



Immaculate Conception Church Liturgical Guidelines

Extraordinary Ministers of Holy Communion to the Sick & Homebound (Thursdays)

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)

The Christian worshipping assembly embraces those who are unable to be present [through] the person of those whom it commissions to carry Communion to their brothers and sisters. And so it is most fitting that they go directly from the assembly's weekend Eucharist...in this way, the assembly of weekend worshipers is visibly linked to the sick and homebound who are unable to participate fully at the weekend Eucharist. (The Ministry of Communion by Michael Kwatera, O.S.B.)

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.

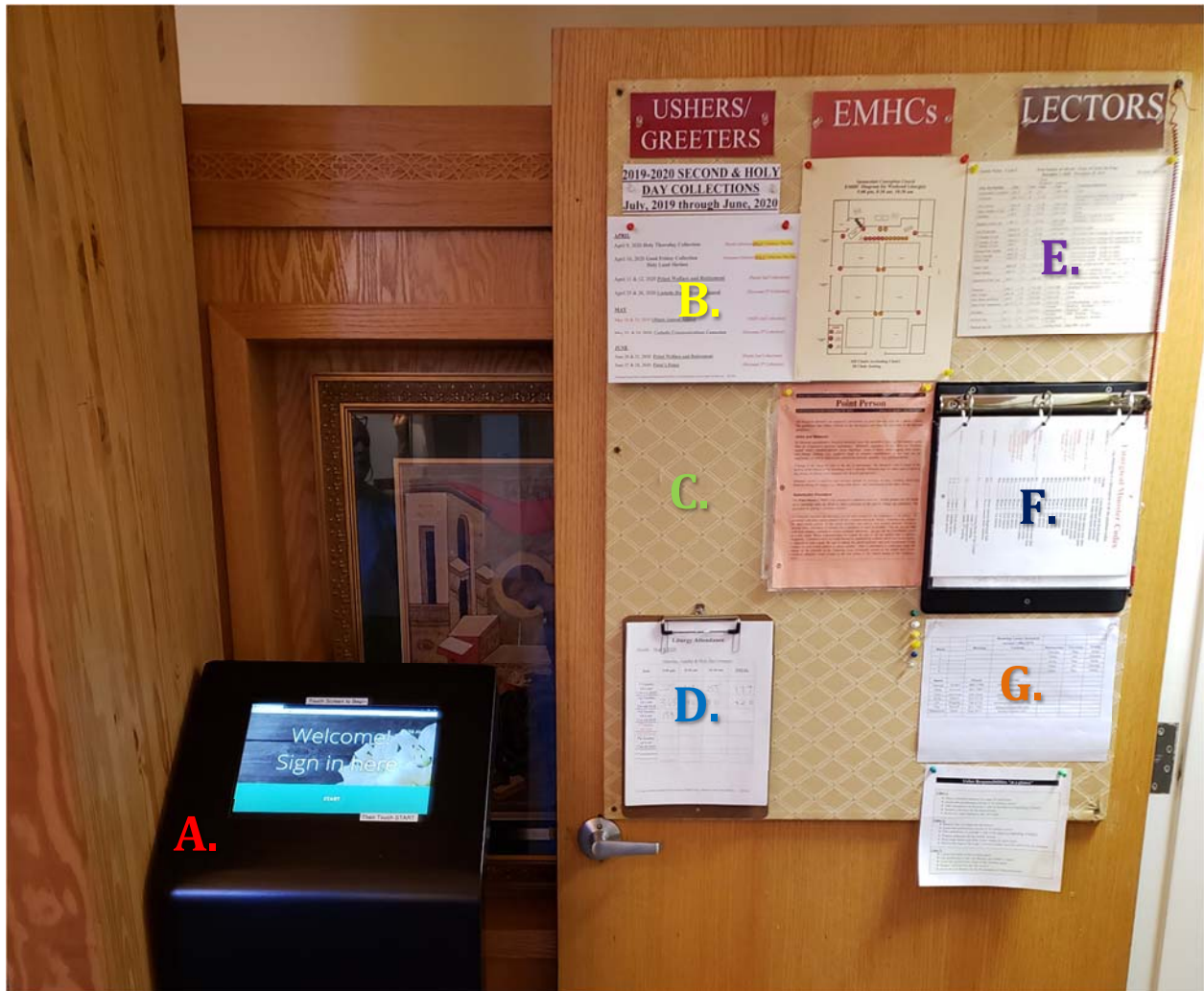


Photo 1. The Liturgical Ministers Closet.

- 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.

Preparation Prior to the Liturgy

Preparation for Visitation

1. Visitation to facilities should take place immediately following the Sunday liturgy. The minister's dismissal from the liturgy is part of the Rite for taking the Eucharist to the sick. If you are unable to fulfill your ministry, please be sure to find a replacement and notify your coordinator.
2. Spouses or family are welcome to accompany you on a visitation but would not act as (or in behalf of) the trained minister.

Pre-visit Phone Calls

1. Contact assigned sick and homebound parishioners one day prior to your visit. This allows for those who will receive to be prepared. You may also become aware of their intention to receive. Be sensitive to mealtimes, and appointments.
2. Determine the time that is most convenient after the Sunday liturgy for the Eucharist to be taken to him/her. Inform the sick/homebound of the estimated time of arrival at their residence.
3. Ask if there will be other people present who would like to receive. (In this situation, Communion may be received a second time, including yourself).
4. If this is a first visit, check directions, and allow time to be prompt. If you arrange a specific time, stick to it. They may have guests or medications or meals at other times.

Day of the Liturgy

At the Church

1. Sign the presider's binder in the Sacristy 5-10 minutes prior to the Liturgy. This informs the presider to call you forth from the assembly after the Communion procession. It also informs the presider about the number of hosts that you will need.
2. After signing in, 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 from 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 will assist my brothers and sisters in their worship of your holy name.
3. Immediately after the Communion procession, when the presider calls Extraordinary Eucharistic Ministers to the Sick and Homebound, come forward to

the presider with your Pyx ready to be opened. When the presider approaches you, tell him how many hosts you need.

4. Note: If you are ever “short” on hosts, you can simply break apart to make more pieces. You must consume any extra hosts.
5. After the presider has given you the Eucharist, he will bless you; then, leave the church immediately. You should normally go directly to the sick and homebound. Simple stops are permitted.
6. What you need:
 - Identification tag.
 - Eucharistic cross.
 - Eucharist in Pyx container.
 - Handbook of prayers for EMHC/Sick and Homebound.
 - A vigil candle (often battery-operated) is recommended, along with a white corporal.
 - Other considerations: Parish Bulletin, Seasonal parish materials.
 - **NOTE: The Eucharist may not be reserved at home overnight.**

Special Circumstances

1. If you are retrieving hosts from the church outside of normal weekend liturgy times, **it must be cleared with the pastor first.**
2. If permission has been given:
 - Approach the tabernacle and open it. (The tabernacle key is in the upper right cabinet behind the altar, hanging on a side hook.) Genuflect and remove the hosts that are needed.
 - Replace the ciborium and close/lock the Tabernacle.
 - Return key.
3. If there is no Thursday liturgy (typically due to a funeral), you may retrieve hosts from the tabernacle. In this instance, you may retrieve the host any time the office is open.

The Visitation

1. When you enter, spend some brief time socializing. Should someone be interested in a longer visit, suggest the services of our visitation ministry, and inform your Coordinator.
2. If the sick or homebound person suffers from Dementia or Alzheimer’s disease, use common sense to determine if they are aware enough to understand receiving Communion, and can do so with reverence. (Note: If someone is not physically capable of receiving, offer to them Spiritual Communion.)
3. When it is time to celebrate the Communion rite, prepare a place. Sometimes it may be as expedient as a nightstand or serving tray.
4. Stick with the appropriate ritual and do not add personal intentions. Please remember this is a particular service within the Catholic Church and must be

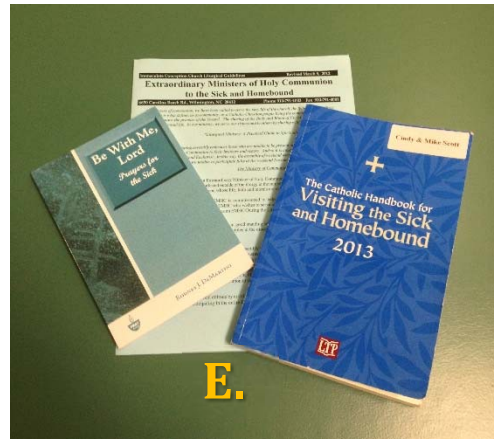
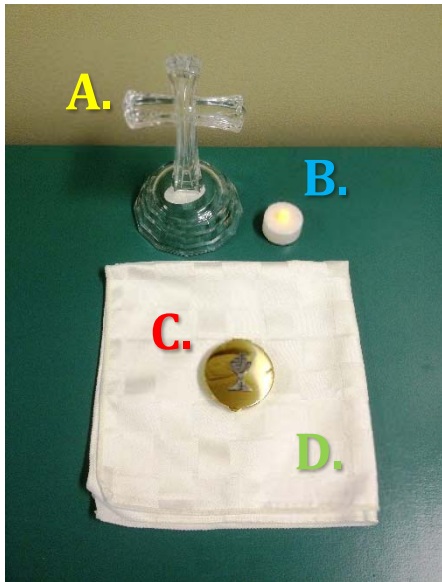
adhered to. The minimum prayers should be the Communion rite, starting at Liturgy of Holy Communion, which begins with the Our Father.

5. The Rite includes the following:
 - Introductory Rites.
 - Liturgy of the Word (the Sunday readings or at least the Gospel Reading).
 - Reflection - Keeping it brief, try to summarize the homily for that day.
 - Pray the “Our Father” together and share the sign of peace.
 - Giving and receiving of the Eucharist:
 - Communion Reception (for the patient, Catholic guests, and yourself if you wish).
 - 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”. (Note: When using the sign of the cross, always cross yourself – not other people.)
 - You may offer the patient a glass of water to help them consume the host.
 - Final prayer and blessing. Use only the blessing written for a lay Communion minister to use.
6. The Handbook you are given contains all these parts.
7. **When the recipient is unable to receive the Host**, here is the suggested prayer to be used:

An Act of Spiritual Communion
My Jesus, I believe that You are present in the Most Holy Sacrament. I love You above all things, and I desire to receive You into my soul. Since I cannot at this time receive You sacramentally, You come at least spiritually into my heart. I embrace You as if You were already there and unite myself wholly to You. Never permit me to be separated from You.
8. When you finish the Communion service, it is often a good time to leave and give the recipient some quiet time with the Lord.
9. NOTE: **Never leave an unconsumed host with those you are visiting.**

After the Visitation

1. If this is your only or last visit of the day, you do not have to bring the remaining consecrated hosts back to the church. You should consume them when you give Communion or immediately after you leave.
2. If there are any problems, suggestions, or changes in the patient’s condition that we should know about, or if the patient has been moved to another facility or returned home, please inform your coordinator.
3. If someone *requests* an anointing or the sacrament of Reconciliation, please *notify the pastor*. No one should feel pressured into an anointing or Reconciliation.
4. Complete an update report email for each facility on any concerns, etc.



Photos 2 & 3. Items for distributing Communion to the sick and homebound.

- A. *Cross.*
- B. *Candle.* Battery operated.
- C. *Pyx.* Contains consecrated Host.
- D. *Purificator.* White cloth which serves as a Corporal on which to place the Pyx with the Host, similar to what is done at the altar during the liturgy.
- E. *Books and Guidelines for EMHCs to the Sick & Homebound.*

Guidelines for the Reception of Holy Communion

For Catholics

As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should not be conscious of grave sin and normally should have fasted for t. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without proper sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (Code of Canon Law, canon 916). A frequent reception of the Sacrament of Penance is encouraged for all.

For Fellow Christians

We welcome our fellow Christians to this celebration of the Eucharist as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit in this Eucharist will draw us closer to one another and begin to dispel the sad divisions which separate us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us "that they may all be one" (John 17:21). Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (can 844 s3).

For Those Not Receiving

All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

For Non-Christians

We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.

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*Communal Administration of Holy Communion to the Sick &
Homebound by an Extraordinary Minister of Holy Communion*

INTRODUCTORY RITES

Minister: Today is the _____ Sunday

Minister: The Grace of our Lord Jesus Christ and the Love of God, and the communion of the Holy Spirit be with all of you

All: *And with your spirit*

PENITENTIAL ACT

Minister: Brothers and Sisters let us acknowledge our sins and so prepare ourselves for this celebration of God's love for us.

Minister: May Almighty God have mercy on us, forgive our sins, and bring us to everlasting life.

All: Amen

LITURGY OF THE WORD

Minister: *Read today's Gospel*

REFLECTION

Minister: *Review the Presider's homily from today's liturgy*

HOLY COMMUNION

Minister: We now pray in the words that Jesus taught us

All: *Recite the Lord's Prayer*

COMMUNION

Minister: Behold the Lamb of God behold him who takes away the sins of the world Blessed are those called to the supper of the lamb

All: Lord I am not worthy that you should enter under my roof but only say the word and I shall be healed

DISTRIBUTION OF THE EUCHARIST

CONCLUSION

Minister: May the almighty and merciful God bless and protect us, the Father, the Son, and the Holy Spirit

All: Amen

Individual Administration of Communion to the Sick and Homebound

If the Participant is ABLE to receive Communion

Minister:

- A. *If able, discuss today's Liturgy, Gospel and Homily*
- B. *Recite the Lord's Prayer with the Participant*

DISTRIBUTION OF THE EUCHARIST

If the Participant is UNABLE to receive Communion

SPIRITUAL COMMUNION OF ST. ALPHONSUS

Minister: **My Jesus I believe that you are in the Blessed Sacrament. I love You above all things and long for you in my soul. Since I cannot now receive You sacramentally, come at least spiritually into my heart. As though you have already come, I embrace You and unite myself entirely to You. Never permit me to be separated from You. Amen**

BLESSING

Minister: **May the Lord bless us, protect us from all evil, and bring us to everlasting life**

All: *Amen*



About Our Pineapple: The pineapple was a staple of Indian feasts and rites. The pineapple was once an uncommon and coveted 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.