



## Guide for Extraordinary Ministers of the Eucharist (EME's)

March - 2011

**Preparation:** Ministers reflect a reverence for the Eucharist and the assembly by how they distribute and how they look. Please dress appropriately for this ministry. (Business casual – no jeans, shorts, sneakers, or flip-flops). Be sure to wear your St. Xavier lapel pin.

Plan to arrive at least fifteen minutes before the liturgy is to begin and sign your name on the white board in the Priests' Sacristy indicating on the board where you will be distributing. When the Minister distributing the Body of Christ on the Blessed Sacrament side is finished, he/she will distribute to the people with special needs, and proceed to the choir. For Masses other than the choir Mass, please check the white board in the Priests' Sacristy to see if the Eucharist is needed for the music ministers for that Mass. Participate in the Ministry of Welcome by greeting parishioners and distributing bulletins at the side or rear entrances of the Church. It is important that all ministers be focused on greeting those entering church and not on talking with the other ministers. Five minutes before Mass begins, join the Presider and the other ministers for a brief prayer near the baptismal font, then resume greeting people until the Entrance Song begins. The prayer may be offered by the Presider or one of the ministers.

When the Lamb of God begins, approach the sanctuary, bow at the foot of the sanctuary steps, and stand on the line behind the large diamond shaped border tiles. If you are a minister of the Blood of Christ, take your place at the end of the row of ministers on the side on which you will be distributing. If you are a minister of the Body of Christ, take a place toward the center of the row of ministers. Since your role should have been decided on before Mass, there should be no reason for discussion in the sanctuary. There is no exchange of Peace between ministers in the sanctuary, as the Rite of Peace has concluded when you enter the sanctuary during the Lamb of God. Servers will stand in the center. Starting at the end, the Presider will distribute communion to the ministers and servers and then give the consecrated wine to the end distributors who will receive it themselves and then distribute it to the other ministers and the server(s). The Presider will then give the consecrated bread to the ministers distributing the Body of Christ. When the Presider begins to move to his place in the center aisle, the other distributors should go to their places. Ministers of the Body of Christ stand beneath the bottom step on whatever side they are distributing. Ministers of the Blood of Christ stand beneath the bottom step about 3 feet from the pillars on either side. Ministers of the Blood of Christ should open their purificators fully, taking care to wipe both the inside and outside of the cup and turning it one quarter turn after each person receives. Look each communicant in the eye and say "The Blood of Christ." When all have received (or if you run out of wine before then), go back to the credence table, consume any remaining wine and place your cup and purificator on the table. If you are unable to consume all of your remaining wine, offer it to the other ministers and/or adult servers. Then return to your seat in the assembly.

Ministers of the Body of Christ should look each communicant in the eye and say “The Body of Christ,” and then place the host in the hand or on the tongue of the communicant, as indicated. When the Body of Christ Minister on the tabernacle side is finished distributing, s/he returns the bowl to the altar and takes the pyx to distribute communion to any people identified by the ushers as needing to receive the Eucharist in their pew, then proceeds to take communion to the choir. Consume any hosts left in the pyx, then return to your seat in the assembly. Return the pyx to the sacristy following Mass. **FOR THE CHOIR MASS ONLY**, an additional minister will be scheduled to distribute the Eucharist at the center aisle. When distribution is completed, that minister will take the bowl from the Presider and place both bowls on the altar. The Body of Christ Minister on the Blessed Virgin side will place their bowl on the altar, when they are finished distributing on that side. The last minister to finish distributing will consolidate the hosts at the altar, and repose the Blessed Sacrament to the tabernacle. **FOR ALL OTHER MASSES**, when the Body of Christ Minister on the Blessed Virgin side is finished distributing, assist the Presider at the center aisle. When finished, take the Presider’s bowl and place both his and yours on the altar. Consolidate all the hosts into one bowl (Note: Please check that the microphone switch is down (off) before doing this.) Leave the empty bowls on the altar, and repose the Blessed Sacrament to the tabernacle. Leave the key in the tabernacle. Genuflect (or bow), close the tabernacle door, and return to your seat in the assembly. The server(s) will remove the empty bowls.

When taking communion to the choir, wait until the singing is over to distribute to the choir.

### **Special Situations:**

If a host is dropped, pick it up and hold it under your bowl until you are finished distributing, then consume it.

If consecrated wine is spilled, protect the area until Communion is over and then wipe up the spill with your purificator.

If you run out of hosts, obtain additional hosts from one of the other distributors or from the tabernacle.

### **Notes:**

As you distribute the Body or Blood of Christ, try to convey to the communicant a feeling of warmth and hospitality, as well as reverence.

Each distributor should return to his/her seat in the assembly as soon as he/she is finished --- the EME’s do not all exit together.

Schedules are available in the bulletin, on the website, and in the sacristy. It is your responsibility to obtain a substitute if you are unable to distribute as scheduled.

**Thank you very much for participating in this ministry!**

March 10, 2011

A.M.D.G.