

We, your people and your ministers, recall Jesus' passion, his resurrection from the dead, and his ascension into glory; and from the many gifts you have given us we offer to you, God of Glory and majesty, this holy and perfect sacrifice; the bread of life and the cup of eternal salvation.

(Eucharistic Prayer One)

Anima Christi

Soul of Christ, sanctify me.

Body of Christ, save me.

Blood of Christ, fill me.

Water from the side of Christ, wash me.

O Good Jesus hear me.

Within your wounds hide me.

Let me not be parted from you.

From the evil one defend me

In the hour of my death call me.

And bid me come to you,
that I may praise you with the saints

For ever and ever.

St. Dominic's Catholic Church

475 East I Street

Benicia CA 94510

Parish Office

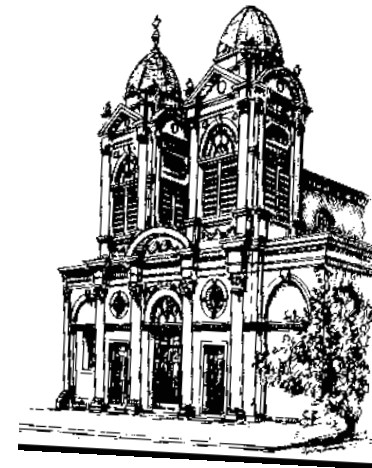
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ST. DOMINIC'S CATHOLIC CHURCH
475 EAST I STREET
BENICIA CA 94510

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

HANDBOOK

GUIDELINES & INSTRUCTIONS



EXTRAORDINARY MINISTERS OF HOLY
COMMUNION COORDINATORS:

JOE AND JO ANN TALKEN

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Extraordinary Ministers of Holy Communion

Guidelines and Instructions

PREPARATION

Dress Code: We must all dress for the occasion of the Eucharistic celebration. (No jeans) Appropriate clothing for service on the Altar:

Men: slacks (no shorts), shirts with collars, dress shoes or sandals (no flip-flops), a tie and jacket are optional but encouraged.

Ladies: skirts, slacks, dress, blouses with collars and sleeves, dress shoes or sandals.

You must arrive at least 10 minutes before Mass. If you cannot attend the service you are scheduled for it is YOUR RESPONSIBILITY to find a substitute. Please consult the roster for names and numbers. Let Mass Coordinators know of the change.

Mass Coordinator

If you are the Mass Coordinator you need to arrive 15 minutes before.

If you are serving please assist the Mass Coordinator with these duties.

Mass Coordinator Duties before Mass are:

Check in with Priest.

Check the number of hosts in the ciborium. Consult with the Celebrant on the amount of hosts that will be needed for the Mass or refer to the chart. Make sure there are no broken hosts in the paten to be consecrated. Clean your hands with hand sanitizer before touching **unconsecrated** hosts. Sift, through the hosts when filling the plastic container, do not dump the bag along with its dust and crumbs into the container, discard any broken hosts.

Prepare the tray for communion. (see the appendix)

Select someone to bring up the gifts at the offertory and explain to them when to bring up the gifts.

Make sure that there are enough Extraordinary Ministers of Holy Communion (EMHC) for the liturgy. If there are Deacons or other concelebrants present, adjust the number of EMHCs accordingly.

Appendices

THE SACRED VESSELS NEEDED FOR MASS



The **CHALICE:** A cup of precious metal (the inside must be gold or gold-plated), that holds the wine consecrated at Mass.



The **PATEN:** A small plate of precious metal that holds the Sacred Host.

The **CIBORIUM:** A large cup of precious metal with a cover of the same material, that contains the hosts consecrated for distribution to the Faithful in Holy Communion.



The **PALL:** A small square of stiffened linen, or of cardboard covered with linen, used to cover the chalice.



The **PURIFICATOR:** A small linen cloth used by the priest to dry his fingers and the chalice, when he has washed and purified them after Communion. The **CORPORAL:** The linen cloth spread by the priest on the altar at the beginning of Mass. The chalice and host rest upon this cloth.

Tabernacle Etiquette

If you are the Mass coordinator and are checking on the number of hosts before Mass, you must genuflect before the Tabernacle prior to opening the doors. Reverently, look into the ciborium and place it back in the tabernacle. Genuflect as you are closing the doors.

Appendices



A

A: Set up for 7:30am & 12:30pm

2 Chalices/2 Patens/ water, bowl & towel/3 purificators all placed on a corporal lined tray.



B

B: Set up for 5:30 pm, Sat and 11:00 am, Sun.

2 Chalices/3 patens /water, bowl & towel/3 purificators/ all placed on a corporal lined tray.



C

C: Set up for 9:00am & 5:30 pm Sunday

3 Chalices/4 patens /water, bowl & towel/4 purificators/ all placed on a corporal lined tray.

Designate one EMHC for distribution of communion to choir loft if applicable and for parishioners who are unable to approach the altar. This is an additional EMHC to the number that you need on the altar

The Procession

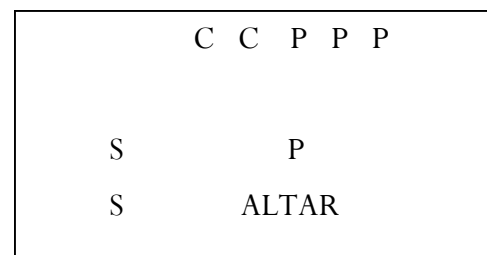
The procession should line up as follows:

Entering in this order all ministers should be singing from their hymnal. Upon reaching the front the EMHCs stand abreast of each other in front of the first pews, then all bow with the Celebrant and take their seats.

	X		Cross Bearer
X	X		Acolytes
X	X		EMHCs
X	X		Lectors
	X		Concelebrant (s)
X	X		Celebrant & Deacon

AT THE SIGN OF PEACE:

At the sign of peace the EMHCs should come forward. Upon entering the sanctuary, the EMHCs will use hand sanitizer and then line up **behind** the altar. The first two EMHCs on father's right will receive the cups and the others will receive the patens. Servers will stand to the left of the altar near the credence table and bring the patens to the altar.



RECEIVING AND SERVING COMMUNION

The DEACON or a PRIEST will bring the ciborium from the tabernacle.

The Celebrant, with the help of a deacon or concelebrant, if necessary, will place the Eucharistic hosts from the large paten into smaller patens retaining the large paten for his use.

The Celebrant distributes communion to the deacon and then, assisted by the deacon, to the EMHCs. After all have received communion, the Celebrant hands the sacred vessels to the EMHCs for distribution to the altar servers, the choir and the people.

Special note: for choirs that use the choir loft. One minister is to take the host immediately up to the choir loft after they have received communion. Members of the choir receive first, followed by the organist who receives last. The EMHCs should return to the altar area after they have finished distribution to the choir.

Stations of Distribution

The EMHCs that receive the Cup go to the far sides of the church as possible. The EMHCs that receive the patens are to stand in front of the front pews. If there is no Deacon or Concelebrant, one EMHC should stand next to the Celebrant.

EMHC's should make eye contact, and present the host with the words "The Body of Christ," and wait for the communicant to say "Amen," before placing the host in the hand or mouth of communicant.

EMHCs with the cup are to say, "The Blood of Christ," then turn the cup one quarter turn while wiping the rim of the cup with the purificator.

There is no variation in these words. Please refrain from using an individual's name as in "John, the Body of Christ".

Intinction which is dipping the host in the blood is forbidden.

Blessing of Children and Adults

Persons not having received or not wishing to receive communion may come to you for a blessing, with their arms crossed over their chests. You may extend your hands in blessing and say:

"May the Lord bless you."

There are to be no variations to this blessing and at no time should you bless these persons with the Consecrated Host or make the sign of the cross. This is forbidden, reserved only to a Priest or Deacon (as in benediction).

Accidents Happen

Remain calm if any mishap occurs. If someone accidentally spills the cup, place your purificator over the spill. Then go to the credence table and get another purificator. Return to your place standing in front of the spill and continue with distribution. After Mass soak the area with a clean towel and water. If someone drops a host take it to the Altar and place it on the corporal for the priest to handle

After communion

The patens are placed on the altar. A Priest or Deacon will place the hosts in the ciborium. The Priest or Deacon will return the ciborium to the tabernacle.

If there is any Precious Blood left in the cups, the EMHCs return with the cups to the credence table and consume the remains. If there is too much to consume, place it on the altar. After placing your cup or paten on the altar, line up behind the altar. If you distributed the host you should dip your fingers in the ablution cup on the credence table to purify your fingers. After all ministers have lined up they should leave the altar area and proceed to line up in front of the first pews and bow and then return to their seats (not waiting for the priest to finish purification). The priests will purify all vessels at the altar. The Acolytes will remove all the vessels to the credence table and the Priest will return ciborium to the tabernacle and return to his chair.

Recessional

After the final blessing the EMHCs come forward and line up in front of the first pew. They bow with the Celebrant and go out following the Acolytes.

Purification of the Sacred Vessels

All vessels should be rinsed with water and emptied into the sacrarium (the sink in the sacristy). **Never pour Precious Blood or particles down the sacrarium: they must be consumed.**

Set up the tray for the next Mass by following the chart posted in the Sacristy.

Thank you for serving.