't use this!
  - o *Simple Bow:* This bow is used by most individuals and is the most preferred. It is a bow at the waist but does not require you to bow deeply (or hurt your back!). This is recommended.
  - o *Profound Inclination:* Your body should form a right angle as your upper body (above the waist) should be completely horizontal and parallel to the ground. This bow is usually limited to profound prayer (e.g., during the Liturgy of the Hours) and in chanting the Gloria Be. This bow isn't recommended either especially since some of us can't bend that far!
  - o Genuflecting is always appropriate; especially for those of us who can still get down and up off of one knee.
- Whenever you are carrying something, whether the Cross, Book of Gospels, Communion bowl, Chalice or cup, never bow when entering or leaving the Sanctuary or in front of the altar or tabernacle.
- EMs assist in the distribution of ashes on Ash Wednesday.
- Please dress appropriately. Modesty is the best policy when it comes to our attire for Mass.
- Follow the altar servers' demeanor and manner.
- ***Be flexible. So many things can deviate during our Liturgy. Mistakes do happen! Be aware and adjust as necessary.***

# Procedures

## Preparation:

Everyone should prepare themselves to receive Holy Communion, both spiritually and mentally. Preparation becomes even more appropriate for those who distribute Holy Communion. Prayer is the best preparation for an Extraordinary Minister of Holy Communion (EM) whether it be remote (in the days prior to Mass, like going to Confession) or proximate (immediately prior to Mass). We pray for holiness, humility, peace, confidence and generosity. We should also familiarize ourselves with the readings for that day's Mass, so as to better participate. Head Ministers should also pray the prayer posted in the Sacristy.

The Head Ministers should be in the Sacristy 15-20 minutes prior to the start of Mass. It is the Head Ministers' responsibility to ensure there are enough hosts and wine for consecration. To accomplish this, one of the Head Ministers (usually Head Host) checks the tabernacle to see how much of the Body of Christ remains. From there it is determined how much hosts are to be consecrated. The amount of wine should be determined by how much is usually consecrated at that specific Mass. At most Masses, the amount to fill the cup is usually half-full.

Suggestion: Have one Head Minister prepare the gifts for Mass while the other is stationed at the check-in table.

All Ministers should report to the sign-in table to initial next to your name on the schedule and to receive a badge with your station assignment. Please arrive at least 10 minutes prior to the beginning of Mass. The Head Minister badges are indicated with a green dot (except at the 6:30 Sunday Mass).

Schedules are made monthly and published prior to the last Sunday of the current month. The schedule is available on the parish website and it is also sent by email. A few paper copies are kept near the piano by the choir.

In the event you are unable to fulfill your obligation to serve when scheduled, please contact another Minister to fill in or simply write "Need a Sub" next to your name on the schedule. If you know of vacations or time

away ahead of time, provide your schedule to the EM Coordinator for scheduling exclusion of certain dates.

For the 5:30 Saturday Vigil and at 7:30 and 12:30 Sunday Masses, there are six stations:

- Head Host (St. Joseph Side . Front)
- Head Cup (St. Mary Side . Inside Closest to the Altar)
- Host Front and three Cup Front
- One of the Cup Front (St. Joseph Side . Outside Closest to the Choir) is the Crossover station

After distribution is complete, ushers will ask Ministers to give Holy Communion to those who are not able to approach the altar.

For the 9 and 11 Sunday Masses, there are ten stations:

- Head Host (St. Joseph Side . Front)
- Head Cup (St. Mary Side . Inside Closest to the Altar)
- Host Front and three Cup Front
- One of the Cup Front (St. Joseph Side . Outside Closest to the Choir) is the Cross-over station
- Two of each, Host Back and Cup Back

The Back stations are responsible for distributing Holy Communion to those who are not able to approach the altar.

For the 6:30 Sunday Mass, there are eight stations:

- Head Host - Back
- Head Cup . Back
- Two Host Front and three Cup Front
- One of the Cup Front (St. Joseph Side . Outside Closest to the Choir) is the Cross-over station

The Back stations are responsible for distributing Holy Communion to those who are not able to approach the altar.

It is the Head Ministers' collective responsibility to ensure there is a crew of EMs for distribution. In the event a full crew cannot be formed, Cup stations should be the first eliminated and the equal amount of Cups should be pulled off the tray prior to consecration.

## **Mass:**

At the commencement of the Collection, both Head Ministers approach the Sanctuary, bowing or genuflecting upon entrance. It is hoped that both Head Ministers will enter the Sanctuary together. However this is not mandatory.

Both Head Ministers go directly to the Credence Table. Head Ministers should sanitize their hands while waiting for the Deacon or altar server to finish setting the altar. After the Deacon or altar server has left the altar, both Head Ministers should then approach the altar with the trays. Once the trays have been placed on the altar, the Head Ministers should take one or two steps back and bow in unison toward the altar showing reverence. They should then proceed to their seats. The Head Ministers' seats are closest to the Sacristy.

At the beginning of the Eucharistic Prayer, Head Ministers should: 1) approach the altar along with the servers and kneel where they are the closest to the congregation; 2) kneel directly in front of the chair where they were sitting or 3) stand in front of the chair where they were sitting. It is requested that both Head Ministers either kneel or stand collectively. Head Ministers should bow when the Celebrant and the altar servers bow after the consecration and elevation.

*See Appendix 1 for where to stand during the reception of Holy Communion in the Sanctuary.*

During the Kiss of Peace, all Ministers should approach the Sanctuary, bowing or genuflecting prior to entering.

During this time, the Head Host Minister should open the tabernacle, genuflecting or bowing reverently, and remove the ciborium and place it on the altar between the corporal and the tray holding the hosts. The Deacon will do this if he is present.

All Cup Ministers line up on the St. Mary side (see note on Crossover below), while all Host Ministers line up on St. Joseph side. The Head Ministers should always be the first (closest to the tabernacle) in the line of Ministers to receive Communion. The altar servers are the first (overall) to receive the Body of Christ and the last to receive the Cup.

During the singing or recitation of the Lamb of God, distribution of Holy Communion occurs for those in the Sanctuary. We do not consume Jesus until the Celebrant has consumed, which is right after the Behold the Lamb of God.

After all have received the Body of Christ and the Celebrant (or Deacon) has taken the cup, the Celebrant or Deacon, from the altar, will first give the Chalice to the Head Cup. The Head Cup receives. Then, the Head Cup gives the Chalice to the Crossover, for distribution to the Host Ministers and altar servers on the St. Joseph side. The Head Cup will then receive cups from the Celebrant (or Deacon) for distribution to the remaining Cup Ministers. After receiving the Precious Blood, Cup Ministers should wipe the rim of the cup where they drank with a purificator. The Head Cup is responsible for distribution of the Precious Blood to the altar servers on the St. Mary's side.

Once the Cups have been distributed, the Celebrant will then hand the Communion bowls with the Body of Christ to the Head Host Minister for distribution to the other Host Ministers.

When the Celebrant leaves the altar for distribution, then is when the EMs should take their stations, not before.

*Special Note on the Crossover Station:* When lining up for reception of Communion, the Crossover should be the one closest to the congregation (the end of the line of Ministers). This way the Head Cup knows who to present the Chalice. The Crossover, after receiving the Precious Blood, then crosses in front of the altar, not bowing, to distribute the Cup to the Host Ministers and altar servers. The first to receive the cup should be the Head Host Minister. That position is first in order to not interrupt the flow of Communion. The Head Host Minister has to be available to receive the Communion bowls from the Celebrant (or possibly the Deacon). The remaining Host Ministers are next to receive, then the remaining altar servers. This position then takes the station near the cantor.

*The stations and their locations are contained in Appendix 2, pp 1-5.*

## **Distribution of Holy Communion:**

Always carry the Blessed Sacrament with both hands as safety is a grave concern while going to your station.

When the communicant stops in front of you, raise the host or cup to their eyes so they can see Jesus and say the following words: "The Body of Christ" or "The Blood of Christ" in a soft yet articulate voice. We speak only those words. Do not alter, use additional phrases or say the names of those whom you know. The moment should be reverent and should have no appearance that the minister is simply performing a function. The communicant should respond by saying "Amen" as an affirmation of belief in the Sacrament.

Then, place the host on the communicant's hand or on their tongue firmly enough so they know they have possession of it, but not so firmly that it may break.

With the cup, hand it to the communicant with both hands so that they also receive it in both hands. You may have to guide the cup to the lips of young children or those who cannot handle the cup. After the communicant finishes and hands the cup back, the Minister wipes the rim, both inside and outside, of the cup with the purificator and rotate the cup one quarter turn. Change the part of the purificator used to wipe the rim every few communicants. Use both sides of the purificator if necessary.

If you are finished and there are still communicants at other stations, assist where needed. The ushers usually will assist in directing the flow of distribution.

Once distribution is finished, all Ministers should return to the credence table.

Cup Ministers on the St. Joseph side should return to the credence table via the Sacristy. Do not cross in front of the altar.

Cup Ministers on the St. Mary side should go directly to the credence table from their position.



Any overage of Precious Blood should be consumed by the Ministers out of sight of the congregation. That means consume the Precious Blood behind the wall or in the Sacristy. Once finished, place the cups on the tray on the credence table either laying the purificator on the side or draped over the cup. Do not stuff the purificator in the cup!

All Host Ministers should return their vessels to the altar, where either the Celebrant (first), Deacon (second) or Head Host Minister (lastly) will return the overage of hosts in the ciborium. The ciborium is then returned to the tabernacle.

Once the tabernacle has been closed, the Head Host Minister should remove the tray with the empty Communion Bowls off the altar and to the credence table. Do not put the Communion Bowls into each as particles of Jesus may adhere to the outside of the bowls making it difficult to purify. Simply stack them on top of each other.

All Ministers should leave their badges on the credence table after distribution. All non-Head Ministers should return to their seats, bowing or genuflecting when leaving the Sanctuary, collectively. Head Ministers should remain in the Sanctuary until Mass is completed.

### **Special Notes on Distribution of Holy Communion:**

Never refuse Communion to anyone. If you suspect they are not Catholic or underage, it is totally acceptable to ask. If they respond they are not Catholic or they are not of age, then offer a blessing.

Blessings are offered to those who, for whatever reason, are unable to receive. An EM should never use the sign of the cross or utter the words of the sign of the cross. EMs may say, %God bless you,+or %May God bless you and keep you.+ Any form such as those are appropriate.

### **When an accident occurs, don't panic!**

If a host is dropped, immediately pick it up and consume it.

If the Precious Blood is spilled, immediately cover the spill with your purificator to start soaking it up. An altar server should bring you another purificator so you can continue distribution. Be aware that a communicant

might see the purificator and assume you dropped it and go to pick it up for you. Politely tell them to leave it. The spill will be taken care of after Mass.

If Precious Blood is spilled on your clothing, soak the clothing in water at home. After sufficient time and appearance that the stain is diminished, take the water and pour it in a garden or an appropriate place (returning it to nature). Do not pour the water down a drain or flush it in a toilet. Then, wash the article of clothing as you normally would. If a communicant spills the Precious Blood on their clothing, please provide them with this instruction.

As EMs, we also accept as our duty to guard against abuse of the Body and Blood of Christ. Do not allow people to take the host or cup from you; they may receive it but not take it.

All Ministers . especially Cup Ministers . must be attentive to see that all communicants actually consume the Body of Christ. If not, they are to be stopped immediately, even if that means leaving your station to chase after them. Once you have their attention, tell them to consume it. If they refuse, explain why. If they continue to refuse, it is perfectly acceptable to ask for Jesus back.

Under no circumstances are additional hosts to be given to communicants. Anyone requesting additional hosts in a pyx should be told they need to see a Priest, Deacon or Head Minister after Mass, unless you know they are a commissioned EM. Holy Communion is to be distributed only by a priest, deacon or a commissioned EM. The pyx is the only vessel that can transport the Body of Christ to the sick (nothing else!). For the most part, EMs of the sick usually fill their own pyx from reserved hosts in the tabernacle.

Intinction is the manner of receiving Holy Communion whereby a portion of the host is dipped into the Precious Blood. This practice is not allowed in the Oakland Diocese and is to be discouraged. If a communicant comes to a Cup Minister to dip the host in the cup, tell the communicant that it is not allowed. They may consume the host and receive the cup normally.

## **Purification:**

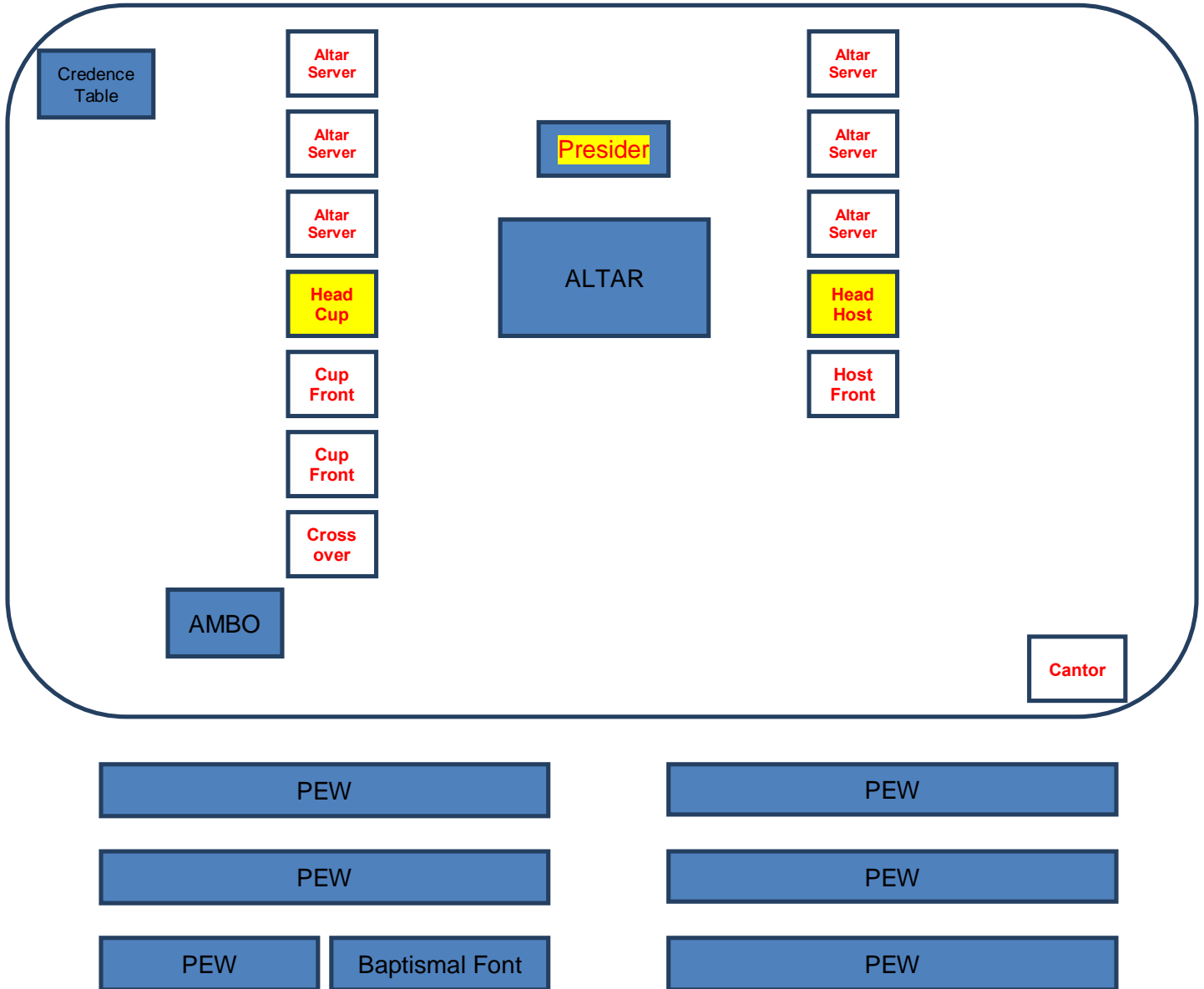
Head Ministers are responsible for cleaning the sacred vessels after Mass and for bagging the collection. Head Ministers at the 5:30 Saturday Vigil and at both the 12:30 and 6:30 Sunday Masses, are also responsible for the key to the tabernacle which must be secured in the safe.

Rinse out the cups and Communion bowls and consume the remainder. **Only use a purificator to dry the cups and bowls.** Do not use the corporal or a paper towel. Please be helpful and set out the cups and bowls for the next Mass, if appropriate. Otherwise, secure them in the safe. Please pay special attention to cleaning the lips of the Chalice and cups. The new ones tend to need extra effort in removing lipstick and/or lip gloss. After purification, please re-rinse the cups, both inside and outside, wipe off finger prints and any lip gloss residue from the exterior of the Cups and Chalice so they shine.+

Suggestion: One Head Minister purify the sacred vessels, while the other bags the collection and returns the badges to the check-in table and collection baskets to the rear of the church.

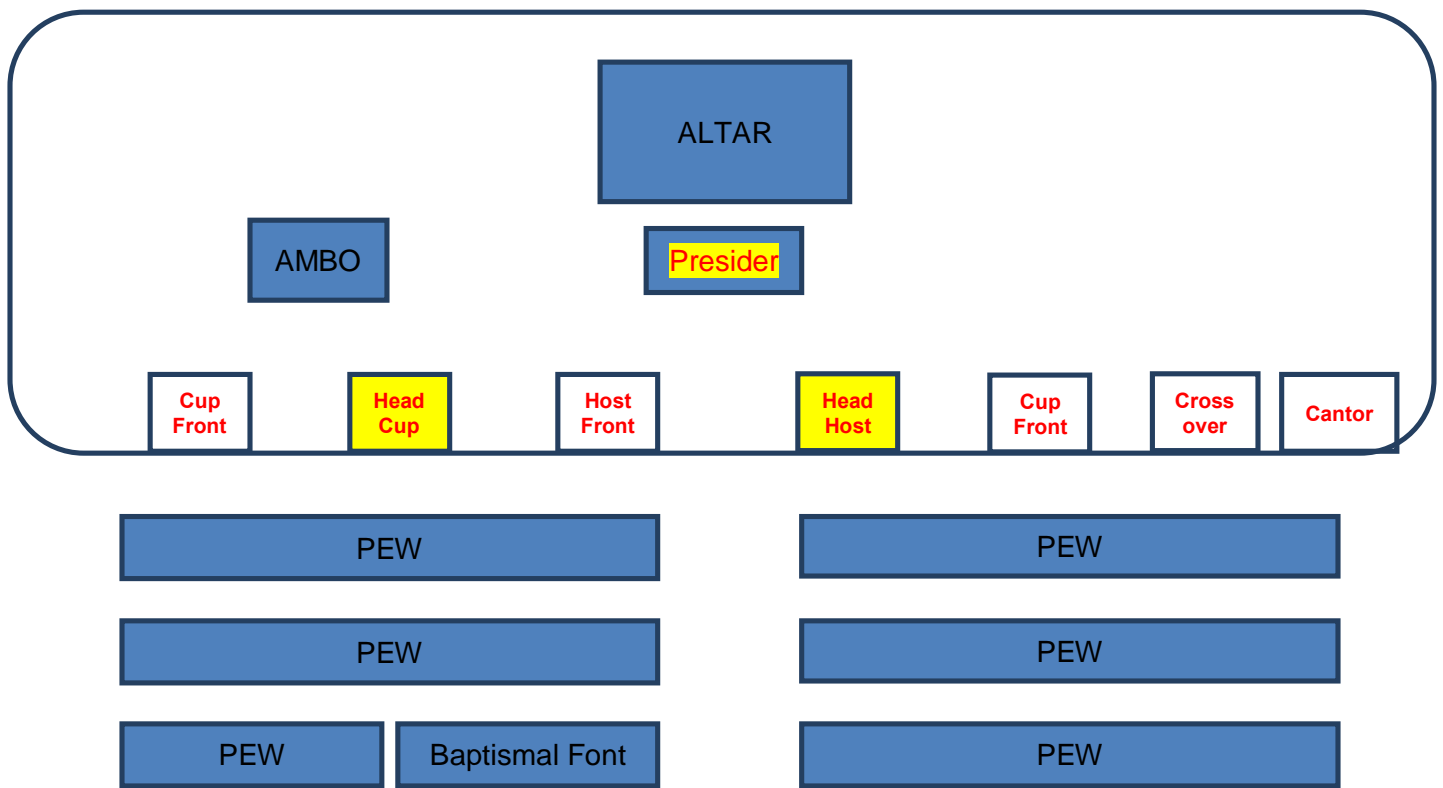
**Appendix 1, EM Communion Reception Positions  
(Example for 5:30, 7:30 and 12:30 Liturgies)**

P. 1



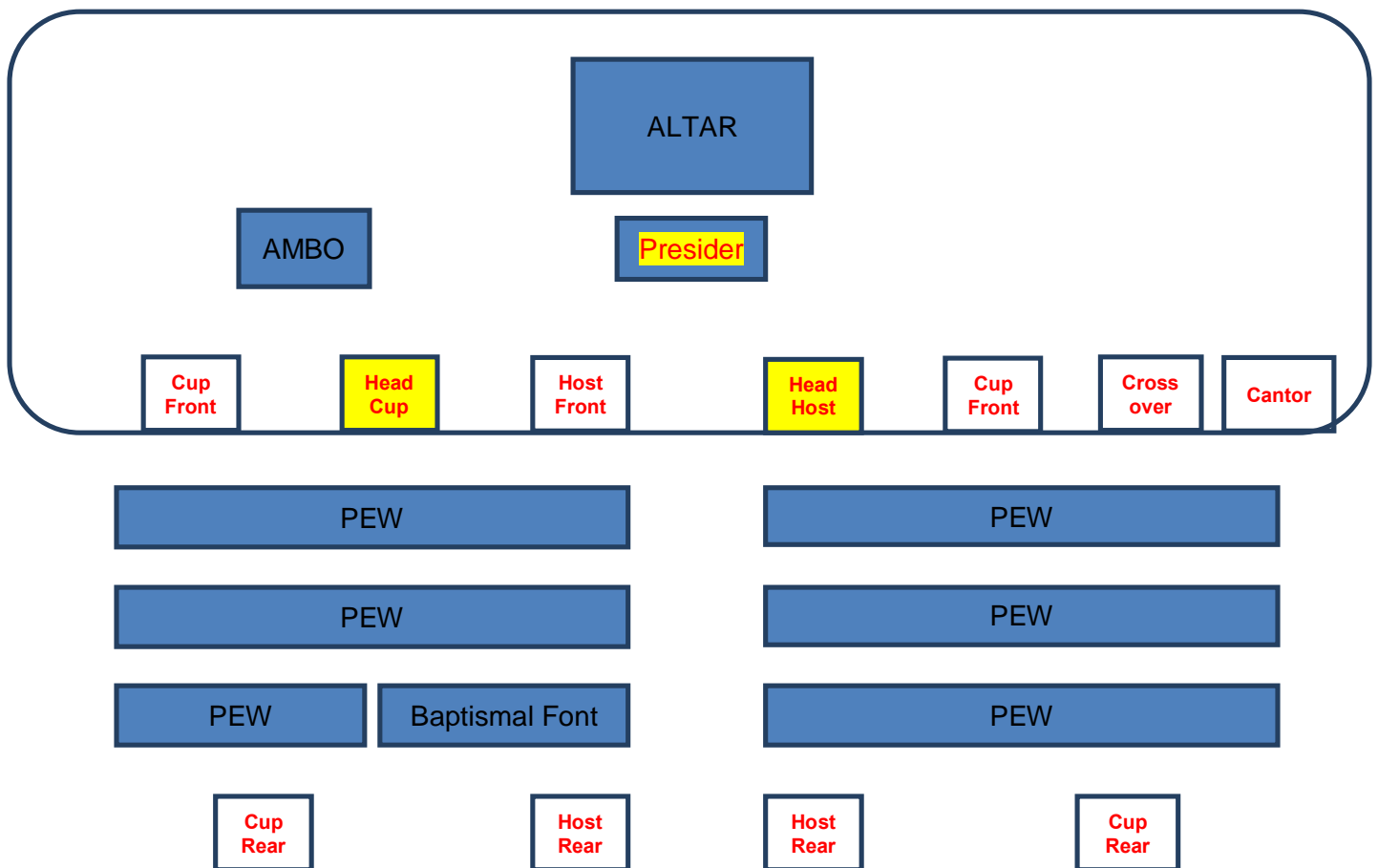
**Note: This is a general example of how EMs should line-up in the Sanctuary for reception of Holy Communion. Head Ministers and the Crossover Minister positions remain the same regardless on the number of other Ministers and Altar Servers as those vary depending on the Mass.**

**Appendix 2, Stations**  
P. 1



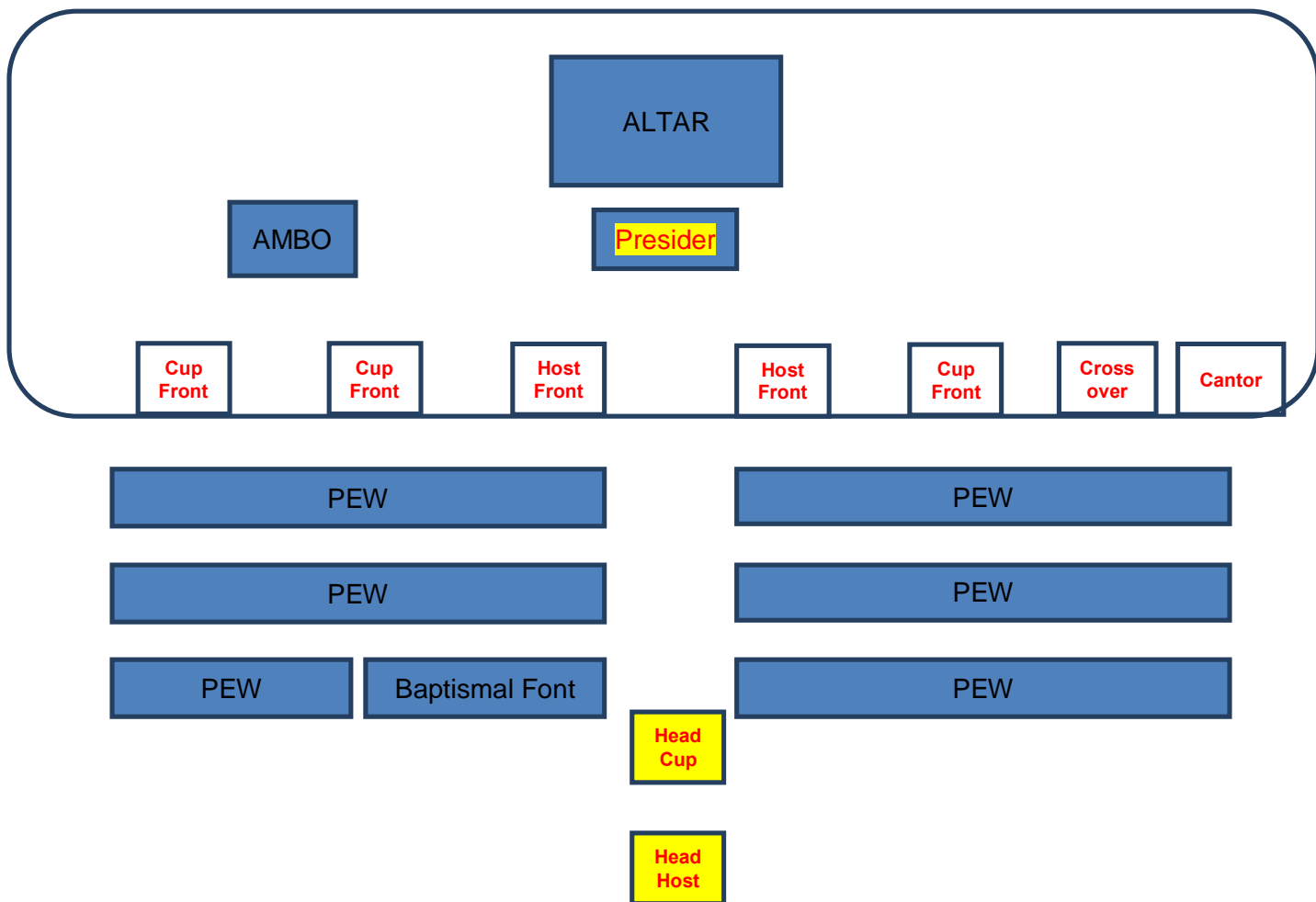
**Set Up "A"**  
**for 5:30, 7:30 and 12:30 Masses**

**Appendix 2, Stations**  
P. 2



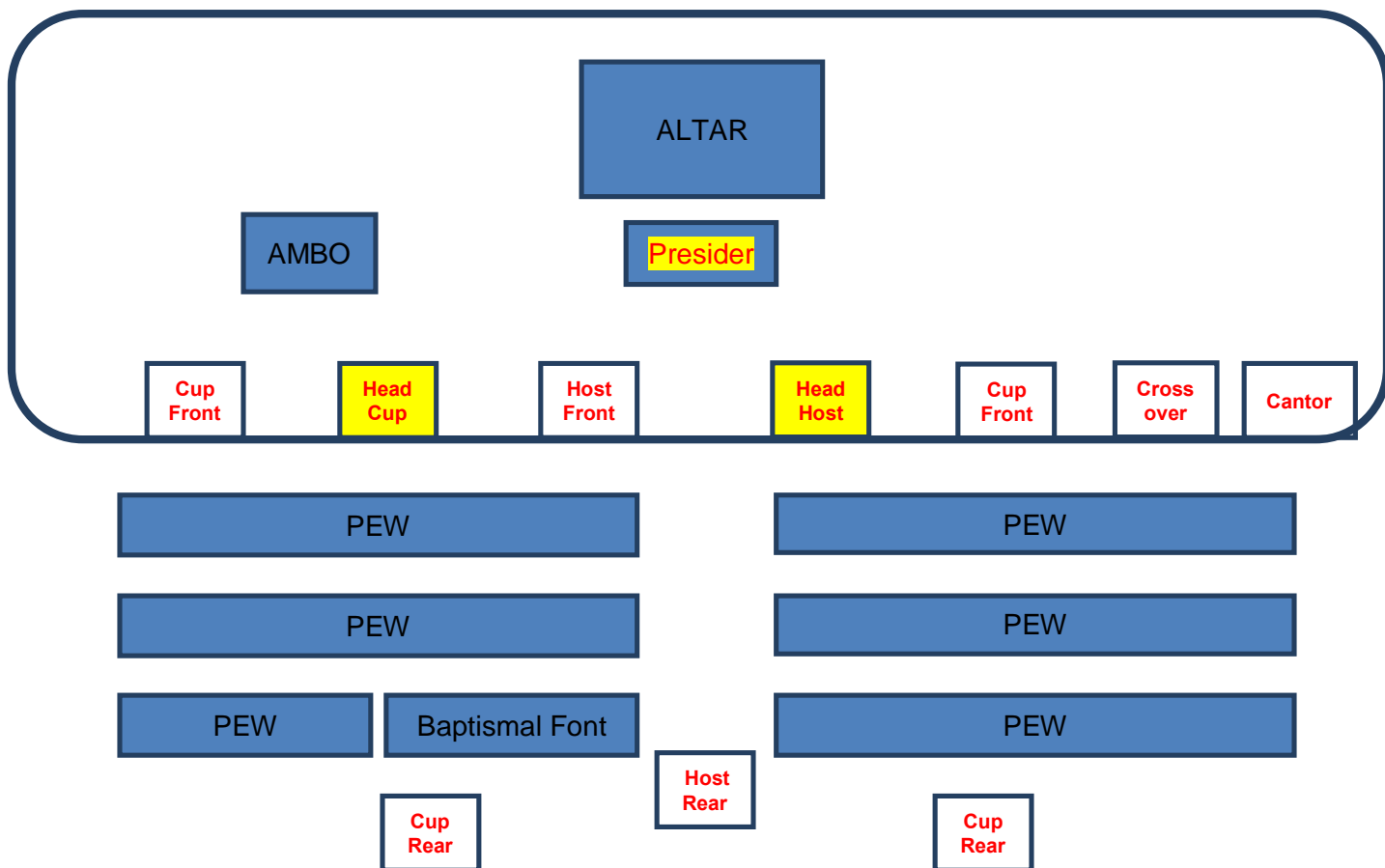
**Set Up "B"**  
**for 9 and 11 Masses**

**Appendix 2, Stations**  
P. 3



**Set Up "C"**  
**for 6:30 Mass**

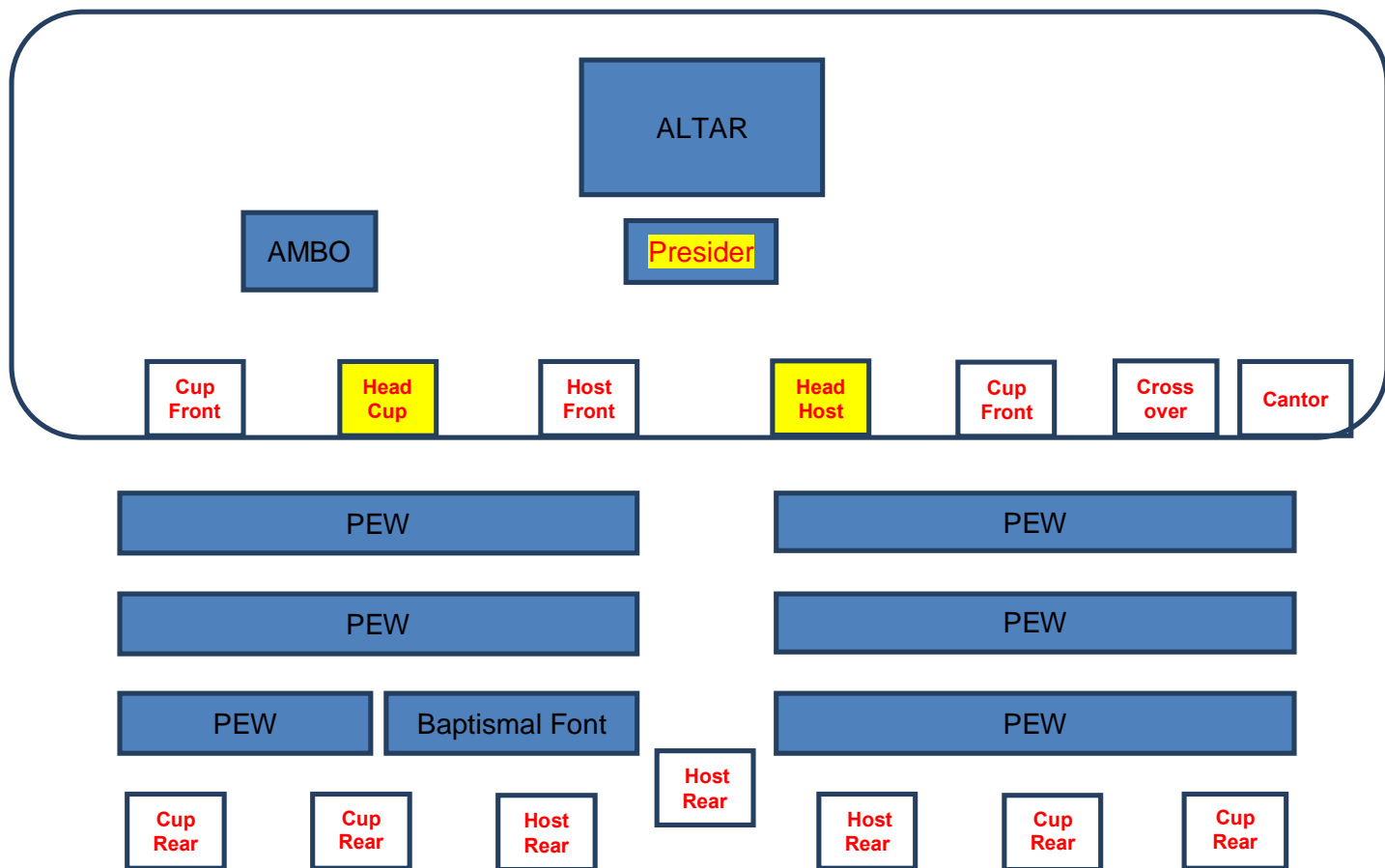
**Appendix 2, Stations**  
P. 4



**Set Up "D"**  
**for Special Masses**



**Appendix 2, Stations**  
P. 5



**Set Up "E"**  
**for Special Masses**  
**(that are heavily attended)**

## Appendix 3, Glossary

P. 1

**Altar:** Place of Sacrifice; central location for the Liturgy of the Eucharist.

**Ambo:** Place where the readings from sacred scripture are proclaimed during Mass. May also be used for the homily.

**Blessed Sacrament:** The consecrated *hosts* and *precious blood*, in which Catholics believe that Jesus Christ is truly present.

**Burse:** A small pouch for carrying a *pyx*, with a cord which goes around the neck.

**Ciborium**, plural is **ciboria:** Sacred vessel with a lid for holding consecrated or unconsecrated hosts.

**Chalice:** Sacred vessel in which wine, after Consecration, becomes the *Precious Blood*.

**Communion Plate or Communion Paten:** A metal plate, sometimes with a handle, which is held by an altar server to catch any fragments of the *host* that might fall during Holy Communion.

**Corporal:** Linen square which is unfolded on the altar during the Liturgy of the Eucharist. The *chalice* and *paten* are placed on the corporal. It is folded in a way that it captures any fragments of the host that might have fallen.

**Credence Table:** Table near the *altar* on which are located the various *sacred vessels*, the *lavabo bowl* and towel, the water and wine *cruets*, etc., used during the Liturgy of the Eucharist.

**Cruets:** Glass vessels that hold water and wine for the Mass.

**Evangelary:** A book which holds the gospel readings for Mass. Often called the ~~%~~Book of the Gospels.+

**Communion Host:** A small wafer of unleavened bread, which is consecrated in the Mass so as to become the Body of Christ.

**Lavabo Bowl and Pitcher:** A bowl and pitcher used to wash the priest's hand during Mass.

**Lectionary Book:** Which rests on the *ambo*, containing the Scripture readings for Mass.

**Luna:** Round glass case within which is kept a large consecrated *host* so that it may be inserted into the center of the *monstrance*.

## Appendix 3, Glossary

P. 2

**Monstrance:** Sacred Vessel which holds the *luna* with the consecrated *host* for adoration and benediction.

**Orans position:** A prayer stance; with extended arms, usually standing, with elbows close to the sides of the body and with the hands outstretched sideways, palms up.

**Paten:** Small metal plate on which *hosts* are consecrated during the Mass.

**Precious Blood:** A term for the real presence of Jesus Christ under the appearance of wine.

**Purificator:** Small linen cloth folded three ways, which is used to purify a *chalice* when communion is received.

**Pyx:** Small metal container used to carry sacred *hosts* when communion is taken to the sick or homebound; it is carried in the *burse* with cord around neck.

**Sacrarium:** A sink-like receptacle in the sacristy, which drains directly into the ground, rather than into a sewage system. It is used for disposing of water which has come into contact with sacred things.

**Sacred Vessels:** Any vessel which is used to hold the *Blessed Sacrament*. Sacred vessels must be made out of certain materials, and are to be blessed according to the rites of the Church.

**Sacristy:** Room where *sacred vessels* are kept and where the priest and deacon vest when there is not a separate vestry.

**Sanctuary:** Area of the church building set aside for the celebration of the sacred rites. The *altar* and *ambo* are placed within the sanctuary.

**Sanctuary Lamp:** A fixture containing a candle or an oil lamp, usually suspended by a chain or affixed to the wall. It is located near the *tabernacle*. When lit, it indicates the presence of the *Blessed Sacrament* in the Tabernacle.

**Sacramentary:** *Ritual book* containing the prayers recited at Mass by the priest.

**Tabernacle:** Locked and secured place of reservation of the *Blessed Sacrament*.

## **Appendix 4, IT'S FLU SEASON!!! (revised)**

### **All Ministers:**

- 1) Please!!! Do not serve if you are not feeling well. The spread of most viruses occur during the early stages of infection. Rule of Thumb: Consider yourself contagious at any time. Your mantra should be "Need a Sub!"
- 2) You will be responsible for sanitizing your hands prior to distribution. Be aware that the hand sanitizer keeps your hands sanitary for at least one hour after application.
- 3) There will be bottles of hand sanitizer on both sides of the Sanctuary; one on the Credence Table and the other on the table in the corner where the candelabra's are placed. A bottle is also on the sign-in table.

### **Head Ministers:**

- 1) Purify the Cups. After purification, please re-rinse the cups, both inside and outside, wipe off finger prints and any lipstick or lip gloss residue from the exterior of the Cups and Chalice so they shine.+
- 2) Ensure all Ministers serving at your Mass are familiar with these responsibilities and procedures. A copy will be placed at the sign-in table.

### **Procedures:**

- 1) At the Kiss of Peace, all Ministers should approach and gather in the Sanctuary, as usual.
- 2) During distribution, Cup Ministers should be vigilant about wiping the rim of the cup thoroughly and rotating the cup by a quarter turn. Change the part of the purificator used to wipe the rim every few communicants. Use both sides of the purificator if necessary.
- 3) After distribution, Cup Ministers should return to the Credence Table as normal. (Don't forget to drop off your badges and PLEASE, don't stuff the purificator into the cup!)
- 4) After distribution, Host Ministers should return to the Altar with their Communion Bowls, and then proceed to the Credence Table to drop off your badges.