

MAY 2012

# ST. LUKE'S PARISH

EXTRAORDINARY MINISTER OF HOLY COMMUNION HANDBOOK

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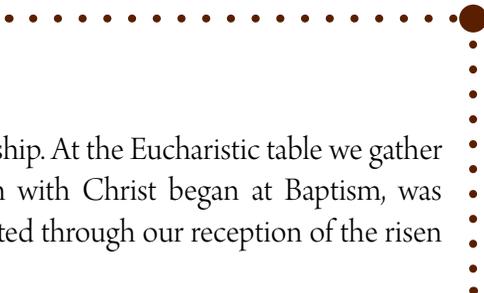
*“The Lord Jesus, on the night He was betrayed, took bread, and when He had given thanks, He broke it and said, “This is My body, which is for you; do this in remembrance of Me.”*

*In the same way, after supper He took the cup, saying, “This cup is the new covenant in My blood; do this, whenever you drink it, in remembrance of Me.”*

*For whenever you eat this bread and drink this cup, you proclaim the Lord’s death until He comes”.*

**1 CORINTHIANS 11;23-26**





## INTRODUCTION

The Liturgy of the Eucharist is at the centre of Christian worship. At the Eucharistic table we gather as community bonded by God's real presence. Our union with Christ began at Baptism, was strengthened by Confirmation and is maintained and perfected through our reception of the risen Lord under the form of bread and wine.

- Bishops, priests and deacons are the only ordinary ministers of Holy Communion.
- Through our parish priest, the bishop grants the privilege to select laypeople to assist ordinary ministers in the distribution of Holy Communion.
- As an extraordinary minister of Holy Communion you are professing your own faith and calling forth the faith in the communicant to whom you are serving Holy Communion.
- The extraordinary minister of Holy Communion;
  - Appreciates the sacredness of the Eucharist and desires to serve our Lord by distributing Holy Communion to the faithful.
  - Is an active, practising Catholic living in communion with the Church.
  - Is committed and dependable.
- This handbook is designed to serve as a training guide and reference manual for extraordinary ministers of Holy Communion.
- Questions and comments should be directed to our parish priest or the coordinator of extraordinary ministers of Holy Communion.

## COMMISSIONING

- The parish priest, as directed by our bishop, has the authority to commission laypeople as extraordinary ministers of Holy Communion.
- He is obligated to ascertain the candidate's worthiness to serve in this sacred task.
- If acceptable, Father will commission the volunteer using the following prayer;

*In this ministry, you must be examples of Christian living in faith and conduct; you must strive to grow in holiness through this sacrament of unity and love.*

*Remember that, though many, we are one body because we share the one bread and one cup.*

*As ministers of Holy Communion be, therefore, especially observant of the Lord's command to love your neighbor:*

*For when he gave his body as food to his disciples, he said to them: "This is my commandment, that you should love one another as I have loved you."*

### **Father will then ask you these questions:**

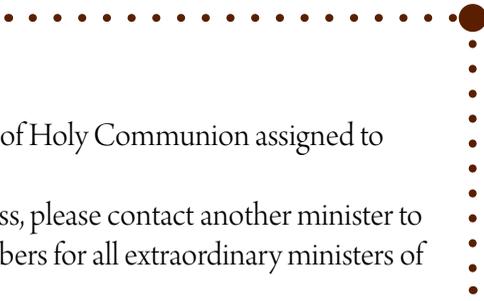
*Are you resolved to undertake the office of giving the Body and Blood of the Lord to your brothers and sisters, and so serve to build up the Church?*

**Response:** *I am.*

*Are you resolved to administer the Holy Eucharist with the utmost care and reverence?*

**Response:** *I am.*





## PREPARING TO SERVE

- You will receive a schedule of the extraordinary ministers of Holy Communion assigned to upcoming Masses.
- If you are unable to fulfill your duties at your assigned Mass, please contact another minister to arrange for coverage. You will receive a list of phone numbers for all extraordinary ministers of Holy Communion.
- Please note that unless there is a severe shortage, you should not plan to cover more than one Liturgical ministry at the same Mass (Eucharist, greeter, usher, lector, music, etc.).
- The schedules are also posted in the left cupboard in the Privacy Room located just off the narthex.
- Appropriate attire and grooming must reflect the respect and dignity associated with this sacred ministry.

## BEFORE MASS

- Plan to arrive about 15 minutes before the start of Mass to allow yourself time to reflect and pray.
- Write your initials beside your name on the posted schedule.
- Take a medallion from the box on the counter.
- Usually, there will be three people for Sacred Body and five people for Precious Blood including one lead for each.
- The round medallions are for the lead Sacred Body and the lead Precious Blood ministers.
- Note that if a deacon is serving, he will assume the lead Precious Blood position replacing the person originally scheduled to serve.
- Those distributing the Sacred Body should take a medallion with a blue string.
- Those distributing the Precious Blood should take a medallion with the red string.
- The lead ministers should ensure all positions are filled and assign positions to the other six ministers (see positions below).
- It is recommended to sit closer to the front and next to an aisle to minimise distractions as you approach the altar.

**LEAD SACRED BODY**

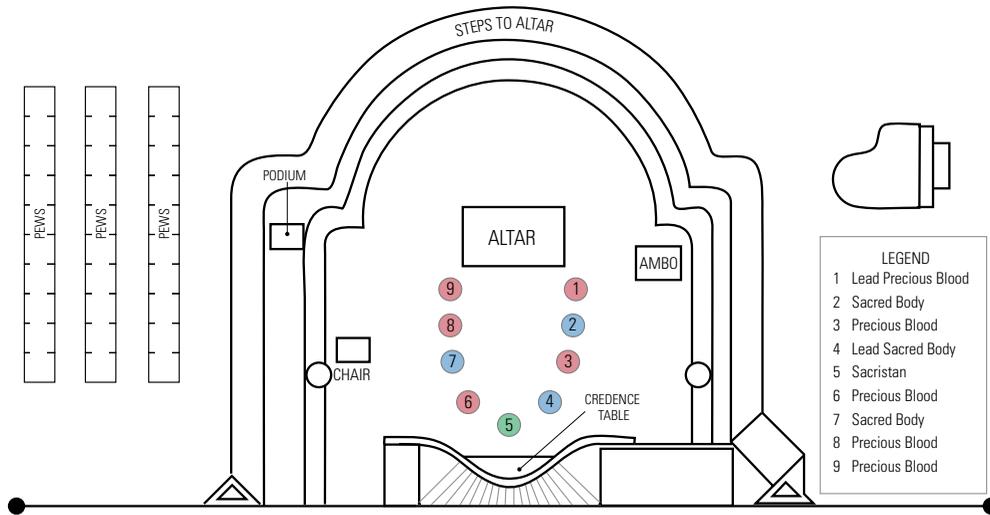
**REGULAR SACRED BODY**

**LEAD PRECIOUS BLOOD**

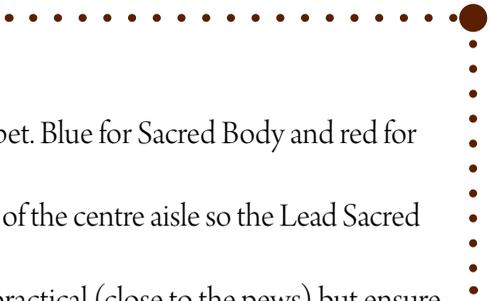
**REGULAR PRECIOUS BLOOD**



## AROUND THE ALTAR

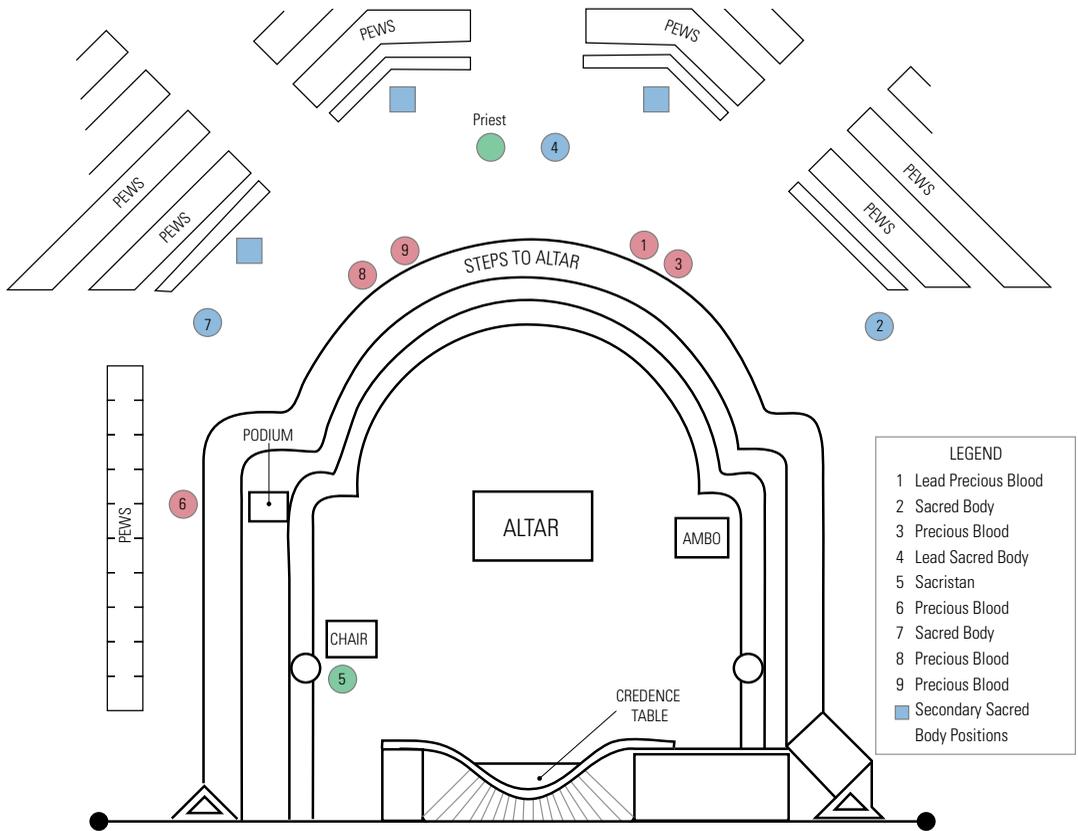


- After the Sign of Peace, proceed to the Credence table located at the back of the sanctuary.
- Quickly cleanse your hands with the hand sanitizer and move to your designated position to receive Holy Communion.
- Usually the sacristan or deacon will move the patens and the purificators to the altar. Lead Sacred Body and / or lead Precious Blood may also assist.
- The priest will receive Holy Communion under both species before offering the body and blood to the deacon.
- Sacred Body is then distributed to the extraordinary ministers of Holy Communion usually by the priest.
- Just prior to receiving the Sacred Body, make a simple bow with the head.
- If you are unable to receive the Sacred Body, cross your arms across your chest.
- If a deacon is present, he will follow the priest with Precious Blood from the main chalice. Alternatively, the lead Precious Blood minister distributes to all others gathered near the altar.
- Just prior to receiving the Precious Blood, make a simple bow with the head.
- If you are unable to receive the Precious Blood, cross your arms across your chest.
- Keep your medallion visible so the priest knows to hand you a paten or a chalice.
- Ensure you have a paper purificator with the chalice.
- Wait in position until the priest has completed distribution of all vessels and starts to move to the front of the altar.
- All ministers of Holy Communion then move together to their respective positions for distribution of Holy Communion to the rest of the congregation.



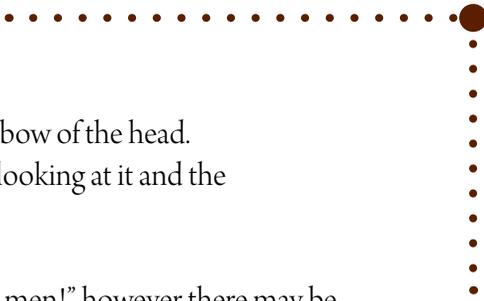
## THE DISTRIBUTION OF HOLY COMMUNION

- The primary positions are marked with an “X” on the carpet. Blue for Sacred Body and red for Precious Blood.
- Note that the priest may choose the left or the right queue of the centre aisle so the Lead Sacred Body should adjust accordingly.
- All Sacred Body ministers should stand as far forward as practical (close to the pews) but ensure there is adequate space for people to walk by after receiving the Sacred Body.
- All Precious Blood ministers should stand as far back as possible (close to the bottom step).
- This separation is important to minimise the chance that a line-up for the Precious Blood will impede the distribution of the Sacred Body.
- We should never refuse to give Holy Communion to one who desires to receive the sacrament unless the circumstances are very serious.



## SACRED BODY

- As the communicant comes forward, allow them time to complete a simple bow of the head and indicate how they wish to receive Holy Communion.
- There are two ways to receive the Sacred Body – in one’s hands or on one’s tongue.
- Raise a single consecrated host so that you are looking at it and the communicant’s eyes.
- Say with faith and conviction “The Body of Christ!”
- The communicant should reply with an equally fervent “Amen!” however there may be occasions when you may have to say amen for them.
- Place the Sacred Body in the communicant’s hands or on their tongue.
- If a consecrated host is dropped, pick it up and consume it immediately.
- Once you have about twenty consecrated hosts, remain in your position but turn to the sacristan to indicate that you need more.
- The sacristan will be scanning all Sacred Body ministers so it may take a moment to catch their attention.
- When the sacristan arrives, stop distribution to the communicants while refilling your paten.
- If the person has their arms crossed over their chest, they wish to receive a blessing. The blessing can take many forms but in general it is preferred that we not touch the person.
- Example: With an outstretched hand over the person’s head say “May the Lord bless you in the name of the Father and the Son and the Holy Spirit.” “Amen”.
- Occasionally at the end of your queue, an usher may ask you to proceed to a communicant who is unable to come forward for Holy Communion. Proceed to the pew as directed.
- If your queue is finished but there are still lengthy queues at other positions, proceed to one of three secondary Sacred Body positions as noted by “■” on the diagram and also marked on the carpet.
- These secondary positions are located so that communicants are free to move to the Precious Blood minister or back to their pews.
- One extraordinary minister of the Sacred Body may need to return to the choir position if the choir chooses to receive Holy Communion after the rest of the congregation.
- Once finished, proceed to the sanctuary where the priest, deacon or sacristan will take the paten from you.
- Return quietly to your seat.



## PRECIOUS BLOOD

- Allow the communicant a moment to complete a simple bow of the head.
- Raise the chalice with the Precious Blood so that you are looking at it and the communicant's eyes.
- Say with faith and conviction "The Blood of Christ!"
- The communicant should reply with an equally fervent "Amen!" however there may be occasions when you may have to say amen for them.
- Place the chalice in the communicant's hands ensuring they have a good grip before releasing it.
- For anyone who appears to have problems holding the chalice (e.g. younger children, elderly, sick, etc.) hold on to the cup to assist.
- Use the purificator to wipe the rim of the chalice then rotate the chalice by ¼ turn for the next communicant.
- If some of the Precious Blood is spilled, used the purificator to absorb as much as possible from the carpet.
- If your queue is finished you should move to one of the other Precious Blood positions.
- After Holy Communion, if there is remaining Precious Blood, please consume it or ask another minister or the sacristan to do so.
- Once all the Precious Blood is consumed, place the chalice and the folded purificator on the credence table.
- Return quietly to your seat.

## END OF MASS

- Remember to return the medallion to the box in the Privacy Room.

