

Extraordinary Ministers of Holy Communion during the Liturgy

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As ministers of communion, we have been called to serve the very life of the church, the living Body of Christ. Eucharist is what defines us as community, as a Catholic-Christian people living the command of our Lord, as we make known the promise of the Gospel. The sharing of the Body and Blood of Christ is the source of our collective spiritual life. In our ministry, we serve our sisters and brothers by sharing with them the mystery that makes us one.

"Liturgical Ministry: A Practical Guide to Spirituality" by Donna M. Cole

It is presumed that one's service as an Extraordinary Minister of Holy Communion (EMHC) only makes visible the service, prayer and holiness that is manifested outside of the liturgy in the minister's life. The person who serves as a Eucharistic Minister should be distinguished as a person whose life, faith and morals are clearly Christian.

All EMHCs are approved by the pastor and appointed by the Bishop of the Raleigh Diocese. Beginning with the Diocesan revised norms of October, 2012, there is a term limit of *five years* with an option of renewal for an additional *five years*. Those EMHC who were active in October, 2012 are considered as beginning their 5 year term at that time. **After October, 2012, a newly appointed EMHC begins their five year term at the time they are appointed.** Renewal is not automatic. As a result, EMHCs must be *reappointed* by the Diocesan Bishop in order to continue their service. If an EMHC has served for a total of two terms (10 years) and there is a serious pastoral reason for an exception to the norm for maximum service, a request may be made to the Diocesan Bishop for an extension of the term for each individual. EMHCs are appointed to serve only in their own parish. At times, at the request of a Priest Celebrant, EMHCs who are appointed for service in the Diocese of Raleigh may be asked to serve in a different parish or mission in the Diocese (e.g. retreats, deanery and diocesan celebrations).

- Resource: Diocese of Raleigh - *Norms for Extraordinary Ministers of Holy Communion*

Any currently commissioned and active EMHC is commissioned to help with the distribution of the Eucharist. However, specific training is needed for any EMHC who wishes to serve as an EMHC to the sick and homebound, and specific training is needed for any EMHC who wishes to serve at liturgies. For this reason some may choose to be trained as an EMHC/During the Liturgy, and others may choose to serve as an EMHC/to the Sick and Homebound.

All liturgical ministers are registered parishioners and are in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

Attire and Behavior

By dressing appropriately, liturgical ministers assist the assembly's focus on the ministry rather than on a minister's personal appearance. Ministers, regardless of age, dress in "business casual" attire. Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas (e.g. political/sports).

Ministers may be called upon to serve even though they have not been previously scheduled to do so. Therefore, EMHC, particularly because of their involvement with Body and Blood of Christ, should come to a liturgy prepared and dressed appropriately. If, for any reason, one is not prepared or properly attired, he/she should graciously decline the invitation to assist at that time.

Wearing of the liturgical color of the day is encouraged. The liturgical color is listed in the bulletin at the bottom of the upcoming week's calendar. Ministers may be called upon to serve at any liturgy, so always come prepared and dressed appropriately.

Ministers model a respectful and reverent attitude by arriving on time, avoiding distracting behavior during the liturgy (e.g. talking with others) and participating in the entire liturgy.

Training and Formation

Technical and practical orientation and training, as well as liturgical and spiritual formation, are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Each minister is also expected to grow in faith and action through attending ongoing formation for established ministers, normally offered annually, and periodic formation events held to benefit *all* parish liturgical ministers.

Scheduling/Substitution Procedure

All liturgical ministers are absolutely crucial and essential for the celebration of the liturgy. An untrained individual cannot properly fill this essential role in the liturgy; therefore, only trained liturgical ministers serve during a liturgy. Schedules are prepared for three-month periods by the parish secretary and sent to each trained minister along with information to access the schedule on the parish website, www.iccwilm.org

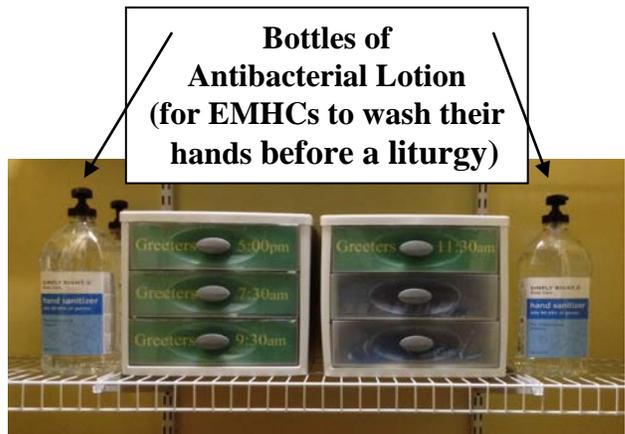
Please be present when scheduled or arrange for a substitute as early as possible. All liturgical ministers are asked to be flexible and willing to fill in for one another whenever possible, even if it means filling in at a different liturgy. Use the current roster list and "unavailable dates" provided with each ministry schedule (also posted on the parish website) to contact potential substitutes. Do not call the Coordinator except as a last resort. When communicating by e-mail, be sure to use an address that is checked frequently. Communication by e-mail should be supported by a phone call if you do not receive a response to your e-mail. Be sure to inform the parish secretary and your coordinator of any changes to your e-mail address or phone number. If you are filling in for someone, note the change on the Liturgical Ministers' (LM) closet door schedule by crossing out the scheduled person's name and writing your initials next to it.



Alert Messages with any special instructions for your ministry are posted here as needed. **Always check for ALERTS when you sign in.**

Liturgical Ministers Assignment Schedules for Weekend Liturgies Sign-in on these sheets.

EMHC/During the Liturgy: Diagram Charts
(shows positions for lining up after the Sign of Peace and for distributing Communion)



Bottles of Antibacterial Lotion
(for EMHCs to wash their hands before a liturgy)

Bulletin Board on the inside of the Liturgical Ministers' closet door.

Bottom shelf inside LM closet

Day of the Liturgy

Preparation Prior to the Liturgy

1. The Point Person (an appointed EMHC/Liturgy who comes early to observe which EMHCs are present in general, and specifically those who are scheduled, in order to be prepared to ask an appropriately dressed EMHC to fill in for a “no show” EMHC) should arrive **no later than 20 minutes** before the liturgy. All other Eucharistic ministers should arrive **no later than 15 minutes** before the liturgy. Arriving in a timely manner puts other ministers at ease by knowing that you are present. It allows you to be calm and relaxed as you exercise ministry. It also models good preparation for all who attend the liturgy.
2. Place a checkmark next to your name on the schedule posted on the inside door of the Liturgical Ministers’ closet located in the rear corner of the church nearest to the Gathering Area (**picture, page 2**). If you are substituting for another person, cross out his/her name and write your initials on the schedule. Inform the Point Person of your arrival.
3. **The first three (3) EMHC/Bread on the schedule for each liturgy (B1, B2, B3) will be responsible for cleansing the vessels after the liturgy**, and for either returning them to the preparation table behind the altar (pictures, pages 6 & 8) OR putting them away, depending on the time of the liturgy. On the schedule, this is designated by “CV” (Cleansing Vessels) after B1, B2, and B3. **Please honor this responsibility after the liturgy before leaving the church.**
4. **When the presiding priest is scheduled as B1, B2 or B3 and the assignments have shifted**, the first three EMHCs are responsible for cleansing the vessels. When cleansing the vessels, great care should be taken not to scratch the gold finish, which is very expensive to have replaced. If you are wearing a ring(s), you should put on a rubber glove, available near the sink, to cleanse the vessels.
5. **If there is a deacon or concelebrant:** A deacon would normally take the place of one EMHC/Wine; a concelebrant would take the place of one EMHC/Bread minister. **Point Person will inform the affected Eucharistic ministers.**
6. Large bottles of anti-bacterial hand lotion are available on the bottom shelf of the LM closet for use before you are seated. A suggestion is to carry a small bottle in your pocket or purse to use after the sign of peace before going up to the EMHC line (**picture, page 2**).
7. **Once finished at the closet move away from the closet area so that other ministers can sign in.**
8. If you have not already done so on your way to church, say the prayer given to you at your training session, asking God’s blessing upon your ministry (or use your own words). Offer your ministry to the Lord before, during, and after the liturgy. The prayer card contains this prayer, an adaptation of the Direction of Intention by St. Francis de Sales:

*Lord, I give you my actions and ministry.
Help me to conduct myself in a manner that will give praise to you
and assist my brothers and sisters in their worship of your holy name.*

Tabernacle Key

1. If the tabernacle is locked: The key to the tabernacle is located behind the altar, on the side wall of the upper right cabinet.
2. Once the key has unlocked the tabernacle door, it remains in the tabernacle door until after the Saturday evening liturgy and then returned to its cabinet.
3. Retrieve the key to open the tabernacle door for the Sunday 8:30am liturgy and then return the key to its cabinet after the 10:30am liturgy on Sunday and after each Holy Day liturgy.

Presentation Table - Center Aisle in Back of Church

- The Presider's ciborium and chalice should be on the presentation table in the rear of the church as shown below:



Presider's chalice and ciborium



**Preparation Table
at rear of center aisle**

Preparation Table Behind The Altar Wall

The Preparation Table will be prepared for each weekend and Holy Day liturgy by the Sacristan or Eucharistic Set-up Minister as follows:

5:00 p.m., 8:30 a.m., and 10:30 a.m. Liturgies

5 EMHC ciboriums + Presider's large ciborium = 6 ciboriums

(The 5th ciborium may be the one in the tabernacle if it is overflowing. The set-up person makes this determination along with the priest.)

5 EMHC chalices + Presider's chalice = 6 chalices

5 EMHC Purificators + Presider's purificator = 6 purificators

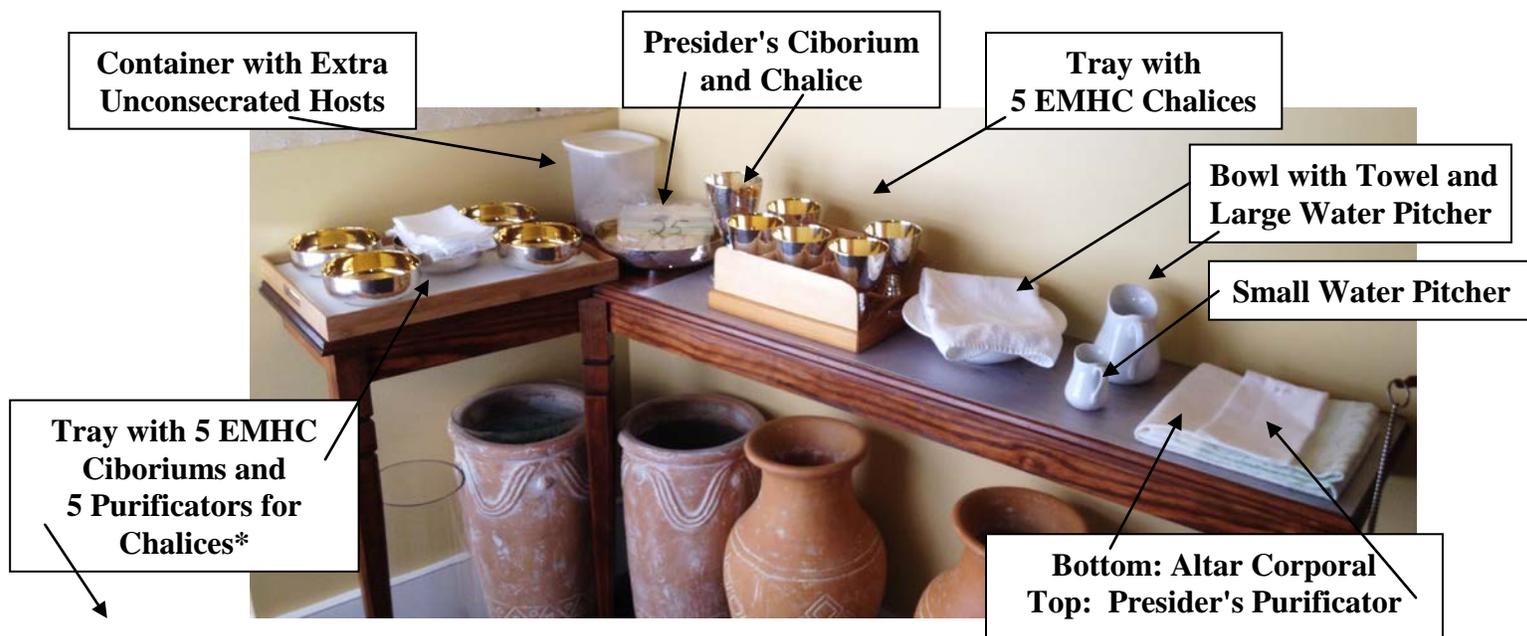
1 corporal (for altar)

(See pictures on the next 2 pages.)

Preparation Table

(behind the altar wall nearest to the presider's chair)

Set-up for 5:00pm, 8:30am, and 10:30am Weekend Liturgies



*The tabernacle ciborium may become the 5th ciborium if it is overflowing with more Eucharistic hosts than are needed to be kept there.

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5:00 p.m., 8:30 a.m. & 10:30 a.m. Liturgies

Tray with 5 EMHC Ciboriums
(Presider's Ciborium makes 6)
and 5 Purificators for Chalices,



5:00 p.m., 8:30 a.m. & 10:30 a.m. Liturgies

Tray with 5 EMHC Chalices
(Presider's Chalice makes 6)



**Large Water Pitcher, Bowl and Towel
(for presider's hand washing)
Small Pitcher (for adding water
to Presider's Chalice)**



**Corporal for Altar on bottom
1 Purificator on top
(for Presider's Chalice)**

During the Liturgy

1. Sit in the assembly, in an aisle seat, if possible. Ministers are encouraged to sit with their families.
2. After briefly sharing the Sign of Peace, move quickly to your designated place in the EMHC line in front of the altar steps. EMHCs/Wine are to the left facing the altar; EMHCs/Bread are to the right. W1 stands next to the servers at the short side of the baptismal font near the altar steps. The designated position in the line for the presider is left vacant.
(Diagram, page 9)
3. After the presider has raised the Host and said, "Behold, this is the Lamb of God who...", he receives communion. Presider will then distribute both the Body and Blood of Christ to the Altar Servers and W1 minister. After W1 receives from the chalice, he/she waits in place with the chalice. An Altar Server brings the Presider's ciborium to him for distribution of the Body of Christ to the other EMHCs. W1 follows the presider with the chalice to distribute the Blood of Christ to the other EMHCs, then moves around the back of the line and stands next to W2 until all EMHCs have received their ciboriums and chalices.
4. All Eucharistic ministers stay in their line position until all have received their ciboriums and chalices. Then, the presider will send them to their respective stations, beginning with the EMHCs/Wine, who move into position via the side aisles, followed by the EMHCs/Bread, who move into position via the center aisle (3rd station, then 2nd station, then 1st station). **Presider will share rotations with the EMHCs/Bread stations each weekend as designated on the Liturgical Ministers' Schedule.**

Procedures for distribution of the Eucharist

1. Great care and respect regarding the Body and Blood of Christ should be taken by the EMHC when traveling to and from the assigned station to distribute Holy Communion to the faithful.
2. Be observant of any handicapped persons in your area. If there is someone in your section, an usher will cue you. Distribute the Eucharist to them first. 3rd section ministers distribute to 3rd section disabled, 2nd section ministers to 2nd section disabled and 1st minister to 1st section disabled.
3. As a member of the community approaches, the EMHC looks at the communicant holds the Body of Christ or chalice of Blood of Christ before them (without raising them up) and says, “The Body of Christ” or “The Blood of Christ”. No other invitation, such as using the name of the communicant or “this is the Body of Christ...” is to be used. After the communicant responds “Amen”, the minister then gives Holy Communion to the communicant.
4. EMHCs are commissioned *only* to distribute the Body and Blood of Christ, *not* to give a blessing. The EMHC may offer a brief, audible prayer for those who come forward in the communion procession and who are not receiving Holy Communion, such as “May God bless you” or “*The Blessing of Christ be with you*”. The prayer may *not* be accompanied by the gestures that we associate with receiving a blessing from an ordained priest, e.g. the raising of a hand, laying on hands or the sign of the cross. Touching the head of a communicant or one who desires a blessing is also a health concern, since the minister’s hand is also distributing the Host, and handling a purificator that wipes the rim of a chalice.
5. EMHC/Wine **never pours from one cup to another** at the Communion stations.
6. After each communicant has received, the EMHC/Wine wipes the rim both inside and outside of the cup, then turns the cup a quarter turn in preparation for the next communicant. Also, turn the purificator. When the cup is empty, place your purificator over it so that other EMHCs/Wine know you have no more consecrated wine left, and return it to the Blessed Sacrament Chapel.
7. **B1** should stay in place after distributing, and watch for other EMHCs/Bread that may not have enough consecrated Hosts. He/she may need to indicate to a server to bring the ciborium from the Blessed Sacrament Chapel, or go there his/her self.
8. **B2, after distributing the Body of Christ to those who come forward from the center aisle, should then distribute to the Music Ministers.** The EMHC/Wine nearest the musicians should distribute the Blood of Christ to the musicians. **At a liturgy where the Choir is present, W1 should go to the Choir area to help distribute the consecrated wine after doing so at the W1 station.** Choir will receive immediately. Cantors and accompanists have been instructed to pause as soon as they can to receive the Eucharist.
9. When you finish at your station look around at other stations near you who have not finished in case their chalices are low or empty. **W4 and W6 need to also check that W2 has had enough of the consecrated Wine for the Music Ministers.**
10. After distributing the Eucharist at your station, return your vessels to the Blessed Sacrament Chapel *via the side aisles.*
11. In the Blessed Sacrament Chapel, EMHCs/Bread place their extra Hosts into the ciborium in the tabernacle. EMHCs/Wine drink the remaining Blood of Christ, and then place their chalices on the table. If drinking the remaining Blood of Christ is difficult for a minister, ask other ministers for assistance.
12. All EMHCs then return to their seats in the assembly.

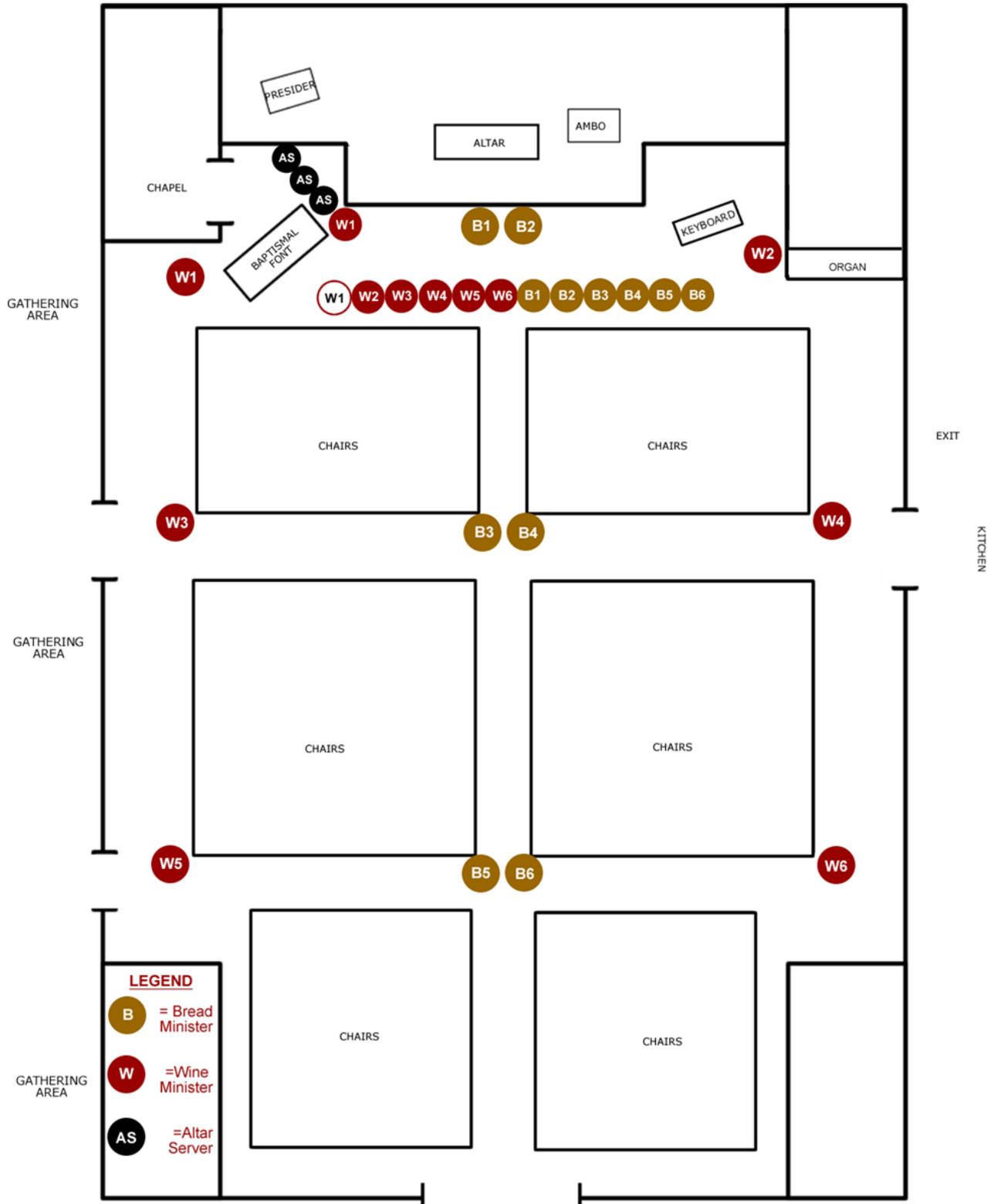
After the Liturgy

1. **Wait until the final song of the liturgy is finished before moving forward to take care of responsibilities after the liturgy.** To do otherwise would be disrespectful to the assembly who are singing the Song of Sending Forth.
2. **The 3 EMHC designated on the schedule (CV)** to cleanse the vessels carry the trays with ciboriums and chalices to the sacristy and wash and rinse them. **When cleansing the vessels, great care should be taken not to scratch the gold finish, which is very expensive to have replaced. If you are wearing a ring(s), you should put on a rubber glove, (located in the cupboard under the counter) to cleanse the vessels.** Be sure to dry off the counter top before returning the vessels to the proper places for the next liturgy. **Please honor this responsibility before leaving the church.**
3. When carrying the sacred vessels that hold the Body and Blood of Christ to and from the worship space, the Blessed Sacrament Chapel, and the sacristy, only one tray should be carried at a time. Never try to carry both trays. When carrying only 1 or 2 vessels, carry them in separate hands. This will help to avoid scraping the vessels against each other or dropping them. They should be carried with respect, understanding why they are called **sacred** vessels.
4. Don't forget to thank God for the very special privilege of serving the Body and Blood of Christ to our brothers and sisters in faith! Go forth now, and "Live Jesus."

Quote from St. Francis De Sales

*Experience has made me realize
in my twenty-five years of serving souls
the all-powerful virtue of this Divine Sacrament:
to strengthen hearts in good;
to exempt hearts from evil;
to console hearts,
and in a word, to make hearts God-like in this world,
provided that these hearts frequent the Eucharist
with faith, purity and devotion."*

Immaculate Conception Church EMHC Diagram for Weekend Liturgies 5:00 pm, 8:30 am, 10:30 am



Immaculate Conception Church Campus

A. CHURCH BUILDING

- **Parking:** Upon entering the church property, in front of the church, at far side of the church building. Designated areas of parking and “no parking” are to be respected, as well as parking for the handicapped.
- **Blessed Sacrament Chapel:** Inside the worship space, front left. Doorway is beneath the red Sanctuary lamp which hangs from the ceiling and marks the near location of the tabernacle containing the Blessed Sacrament.
- **Conference Room:** Front hallway of the office wing, third door on the right.
- **Exits:**
 - a. Front Gathering area doors
 - b. Rear Gathering area doors
 - c. Door near the kitchen
 - d. Doors at rear of worship space
 - e. Rear door at end of back office hallway
- **Kitchen:** Entrance is inside the worship space, on the far wall across from the Gathering area, through the open, double doorway. Kitchen door is in the hallway there.
- **Pastor’s Office:** Back hallway of the office wing; as you turn the corner, first office on the right.
- **Reconciliation Room:** Inside the worship space, on the far wall across from the Gathering area, to the right of the kitchen doorway.
- **Restrooms:** Front hallway of the office wing. *Ladies’ Room* is first door on the left. *Men’s Room* is immediately after the drinking fountains on the left.
- **Sacristy:** Back hallway of the office wing, first doorway to your left.
- **Volunteer Room:** Front hallway of the office wing, second door on the right.

B. DE SALES FAITH FORMATION CENTER

- Building across from the rear courtyard behind the church building.
- Become familiar with the location of the
 - Nursery**
 - Library**
 - Faith Formation classrooms**
 - 2 Kitchen Rooms**
 - Restrooms**
 - Annex Room** (lounge setting)
 - Brisson Hall** (for larger Faith Formation events, with the ability to be divided into smaller spaces with expandable divider walls)

Dealing with Emergencies

The motto of the Boy Scouts is “Be prepared”. It is a good one for liturgical ministers, also. True emergencies during the liturgy are rare, but it is important that we be prepared.

- **Emergency situation with a parishioner:** A greeter or usher should immediately let the presider know so that he can ask for any medical personnel who may be present. If there is any question of the health safety of the parishioner an ambulance should be called (911).
- **Emergency situation with the building or any safety circumstance that would affect those gathered for prayer:** 911 should be called immediately and the presider should be notified in order to make an appropriate announcement to the assembly.
- **Fire extinguisher Locations:**
 1. On the wall immediately to the left of the front Gathering area doors
 2. On the right wall before entering the rear Gathering area space.
 3. In the far staff hallway, on wall across from Pastor’s office
 4. Inside the worship space, on the far wall across from the Gathering area, to the left of the double archway
 5. Immediately upon entering the kitchen, on wall to the left
- **Telephone Locations:**

No need to push buttons for outside line - just pick up and dial. (For 911 and local calls only)

 1. On wall in office hallway, between Ladies’ and Men’s’ restrooms
 2. Immediately upon entering the kitchen, on wall to the left

Items Found Near or In the Kitchen

(Kitchen is located beyond the worship space, opposite the Gathering area side, through the double archway.)

- **First Aid Kit:** Located upon entering the kitchen, on the counter immediately to your left near the telephone. It is a blue plastic box marked "First Aid". This kit contains small items for basic first aid. More First Aid items can be found in the kitchen hallway, in the wall cabinet next to the door leading outside.
- **Defibrillator:** Located in the kitchen hallway, in the wall cabinet next to the door leading outside. The Defibrillator can be found inside the cabinet. There is a list of trained parishioners who know how to use the Defibrillator on the door of the cabinet. Trained parishioners should be the first to provide assistance with this machine when needed. In the event there is not a trained parishioner available, the Defibrillator has basic step-by-step directions that any adult can follow.
- **Wheelchairs:** Located in hallway outside of kitchen.