

St. Barbara Parish

34 Ramaley Road
Harrison City, PA 15636



EXTRAORDINARY MINISTER OF HOLY COMMUNION PROCEDURE

Revision 3

January 31, 2006

RECORD OF CHANGES

Section	Description of Change	Revision
PRIOR TO MASS	Revised note.	2
SIGN OF PEACE AND FRACTIONING RITE	Revised steps 1, 4 and 5. Figure 1 was updated to reflect new location for C3/H4 and H5/C6 EMCs.	2
I DISTRIBUTION OF SACRED VESSELS	Updated steps 1 through 6 and Figure 2 to reflect new positions for EMCs prior to receiving Holy Communion.	2
II ALL SECTIONS	Major revision	3

GLOSSARY OF TERMS

Blessed Sacrament Chapel:	The chapel dedicated for the location of the tabernacle to be used for private devotion. Located at the far east end of the Church.
Chalice:	The cup used by the Presider when the wine is consecrated into the Blood of Christ.
Ciborium:	A covered or uncovered container chalice-like or dish / bowl-like in appearance to hold consecrated hosts during Mass and reserved for the sick in the Tabernacle.
Corporal:	A square or rectangular piece of cloth that is spread over the altar cloth. It is placed on the altar where the bread and wine will be consecrated during the Liturgy of the Eucharist. The chalice and paten are placed on the cloth.
Credence Table:	A side table where all the objects used during the Mass are placed before and after they are actually used.
Eucharist:	A Greek word that means "Thanksgiving". It refers to the bread and wine that have been consecrated. It also refers to the part of the Mass where the consecration takes place, the Liturgy of the Eucharist. We give thanks to God for his Son who gave us the gift of this Sacrament.
Flagon:	A glass or metal pitcher that is used to consecrate the wine for many people to receive the Blood of Christ during the Mass.
Pall:	A cloth covered square that sometimes is used to cover the chalice.
Paten:	A round metal, crystal or ceramic plate, which holds the Presider's host and hosts for distribution during the Mass.
Predella:	The raised platform where the Presider's chair, altar and ambo are located.
Purificator:	A small white linen cloth used to clean and purify the chalice after any one drinks the Precious Blood and to purify all vessels used during the distribution of the Holy Eucharist.
Tabernacle:	The place where the Eucharist is reserved for the sick and dying. Located in the Blessed Sacrament Chapel. As a sign of reverence, it is appropriate to genuflect before one enters and exits the pew. During the Mass, appropriate genuflection is done only at the beginning and the end of the Mass. If one passes in front of the altar during the Mass, a bow is necessary.
Vesting Sacristy:	The room used by the priest and servers to prepare for the Liturgy.
Working Sacristy:	The room used by the extraordinary ministers of Communion to purify the vessels after Mass. Most of the vessels used for the Mass are kept in this location.

I BRIEF OVERVIEW OF RESPONSIBILITIES BY POSITION

This document provides the procedures for the Extraordinary Ministers of Holy Communion for the Saint Barbara Parish. This section provides a brief summary of the responsibilities for each of the EMC positions before, during and after Mass. The remaining sections of the procedure are more prescriptive in the actions the EMCs must perform.

EMCs of Lord's Body

The EMC positions for the Lord's Body are H2, H4, H5 and H7. The EMCs in these positions are responsible for distributing the Lord's Body at the positions designated in Figure 4 and Figure 5.

In addition, the position H5 EMC is required to take the tray with the ciboria and tabernacle key to the altar (Section IV). This EMC should be the second person in the right line and will distribute Communion to the other EMCs (Section V). After Communion position H5 is required to take the remaining hosts and place them in the tabernacle (Section VII) or distribute hosts into the pyxes for the ministers to the homebound.

If applicable for the Mass, the position H4 (or H2) is required to assist the H5 EMC is distributing hosts into the pyxes for the ministers to the homebound and bringing the tray to the altar.

EMCs of the Precious Blood

EMC positions for the Precious Blood are C1, C3, C6 and C8. The EMCs in these positions are responsible for distributing the Lords' Precious Blood at the positions designated in Figure 4 and Figure 5.

In addition, the positions C3 and C6 EMCs must take up cup trays (Section III) and are first in line after sign of peace (Section IV). These positions are to distribute the Precious Blood to the other EMCs (Section V).

General Responsibilities for All Positions

All available EMCs should be available to assist the Presider in removing the sacred vessels and liturgical linens from the altar (Section VII). If no help is required then return to the pew.

After Mass all EMCs are responsible for helping consume the remaining Precious Blood and Body; for helping clear vessels and linens from the credence table, and purifying vessels in the work sacristy and setting up the vessels for the next Mass.

II PRIOR TO MASS

1. Arrive at least 10 to 15 minutes before the start of Mass. One must prepare spiritually before distributing the Body and Blood of Christ to the people of God. At 10 minutes prior to Mass, all positions should be filled. If you arrive after that time your position may be taken.
2. Ministers should sign in at the table in the vestibule (the passage from the narthex to the social hall) and then be seated with their families.
3. General Guidelines for the number of ministers and stations are provided below. The coordinators for the Mass should ensure that the correct quantities of vessels (and purificators) are placed on the credence table in preparation of the Mass.

MASS	No. of CUP Stations	No. of HOST Stations	Ministers
5:30PM SAT	4 stations, 6 chalices	4 stations, 6 ciboria	7 + Priest
7:15AM SUN	4 stations, 6 chalices	4 stations, 6 ciboria	7 + Priest
9:00AM SUN	4 stations, 6 chalices	4 stations, 6 ciboria	7 + Priest
11:00AM SUN	4 stations, 6 chalices	4 stations, 6 ciboria	7 + Priest
6:00PM SUN	4 stations, 6 chalices	4 stations, 6 ciboria	7 + Priest

III ALTAR WINE AND CHALICES

1. A small cruet will be used for the presentation of the gifts. The wine in this cruet will be used to fill the President's chalice. The EMC Coordinator must fill the small cruet prior to the start of the Mass. The ushers will need the cruet for the presentation of the gifts.
2. The chalices on the credence table must be filled prior to Mass (this is to be done by the EMC Coordinator). It is recommended that the chalices be filled in the work sacristy. The chalices should be filled 2/3 to 3/4 full. It is recommended that three (3) chalices be placed on one tray and covered with purificators. A "V-shape" arrangement with two purificators works well. The second tray should have two (2) chalices placed on the other tray and covered with purificators. Place the remaining purificators on the tray. The ciboria should be stacked and covered with the special ciborium lid and placed along with the tabernacle key on the credence table.

NOTE

The altar wine is kept in a small refrigerator that is located inside the vault (work sacristy). Place the empty bottles in the cardboard cartons that are in the vault next to the refrigerator.

3. When the cross-bearer dresses the altar (during the offertory) the EMCs for the cup in positions 3 (C3) and 6 (C6) must make their way to the credence table and carry the tray with the cups to the altar. As a practical matter, allow one EMC to proceed to the altar and place the chalices on the altar prior to the second EMC advancing with their tray. This should avoid crowding at the altar and accidental spilling. After the first EMC is done the second EMC can proceed to the altar. The EMCs should place the chalices along the edge of the altar along with the purificators. Place the purificators over the chalices to keep out insects. Extra purificators should be placed on the altar. Once the tray is empty it should be removed and placed on the

credence table. The ciborium and tabernacle key should be placed on one of the trays. The EMC should bow to the altar before he or she leaves the altar and returns the tray to the credence table. Once the EMC is done he or she should return to the pew. The Presider will consecrate the wine in the chalices during the Eucharistic prayer.

IV SIGN OF PEACE AND FRACTIONING RITE

NOTE

The new procedure reduces the number of EMCs at the Liturgies to have a maximum of 7 EMCs plus the Presider. Positions 9, 10, 11 and 12 will be eliminated. This affects the 5:30 PM, 9 AM and 11 AM Masses. The steps that follow provide the latest changes to the EMC procedures.

1. Immediately following the Sign of Peace, the minister in position 5 (H5) must immediately proceed to retrieve the tray of ciboria from the credence table and place the ciboria to the left of the priest Presider. The key should be removed from the tray and placed on the altar.
2. After the sign of peace the other EMCs must form two (2) lines in the center aisle.
3. The EMC for position 3 (C3) must be the first person in the left line. The EMC for position 6 (C6) must be the first person in the right line.
4. The EMC for position 5 (H5) should take their position as the second person in the right line after placing the tray of ciboria on the altar.
5. The other EMC positions must line up so the left line will be for the EMCs for the Precious Blood and the right line will be for Lord's Body. Refer to Figure 1.

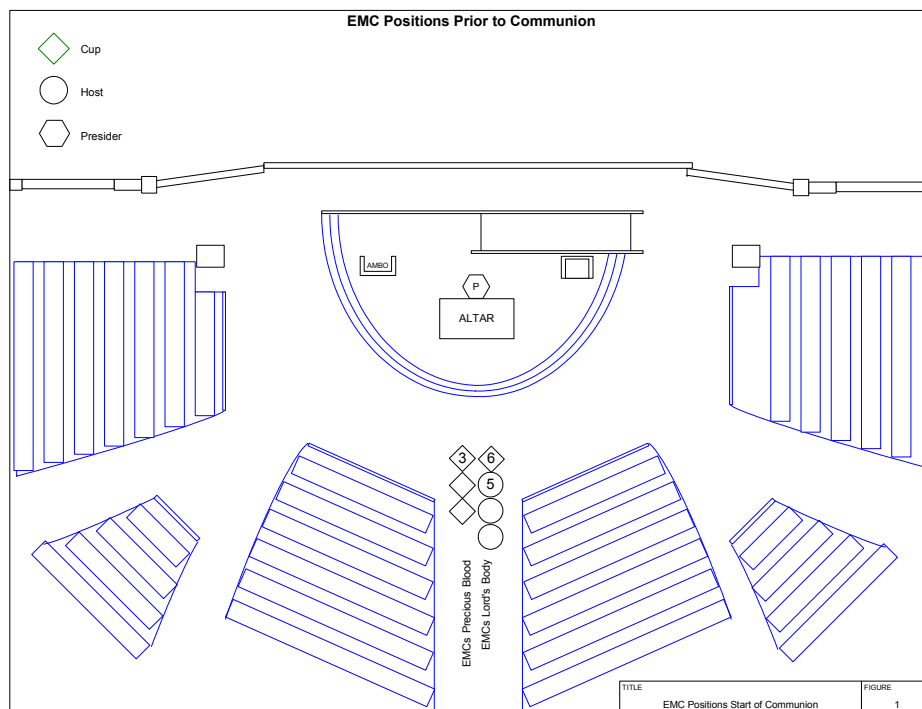


Figure 1: EMC Positions Prior to Communion

- After the fractioning is complete the Presider begins his private preparation of Communion. After the Presider consumes the Lord's Body and Blood, the EMCs in positions 3 (C3), 6 (C6) and 5 (H5) must come forward and stand near the altar to receive Holy Communion from the Presider. The other EMCs must remain in line. Refer to Figure 2.

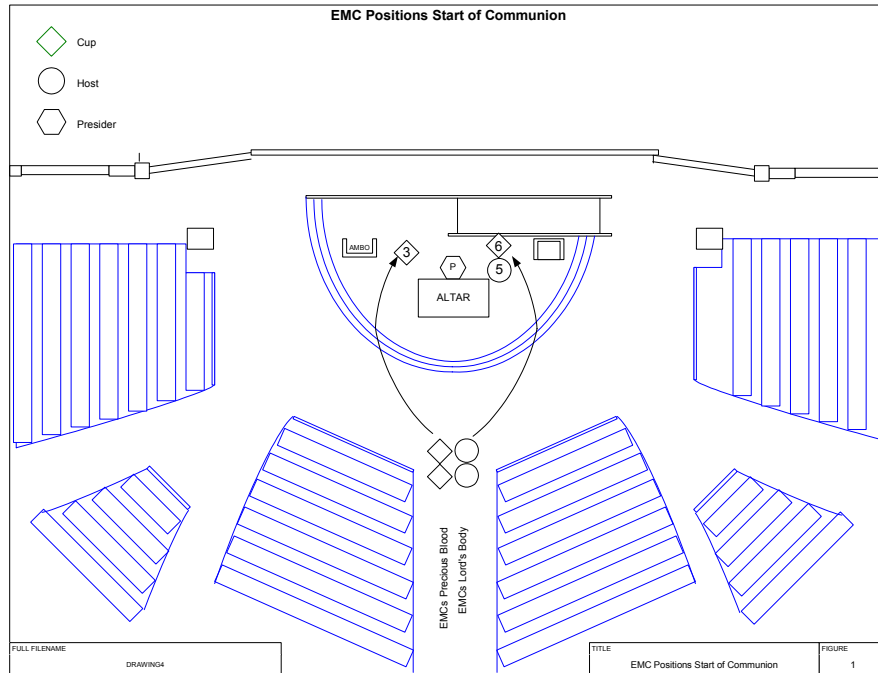


Figure 2: EMC Positions at Start of Communion

V RECEIVING COMMUNION AND DISTRIBUTION OF SACRED VESSELS

- The Presider will give the EMCs in positions 3 (C3), 6 (C6) and 5 (H5) the Lord's Body. The Presider will then give the EMCs in positions 3 (C3) and 6 (C6) the Precious Blood in the chalice they will use for distributing Communion.
- The EMC C6 will offer the EMC H5 the Precious Blood.
- The EMCs C3 and C6 will proceed to their positions.
- The EMC in position 5 (H5) will proceed to the front of the predella and distribute the Lord's Body to the remaining EMCs that are in line. The EMCs should move to the position 3 (C3) or 6 (C6) EMC to receive the Lord's Blood and then proceed toward the altar and wait for the Presider to hand them their vessel (ciborium or chalice). Refer to [Figure 3](#).
- After the EMCs receive their vessel (ciborium or chalice) they must proceed to their position and distribute Holy Communion. Refer to [Figure 4](#).
- The EMCs in positions 3 (C3) and 4 (H4) need to move to the north transept to assist the EMCs in positions 1 (C1) and 2 (H2) once they have completed distribution of Holy Communion for their positions. Likewise, the EMCs in positions 5 (H5) and 6 (C6) will need to move to the south transept (choir side) to assist the EMCs in positions 7 (H7) and 8 (C8) once they have completed distribution of Holy Communion for their positions. Refer to [Figure 5](#).

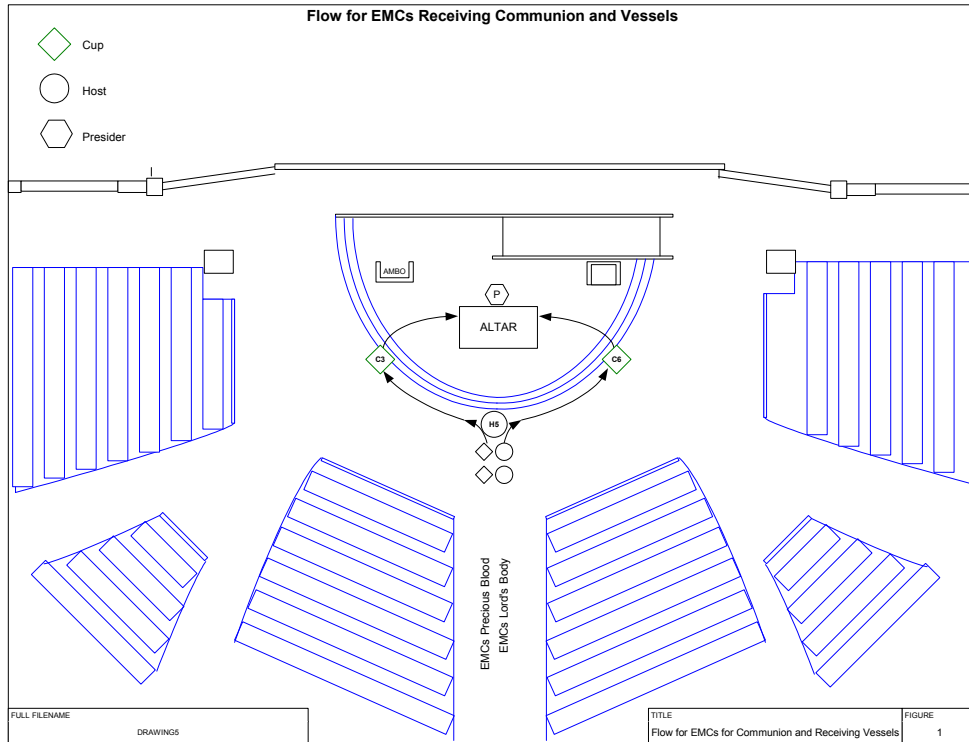


Figure 3: Flow of EMCs Receiving Communion and Vessels

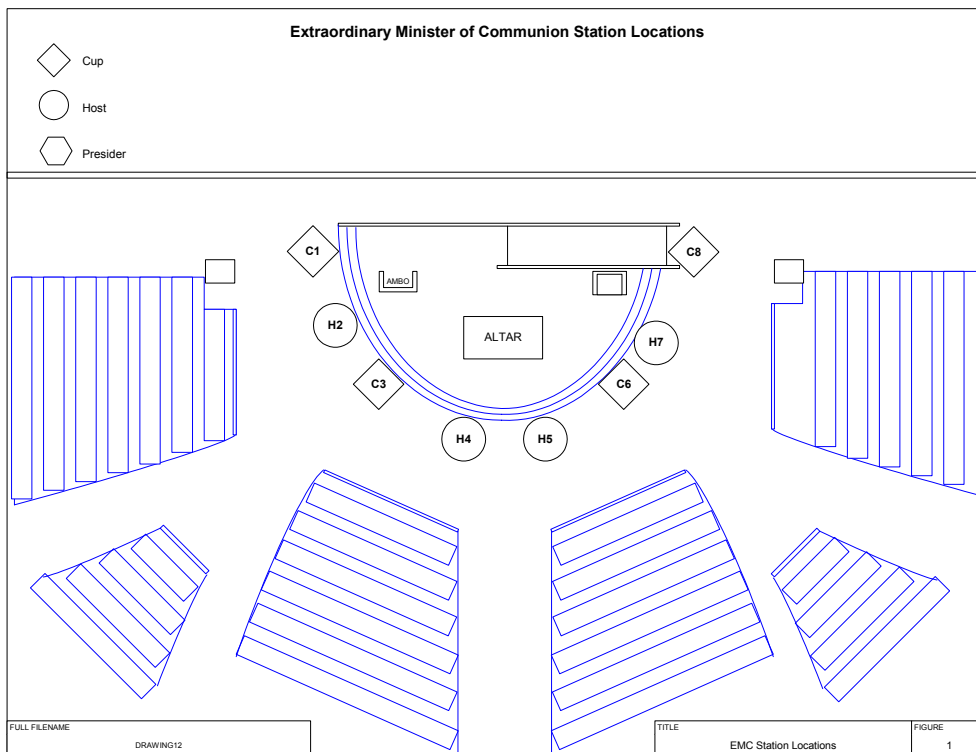


Figure 4: EMC Station Locations

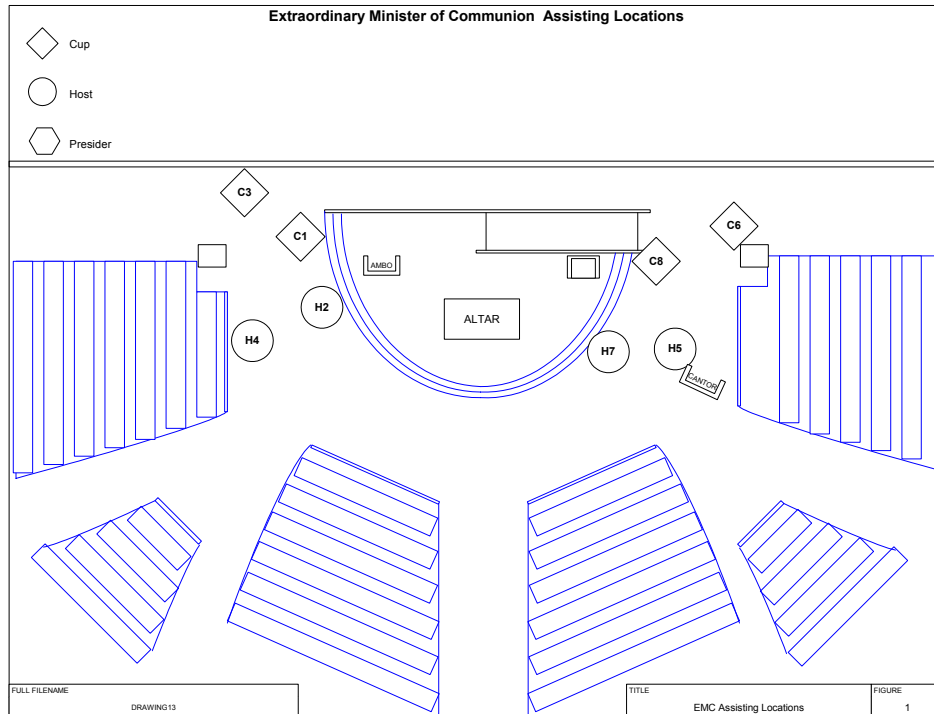


Figure 5: EMC Assisting Locations (Transepts)

VI REPLENISHING THE SACRED SPECIES

1. If the EMCs in the cup positions run out of the Lord's Precious Blood then they should go to the altar with the empty chalice and get a new chalice. Do not attempt to pour the Precious Blood from vessel to vessel. The EMC should return to their assigned position. There will be two (2) extra chalices at the Masses to handle the possibility of running out of Precious Blood during the distribution of Holy Communion.
2. If the EMCs in the host positions run out of the Lord's Body then they should try to get a few hosts from their neighboring EMC. If more than a few hosts are required then the EMC should proceed to the altar and retrieve the hosts from one of two extra ciboria that will be left on the altar. The EMC should return to their assigned position.

VII AFTER DISTRIBUTION OF COMMUNION

1. After distribution of Holy Communion is complete the EMCs with empty vessels should take their vessel to the credence table and place their vessel on the trays. Chalices should be covered with a purificator.
2. The EMCs of the Lord's Precious Blood should move to the credence table and reverently drink any remaining Precious Blood in their chalice. If the chalice is too full, the EMC should consume as much Precious Blood as possible and then cover the chalice with a purificator. The remaining Precious Blood can be consumed after Mass.

3. The EMCs of the Lord's Body should take any ciboria with the remaining consecrated hosts to the right side of the altar.
4. The Presider will gather all remaining consecrated hosts and place them in one ciborium. EMC in position 5 (H5) is to come forward and take the ciborium (with the key) to the Blessed Sacrament Chapel. The EMC in position 5 (H5) shall take the hosts in the ciborium and place them in the tabernacle for reservation. EMC H5 is to genuflect immediately after opening the tabernacle door. The ciborium is to be placed in the tabernacle. EMC H5 should genuflect and close and then lock the tabernacle door. The EMC H5 can return to their pew.

NOTE

At the Masses with pyxes for the EMCs that visit the homebound the EMC from position 5 (H5) and the EMC from position 4 (H4), or alternate position 2 (H2), are required to take the hosts from the ciborium and fill the pyxes in the work sacristy. Once the pyxes are filled EMC H4 (alternate H2) will bring the tray with the pyxes to the altar. EMC H5 will take the remaining hosts in the ciborium and place them in the tabernacle.

5. After distribution of Holy Communion the EMCs should to return to the altar to help the Presider remove the paten, ciborium and linens. The Presider will fold the corporal and hand it to the EMCs. Once the vessels and linens are removed and placed on the credence table these EMCs can return to their pew.
6. Any Precious Blood remaining in the chalices on the altar is to be consumed at the credence table. If there is an abundance of remaining Precious Blood, EMCs are to move the chalices to the credence table and place them on the trays. Cover the chalices with a purificator.

VIII DUTIES AFTER MASS

NOTE

All EMCs are to return to the work sacristy to help clean up after Mass and consume the remaining Eucharist and purify the vessels. PLEASE do not neglect to perform this important function that is part of every EMC's responsibility.

1. EMCs are to go directly to the credence table and consume any remaining Precious Blood from chalices that may have been placed on the table. Take the trays and empty vessels to the work sacristy.
2. The consecrated hosts in the ciborium from the present Mass should be retrieved from the tabernacle by EMC H5 and then taken to the work sacristy to be consumed by the other EMCs. All EMCs are to help in consuming the remaining hosts from the Mass.

NOTE

The customary sign of reverence for the tabernacle is to genuflect immediately after opening the tabernacle door and immediately before closing it.

3. At the **9:00 AM Mass** the hosts in the bottom ciborium located in the tabernacle are to be taken to the work sacristy and consumed. The hosts in the ciborium from the 9 AM Mass should be

placed in one ciborium and then returned to the tabernacle. To support Communion calls during the week the ciborium should contain 25 to 35 consecrated hosts.

4. Purification of the vessels should commence.

IX GENERAL GUIDELINES FOR PURIFYING VESSELS

1. CONSUME all remaining sacred species (Lord's Body and Blood), also hosts or pieces of hosts if left in ciborium.
2. When purifying the vessels either remove jewelry from hands or wear white gloves. Do not use gloves to wipe out vessels.
3. DO NOT wipe the inside of the silver paten or ciboria with a DRY purificator to collect the fragments of the Lord's Body. Water **MUST BE USED** for purification.
 - It is recommended that the EMCs use a minimum of two (2) clean purificators to clean and dry the vessels. Use one (1) damp purificator to wipe away hand and lip prints from the chalices. Use at least one (1) dry purificator to dry the vessel.

Paten

- Prior to purifying the paten locate the corporal and carefully hold it directly over the paten and carefully shake it to dislodge any fragments of the Lord's Body into the paten. This will capture any fragments of the Lords' Body that will have fallen onto the corporal during Mass.
- The EMC that purifies the paten should use side of the thumb to carefully collect all fragments of the Lord's Body and then pull the fragments into either a chalice or ciborium. The EMC should then pour water over the thumb and into a chalice or ciboria to rinse the fragments from the thumb.
- Pour water into the paten to rinse any remaining fragments. Empty the either a chalice or ciborium.

Ciboria

- Use water to purify the gold ciboria.
- Pour the water into one of the chalices so it can be consumed by one of the EMCs.

Chalice

- Pour water into the large flagon and rinse. Pour into a chalice, doing the same for each chalice. If possible, transfer water from chalice to chalice to purify.
- The last chalice(s) should have the water and fragments of the sacred species. The EMCs should consume the contents of the chalice. It is recommended that the chalices be cleaned with a damp purificator and then dried with a separate towel or purificator. This will ensure the chalices are clean for the next Mass.
- Put used purificators in the basket adjacent to the work sacristy table.

X PREPARATION OF THE VESSELS FOR THE NEXT MASS

Prepare the tray with vessels for next Mass or return them to the vault in their appropriate places if you are serving 5:30 PM Saturday Vigil or the 11:00 AM or 6:00 PM Mass on Sunday. The key to the tabernacle should be placed in the vault.

EMC H5 for 7:15 AM and 9:00 AM Mass should place the key for the tabernacle on the tray with the ciboria for the following Mass.

XI HOMEBOUND MINISTER GUIDELINES

Before Mass

1. Open your pyx and place it on the round tray covered with a linen cloth that is located in designated area on top of work sacristy table. Make sure you have the number of required consecrated hosts clearly marked on the pyx and the quantity of required hosts was given to the ushers.

After Communion Rite and Before Dismissal

1. The Presider will call the EMCs for the Homebound forward after he concludes the Communion Rite. Go to the center of the main aisle and form a line.
2. The Presider will take the tray from the altar and call the EMCs for the Homebound forward to take their pyxes from the tray.
3. The Presider will give you a blessing of dismissal. The Presider will return to the Presider's chair. Please remain standing in the center aisle.
4. After the Final Blessing you will process out with the Servers and the Presider.

After Bringing the Eucharist to the Sick

1. Take your pyx and purify it by placing a small amount of water in it and consume the water with the leftover particles. Dry it with a purificator. Purifying may be done in the sacristy or at home (if you have a purificator).
2. Please do not take a purificator without informing one of the priests.

Extraordinary Minister of Communion Sign-in Sheet

Place Check
Mark in Box for
Applicable
Mass

5:30PM

7:15 AM

9:00AM

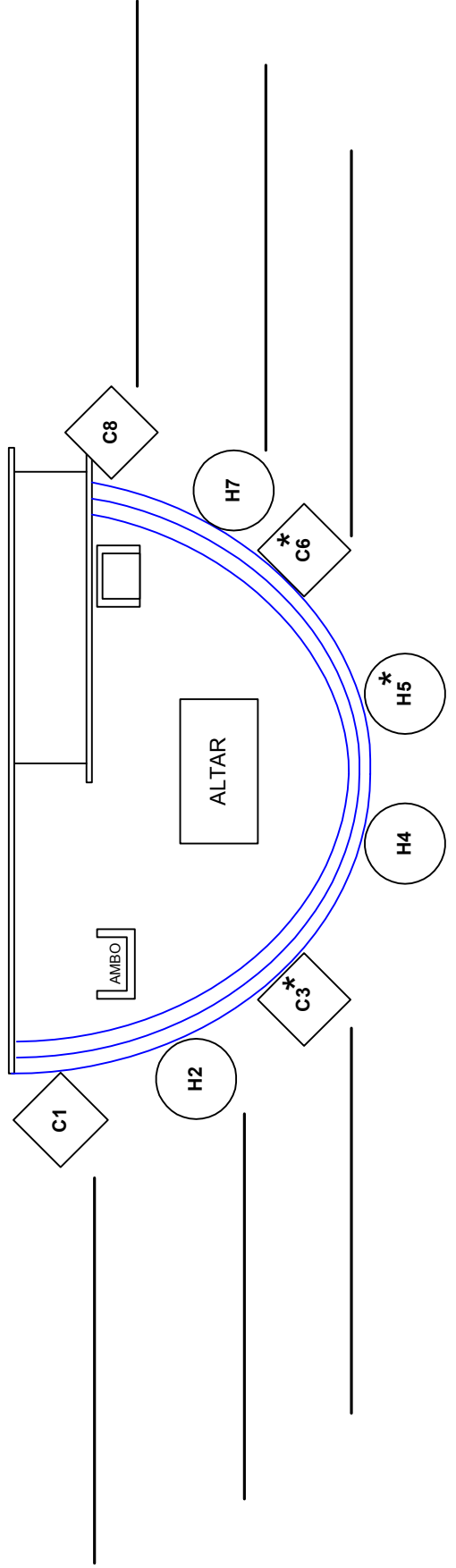
11:00AM

6:00 PM

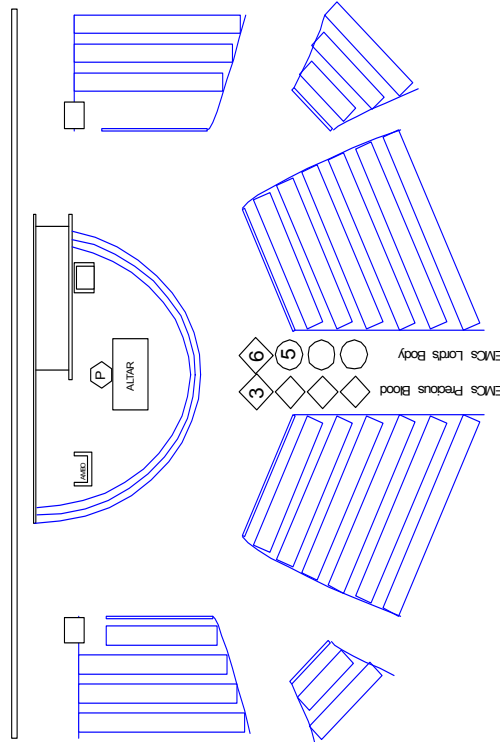
***ATTENTION:**

All Extraordinary Ministers of Holy Communion must help in clearing the credence table and purifying vessels after Mass.

PLEASE SIGN IN. Write your name on the line next to the position you will take for the Mass. Please check the legend below to confirm if there are any extra requirements for your position.



EMC Positions Prior to Communion



LEGEND



Cup



Host

Positions C3 and C6 take up cup trays and are first in line after sign of peace. Receives Communion from president and distributes precious blood to EMCs.

Position H5 takes up tray with ciboria/key and is second person in right line. Responsible for placing reserved sacrament in tabernacle after distribution in pyxes (if required).

Position H4 or H2 helps distribute hosts in the pyxes for the homebound EMCs and places tray with pyxes on altar prior to end of Mass (if required).

TITLE

EMC Sign-In Sheet: All Masses

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