



## Immaculate Conception Church Liturgical Guidelines

# Extraordinary Ministers of Holy Communion (during the Liturgy)

*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)*

All liturgical ministers are registered parishioners and should be 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

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). Always come to the church dressed in case you are needed to serve as a replacement. **Wearing of the liturgical color of the day is encouraged.**

### Training and Formation

Technical and practical training are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Periodic formation events held to benefit all parish liturgical ministers.

### Scheduling/Substitution Procedure

Ministers are required to find their own substitutions; only trained liturgical ministers serve during a liturgy. Scheduling is handled through the Ministry Scheduler Pro (MSP) App. This app is downloaded for free through your app store. Schedules are made at three-month intervals when you will be prompted to enter your unavailable dates. The app will notify you by email two days prior to your scheduled service date. If you are unavailable for your scheduled time then you request a substitute through the MSP App, which will notify you when the position is filled.

All Liturgical Ministers check-in at the kiosk located in the back of the church.

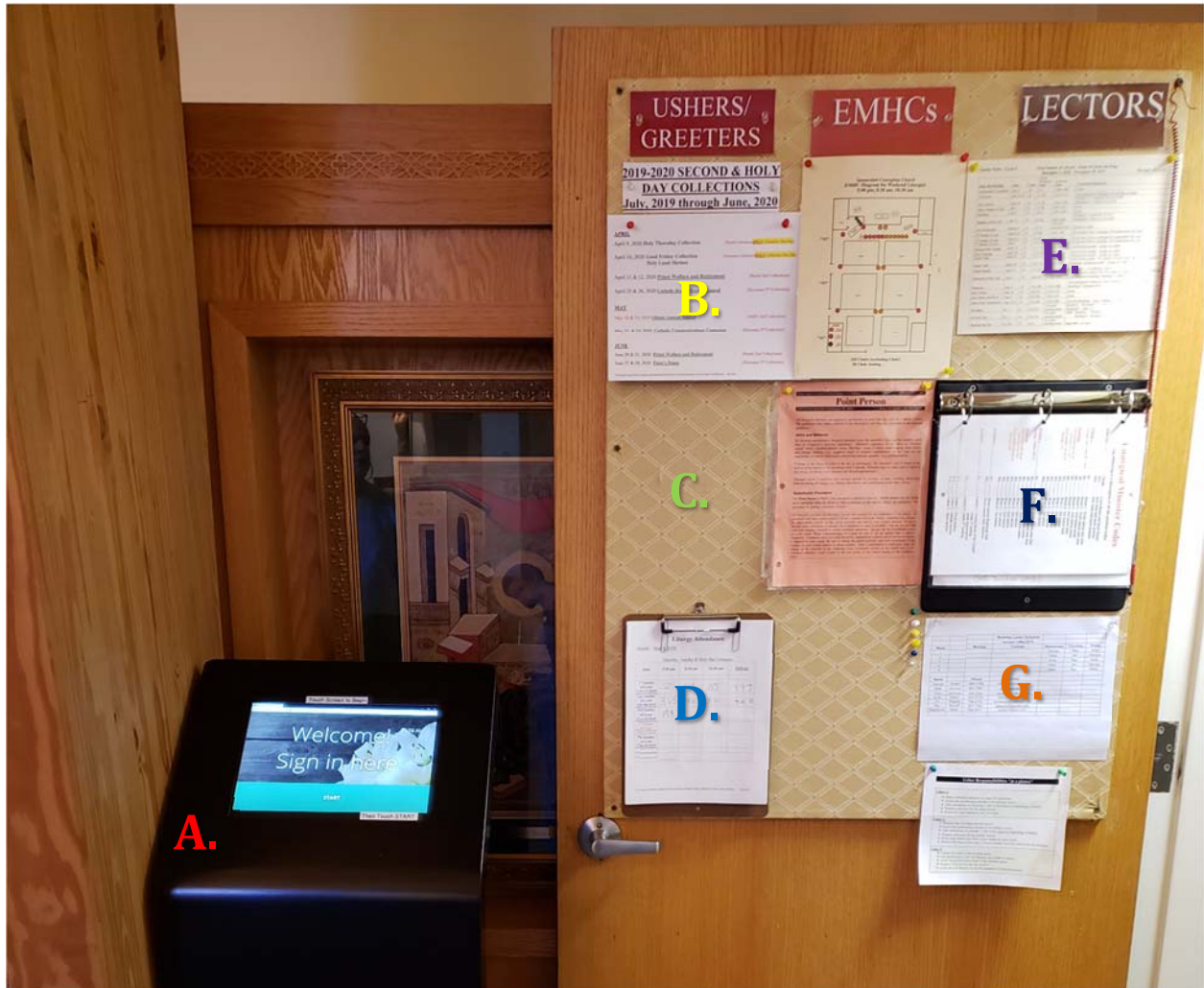


Photo 1. The Liturgical Ministers Closet.

- A. *Ministry Scheduler Pro Kiosk*. The MSP App will prompt you through the check-in process.
- B. *Second Collections List*. For Ushers.
- C. *Alert Messages for all Liturgical Ministers*. Special instructions will be posted here as needed.
- D. *Ushers' Attendance Chart*. To record number of people in attendance at weekend and special liturgies.
- E. *Lector Notes*. Lists which Readings(s) to use when there are options.
- F. *Liturgical Minister Codes*. For identifying which position a Liturgical Minister is serving.
- G. *Weekday Lector Schedule*. For those serving as Lector at weekday liturgies.

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## *Day of the Liturgy*

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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. Check in using the Ministry Scheduler Pro Kiosk. The MSP App will prompt you through the check-in process. (Photo #1, Page 2). 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 (Photo #4, Page 5) 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. The 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 (Photo #1, Page 2).
7. Once finished at the kiosk *move away from the 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

The Presider's ciborium and chalice should be on the presentation table in the rear of the church.



*Photo 2 & 3. Preparation Table at the rear of the center aisle.*

- A. *Presider's Chalice.* With unconsecrated wine.
- B. *Presider's Ciborium.* With unconsecrated hosts.
- C. *Book of the Gospels.*

## 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 EMHC ciboria + Presider's large ciborium = 6 ciboria. 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)

## Preparation Table

The Preparation Table is located behind the altar wall nearest to the presider's chair.



*Photo 4. Set-up for Weekend Liturgies*

- A. Tray with 5 EMHC Ciboria and 5 Purificators for Chalices.*
- B. Container with extra Unconsecrated Hosts.*
- C. Presider's Ciborium and Chalice.*
- D. Tray with 5 EMHC Chalices.*
- E. Bowl with towel and large water pitcher.*
- F. Small water pitcher.*
- G. Bottom: Altar Corporal; Top: Presider's Purificator.*

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



*Photo 5. Tray with 5 EMHC Ciboria  
(Presider's Ciborium makes 6)  
and 5 Purificators for Chalices*



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



*Photo 7. Large Water Pitcher, Bowl, and Towel (for presider's hand washing) and Small Pitcher (for adding water to Presider's Chalice)*



*Photo 8. Corporal for Altar on bottom and 1 Purificator on top (for Presider's Chalice)*

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### *During the Liturgy*

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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 ciboria and chalices.
4. All Eucharistic ministers stay in their line position until all have received their ciboria 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).
5. W3 will follow B3 and W4 will follow B4 down the handicap aisle to minister to those who are unable to approach the station before taking their positions.
6. 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 *“The Blessing of Christ be with you.”* **The prayer may not be accompanied by any gestures or touching.** 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/herself.
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.

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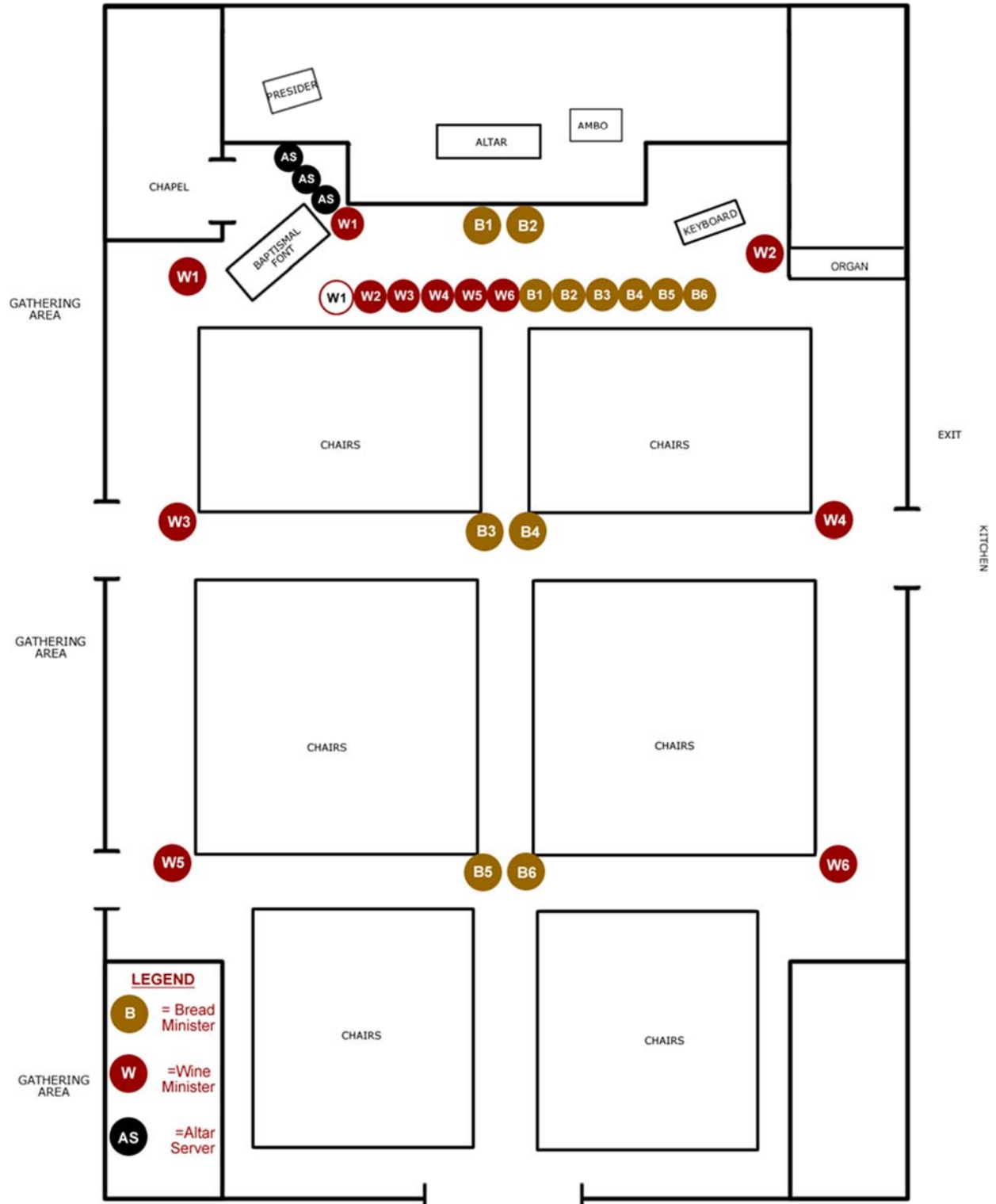
### *After the Liturgy*

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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 ciboria 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 countertop 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.



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



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## *Immaculate Conception Church Campus*

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### Church Building

- 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.
- 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.
- Reconciliation Room: Inside the worship space, on the far wall across from the Gathering area, to the right of the kitchen doorway.
- 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.

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## *Dealing with Emergencies*

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### 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).

### Fire extinguisher Locations

- On the wall immediately to the left of the front Gathering area doors.
- On the right wall before entering the rear Gathering area space.
- In the far staff hallway, on wall across from Pastor's office.
- Inside the worship space, on the far wall across from the Gathering area, to the left of the double archway.

### Items Found Near or In the Kitchen

- 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.



**About Our Pineapple:** The pineapple was a staple of Indian feasts and rites. The pineapple was once an uncommon and coveted a commodity. King Charles II of England designated receiving the pineapple as royal privilege and gift. In time, the pineapple became a symbol of Southern hospitality. For this reason, Immaculate Conception Church chose the pineapple as its hospitality emblem. When a new household is officially welcomed to our community, we present this symbol of hospitality and welcome.