

**GOOD SHEPHERD CATHOLIC COMMUNITY**  
**Extraordinary Ministers of Holy Communion**

**Qualifications:**

- Membership in Good Shepherd Catholic Community for at least 6 months.
- Any man or woman, 10<sup>th</sup> grade and older, who is acknowledged by their peers and their pastor to be a practicing Catholic in good standing and who is in full communion with the Catholic Church.
  - Practicing Catholic means that you attend Catholic Mass regularly, you are a registered member of a Catholic parish, give of your time, talent and treasure, and that you witness to your faith with your life choices.
  - Full Communion means that you have been baptized and have celebrated the Sacraments of Eucharist and Confirmation in the Catholic Church.
  - If you are a teen, you must have completed 9<sup>th</sup> grade and be enrolled in and attending Faith Formation, leading to the Sacrament of Confirmation.
  - If you are married, you have been married by a priest or a deacon in the Catholic Church, or have had your marriage validated or had a dispensation from the local Bishop to be married in the church of another faith tradition.
- All ministers must complete the Safe Environment Training, background check, and Code of Conduct.
- The names of Eucharistic Ministers will be submitted to the bishop with the pastor's signature. The list will be acknowledged by the Chancellor and returned to the parish.
- The length of service is an initial three year commitment. At the end of that time the individual may become inactive for a year during which they may participate in other ministries of the parish.

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I have read and understood all the qualifications for the Eucharistic Ministers at Good Shepherd Catholic Community. I fulfill all these qualifications and am ready to take on the responsibility of this most sacred ministry to our parish community.

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

Printed name:

\_\_\_\_\_ Email: \_\_\_\_\_

## **EUCCHARISTIC MINISTER PROCEDURES /PRACTICES**

### **Expectations**

- This document is effective as of 12/31/17 and applies to all volunteers who are active in the Eucharistic Ministry at Good Shepherd Catholic Church. Note that all EMs must have completed Safe Environment Training prior to being allowed to serve in this Ministry.
- This document is supplemented by a ninety minute training course provided to all volunteers, which must also be completed prior to serving.
- Volunteers should take their assignments seriously and will be assigned to dates and times for identified Masses on a scheduled basis. The schedule is prepared in an on-line format and is accessible to each EM in order to understand the dates and times of their respective commitment. EMs can change assignments and seek volunteers in the event that their availability changes.
- All EMs are eligible to become Lead EMs after one year of service.
- Please note that we should dress appropriately as Eucharistic Ministers given our roles and visibility to the Congregation. This means a minimum dress code of business casual. The wearing of shorts, tank tops and flip flops will not meet this standard. Try never to attract undue attention to yourself, so as not to distract from the sacrament.

### **Before Mass**

- Volunteers should arrive for their assigned Mass no later than fifteen (15) minutes before Mass.
- Volunteers should attempt to rotate between bread and wine along with station assignments in order to gain experience across the Ministry.
- Volunteers will proceed to the Working Sacristy (back of altar) to sign –in and get their station badges. Stations will not be assigned but allocated on a “first-come” basis. Volunteers should also check to understand the location of their assigned station at this time. A map of stations is mounted inside the Working Sacristy. It is recommended that the volunteer find their station on the floor before Mass begins.

## During Mass

### Body of Christ (BREAD) EUCHARISTIC MINISTERS (EMs)

-During the Sign of Peace, EMs will line up for Communion at various aisles (with all of the other EMs) and should not proceed to the Altar until directed to do so by an usher. Bread stations typically line up to the right side of the Altar.

-The Bread EMs will proceed to the Altar after receiving Communion. When approaching the Altar, a Deacon or Priest will hand you a ciborium bowl. Please bow to the Holy Eucharist before receiving the bowl.

-The Bread EM will immediately proceed to their assigned station (noted on the back of the name badge). **Please go to your assigned place and stand directly on the decal located on the floor. This will ensure the flow of traffic will proceed in an orderly way.** Please wait for your Precious Blood (wine) EM to be at the station behind you before you begin to serve.

In most instances, the person will receive the Body of Christ when it is placed in their hand. In some instances, it will be by mouth, and you should place it on their tongue.

-There may also be people who are not Catholic, do not wish to receive or are children who will require a Blessing. The Extraordinary Minister of Holy Communion should say "May God Bless you" keeping their hands on your vessel. **DO NOT** use the Trinitarian formula (Father, Son, and Holy Spirit) which is reserved for those who are ordained. **Do not** use the back of your hand to make the blessing.

-In the event that a host is dropped, caution should be exerted. The host should be retrieved by the EM (if not by the Congregant) and consumed in a calm and unobtrusive manner as quickly as possible. Alternatively, it may be held in the hand which is not offering communion and can be consumed later. The host should never be returned to the bowl.

-Please note that the usher may direct the Bread EM to serve an immobile or ill Congregant who could not approach the station and the Bread EM will need to follow the usher to the appropriate pew. Exert care to ensure that you should also have the respective Wine station EM follow you to the pew at this time.

-In some instances, the Lead Minister will direct the EM to another area around the Altar, especially if the Congregation has not been completely served. Please follow the directions from the Lead EM. All of this is done only after work at the assigned station is completed.

-If you are starting to run out of hosts during Mass, please split them as instructed in the training session. If you run out of hosts completely, please get the attention of the Lead EM who will replace your bowl.

-The Bread EM will return the bowl to the Altar once activity at the Bread Station has completely concluded. The bowl will be handed to the Deacon or Priest who will place the hosts into the Ciborium and return the bowl to the Bread EM. The Bread EM should bow to the Ciborium which contains the Body of Christ.

-The Bread EM will then proceed to the Credence Table behind the Altar in order to return the bowl for the purification process. The bowls are either handed to a Friar, Deacon or Lead Minister or placed in the center of the credence table by the EM. There may be a line of EMs so just wait patiently until it moves. Return the station badge to the basket at the end of the credence table and proceed to your seat in Church.

### **Precious Blood (WINE) EUCHARISTIC MINISTERS**

-During the Sign of Peace, EMs will line up for Communion at various aisles (with all of the other EMs) and should not proceed to the Altar until directed to do so by an usher. Wine stations typically line up to the left side of the Altar. **STATION 12 IS FIRST IN LINE.**

-After receiving Holy Communion, the Wine EMs will proceed to the altar and when approaching, a Deacon or Priest will hand you a Cup and purificator. Please bow to the Precious Blood before receiving the cup from the Deacon or Priest. Please walk slowly to your station to avoid the risk of a spill. You may place the purificator over the cup and hold it there with your other hand to steady the cup as you walk to your station.

-The Wine EM will immediately proceed to their assigned station (noted on the back of the name badge). **Please go to your assigned place and stand directly on the decal located on the floor. This will ensure the flow of traffic will proceed in an orderly way.** Some of the people may elect not to receive from the cup but will bow to the Blood of Christ to show reverence and the EM should be aware of this. The Wine EM should not permit anybody to dip their host into the cup. This is known as intinction and it is not permitted in the Diocese of Ft. Worth. If this occurs, please cover the cup with your hand and politely say "this is not permitted."

-When offering the cup to the communicant, be sure the cup is at the communicant's chest level, so that they can see into the cup and judge how much to tilt the cup when lifting it to their lips. This will minimize the incidence of spills.

-The Wine EM should be careful to utilize the purificator to wipe the inside and outside rim of the cup after each participant uses it. Rotate the cup after each person and also move through your purificator as you clean the rim.

-If there is a spill, please cover it with the purificator, step in front of it so no one walks on it, and get the attention of a Lead Minister to assist you. The Lead EM will provide you with another purificator and address the spill.

-A secondary but important responsibility for the Wine EM is to make sure that those who take Communion CONSUME the host. In certain instances (especially holidays), we have found that non-Catholics will take a host but fail to consume it. PLEASE BE ALERT TO THIS. If someone does not consume (as they pass you) please say to them "please consume". If they respond that they are non-Catholic or will not consume, please take the host back from them and CONSUME YOURSELF. If you need to, follow behind them to their respective seat to insure this occurs.

-Please note that the usher may direct the Bread EM to serve an immobile or ill Congregant who could not approach the station and the Wine EM should follow the Bread EM (and usher) to the appropriate pew.

-In some instances, the Lead Minister will direct the Wine EM to another area around the Altar, especially if the Congregation has not been completely served. Please follow the directions from the Lead EM.

-It is never appropriate to refill empty cups from other filled cups during Mass. If your cup is empty, please get the attention of a Lead EM who may provide you with another cup that is filled, if available.

-The Wine EM will return the empty cup and purificator to the Credence Table behind the Altar once all activity at the Cup Station has concluded.

-Note that the Wine EM is responsible for consuming the contents in the cup at the end of distribution. **DO NOT** consume from the cup while you are walking. Walk to the credence table area, and then empty your cup, sometimes with the help of other ministers. Only empty cups should be handed to the Friars or Deacons.

-The empty cups are either handed to a Friar, Deacon or Lead Minister or placed in the center of the credence table by the EM. There may be a line of EMs so just wait patiently until it moves the purificator is placed by the Wine EM in the basket at the end of the table.

-Return the station badge to the basket at the end of the credence table and then proceed to your seat in Church.

### **DRESS CODE –REMINDER**

-Please note that we should dress appropriately as Eucharistic Ministers given our roles and visibility to the Congregation. This means a minimum dress code of business casual. The wearing of shorts, tank tops and flip flops will not meet this standard. Try never to attract undue attention to yourself, so as not to distract from the sacrament.

### **BOWING AND GENUFLECTING IN CHURCH**

Bowing to the altar is appropriate upon entering the church and when we leave the church. We bow to the altar for it is the place where the Sacrifice of the Cross is made present under sacramental signs at Mass.

After the distribution of Communion and the Ciborium is still on the altar, the EM brings the bowl to the Lead and the Lead bows to the Body of Christ present as the EM is carrying the bowl. When the empty bowl is returned to the EM, the EM bows to the Ciborium on the altar, takes the empty bowl to the credence table, and then returns to his or her pew without another bow to the altar since you yourself are the living tabernacle with the Sacrament within you.

After the distribution of Holy Communion and EMs are leaving the credence table they need not bow at this time before returning to their places in the assembly because they are like a living tabernacle, having just consumed the Body and Blood of Christ.

When the Lead leaves the altar carrying the Ciborium and walks toward the Eucharistic Chapel, the EMs stop and stand still out of reverence until the Lead passes by the first pew on their way up the Marian Aisle. They may then return to their seat without a further bowing to the altar.

A bow of the head, not a genuflection, is appropriate just before you receive the Body of Christ. "When Holy Communion is offered under both kinds, the communicant bows his or her head to the presence of the Precious Blood, as a sign of reverence, whether or not they are receiving from the cup." *(Taken from Roman Missal Formational Materials provided by the Secretariat for the Liturgy of the USCCB, copyright 2010.)*

\*\*Genuflecting instead of a bow is appropriate when in the presence of the Blessed Sacrament, whether displayed in the monstrance during exposition and adoration or before the Blessed Sacrament present in the tabernacle of the Eucharistic Chapel.