

**St. Isidore Parish Stow, MA**  
**Extraordinary Minister of Communion Guide**  
**(Updated 1-18-2016)**

**Set up Hosts Prior to Mass**

There are designated people who set up the altar before each Mass. As part of that process, the person setting up checks the tabernacle to see how many hosts are reserved. If there are only a small number (say 1/2 a ciborium or less), the setup person will put out sufficient hosts for the usual number of attendees at that Mass (roughly 80-100 for the 5, 80-100 for the 8, and 160-200 for the 10:30).

If there are a great number of hosts in the tabernacle, or more than the usual number of people show up (e.g., family members for a baptism), then the reserved hosts will have to be used so that all can receive. If the setup person sees that there are too many hosts reserved, he or she will intentionally set up fewer hosts than normal. In such cases, please inform the priest and also the deacon, if present.

**How do you know if there are enough hosts setup?** This will take a few times to get a feel for how many hosts are sufficient for each mass. The 5 inch host breaks up into 24 pieces. So for the 5 or the 8, there usually only needs to be another 50-70 of the round hosts. 50-70 hosts will cover the bottom of the main paten a few hosts deep. For the 10:30, there needs to be another 100-130 hosts.

**Gathering and Entrance Procession**

- Typically five ministers are need. However, if a deacon or additional priest is present, only four are needed.
- Ministers should arrive 15 minutes early and check in with head EM
- Sanitize your hands prior to entrance procession. Sanitizer is available in the sacristy and the usher's closet
- It is preferred that ministers participate in the entrance procession. Follow in line behind the lector(s), carry a hymnal and sing entrance song.
- Line up in front and bow at altar with other ministers and sit down.
- May sit in or near the front row if desired, or with family. This is up to personal preference. If sitting with family, makes sure to sit closer to the front and near the aisle so it is easy to get out when the time comes.

**The Preparation of the Gifts**

Sacred vessels containing the Body and Blood of the Lord are always placed on top of a special cloth, the corporal.

- A corporal is spread by the deacon (or in the absence of a deacon, another minister) before the preparation of the gifts and the altar.
- The corporal will be at the credence table, ready for the preparation rite. The corporal will be left on the altar during communion.

## **The Communion Rite**

- Ministers come up to the altar right after the sign of peace, at the beginning of the Lamb of God, and stand behind the altar.
- If approaching from the center aisle, ministers should bow in the center front as they approach the altar
- If hosts from the tabernacle will be used, this is the time for the deacon, if present, or designated EM, (decided among those serving), to pick up the ciborium from the tabernacle and deliver it, covered, to the altar. This should be automatic unless other plans are communicated by the presider. Occasionally the presider may ask an Extraordinary Minister to bring a ciborium to the altar after the "Lord I am not worthy...". The person who is taking the ciborium from the tabernacle does not genuflect so as not to draw any attention away from the altar.
- The priest will serve the Body of Christ to the servers from left to right.
- The priest will serve the precious Blood to a minister on the end of the row, who will then serve the cup to the other ministers. If not receiving from the cup, please place hands in a X across chest with head bow to reverently indicate your intention.
- The minister on the end near the ambo will serve the handicapped people first, then go to their station.
- The proper and only permissible form for distributing Holy Communion is to offer the consecrated bread by saying, "The Body of Christ" and to offer the consecrated wine by saying, "The Blood of Christ." No other words or names should be added; and the formula should not be edited in any way. (Cf. GIRM, 161; 284-287).
- Ministers should be vigilant about their supply of hosts, sharing with each other as needed, to assure even distribution. Hosts can be broken in half if needed.

## **Procedure for the end of the Communion Rite**

- When a minister is finished serving, s/he should bring their vessels back to the credence table and return to their seats.
- At the credence table, cup ministers will face away from the assembly and consume extra Precious Blood in a reverent, subtle manner, taking multiple sips as needed. If you can't consume wine, please seek assistance from other ministers. Do NOT put purificator inside the chalice. Rather, gently drape it across the top.
- The priest or deacon will consolidate any remaining hosts in the ciborium and hand the ciborium to one of the Extraordinary Ministers who will return it to the tabernacle and then go to his/her seat. All others will go directly to their seats.
- No need to bow when returning to seat.
- The last EM to leave the credence table will place a corporal across the top of the vessels remaining on the table.
- If time allows, the priest or deacon will purify the chalices and communion plates. Otherwise this will take place at the end of Mass.
- If there is no pyx on the altar (for communion to the homebound), the altar servers (or deacon if present) will remove the corporal from the altar. If the missal is there, it is

removed as well.

- After Mass, designated Eucharistic ministers may rinse the purified vessels in the sacrarium and rinse out the purificators and hang them to dry. They should be in communication with the priest as to what exactly needs to be done. One of the ministers should bring the tabernacle key back to the closet in the sacristy.

### **Procession out of Mass**

It is not necessary for Extraordinary ministers to process out from Mass. However, if seated in the front row, and can do so smoothly, may join recessional out, (behind lector, if one is present, or behind altar server if no lector is processing out).

### **Procedure for Extraordinary Ministers Bringing Communion to the Sick from Mass**

Extraordinary Ministers who will be bringing communion to the sick directly from Mass should bring their pyx (or get one from the sacristy), take it back to the paten on the credence table at the back of the church and put the requisite number of hosts from the paten into the pyx and leave the pyx in the paten. They should make sure they notify either the celebrant or the deacon if present.

The hosts will be consecrated along with all the others and the pyx will be closed and left on the altar during and after communion. The corporal will remain on the altar if there are any pyx on the altar.

As the assembly kneels or sits after communion, the Extraordinary Ministers taking communion come up to the altar and stand to the left of the altar (looking from the assembly; between the ambo and the altar) facing the altar. After a suitable time for reflection, the celebrant will come over and, with an appropriate prayer, hand the pyx to the Extraordinary Minister(s) and commission them to bring communion to the sick.

The Extraordinary Ministers will then process out immediately to bring the sick communion, without making stops or delays along the way. Any variation of this must be discussed with the presider before Mass.