

Extraordinary Ministers of the Holy Eucharist Policies and Procedures As of 6 May 2018

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I. ATTENDANCE

-- All Ministers should email Terri Sinatra at least two weeks before the first of the month with their availability to serve Communion, even if they won't be available for the month in question. Ministers should note their preferred Mass time(s).

-- The monthly service schedule is made available on the parish website as soon as possible after completion. Ministers who forget or are not sure of their assignments should view the schedule online instead of emailing Terri Sinatra, who does not regularly check her Eucharistic Ministry email account.

--In the case of sudden illness or other emergency, Ministers (or family members or friends) should report the situation to a fellow Minister assigned to the same Mass so he/she can find a substitute for the missing Minister before Mass begins.

-- In the case of a planned absence, Ministers should arrange for a substitute, either by email or telephone. A "blast email" to all Ministers requesting a substitute are encouraged.

--Once a volunteer has come forward to substitute, it is the responsibility of the Minister who requested the substitute to:

1. Confirm with the substitute the Mass time and station position that he/she will be filling;
2. Thank and notify everyone on the email distribution that a substitute has been found and identify him/her so it is clear that no one except the first volunteer should take the open spot.



--All Ministers are asked to sit in the pews near the Tabernacle and be available to substitute for missing Ministers.

--There should be 12 Ministers to fill all the Communion Stations on Sundays (8 at the 7:30am Masses), including the celebrant, the deacon, and any additional clergy who arrive to serve. If a Minister in the pew counts fewer than 12 people (including clergy), he/she should assume that additional help is needed and step up.

-- Options for station assignments are:

Station 1 – Priest presiding at Mass

Station 2 – Assistant priest, if present (or Eucharistic Minister)

Station 3 – Eucharistic Minister

Station 4 – Additional priest, if present (or Eucharistic Minister)

Stations 5 & 6 – Eucharistic Ministers

Station 7 – Deacon, if present (or Eucharistic Minister)

Station 8 – Additional deacon, if present (or Eucharistic Minister)

Stations 9, 10, 11 & 12 – Eucharistic Ministers

II. PROPER PROCESS AND PROCEDURES

-- Immediately after the Sign of Peace, Ministers should BRISKLY

1. Purify their hands with the hand sanitizer available near the Credence Table;

-- Ministers are not expected to use any specific hand sanitizer container. The first Minister to arrive in the alcove next to the Credence Table should use the right most pump bottle and the other Ministers should line up behind him/her and use the next available bottle(s) before taking their places to await reception of the Eucharist. The objective is to insure access to the hand sanitizer without causing congestion in the alcove.

2. Stand at their stations so it is clear which stations are occupied and which are vacant;

3. If there are vacancies, Ministers in the pews should step up to fill them.

--If no one steps up, or if there are vacancies in Stations 7 – 10 (Cup) that cannot be seen from the pews, one of the Ministers in line should scan the pews for a substitute and wave him/her over to fill in.

--If open positions cannot be filled, it is important that at least one Minister covers Stations 11 and 12 in the rear of the Church to accommodate people in wheel chairs and the other fills the vacant spot.

-- There will be times when an assigned station may be covered by a priest, deacon, or religious attending Mass. In this case, as discussed, the lay minister should simply return to his or her seat.



--Station 10C should begin offering the Cup to the Host Ministers as soon as possible after receiving the Cup.

--The Cup for Station 10C is labeled and should have significantly more wine in it than the other Cups (Ministers are asked to report back to Deacon Pete if this is not being done).

-- Ministers are expected to be familiar with the Station Map of distribution positions and the requirements of each. Stations 5, 6, 11 and 12 should be aware of their secondary service position as outlined on the Station Map.

-- At the 10:30am Mass (as well as at any Mass at which an adult choir sings), the Ministers assigned to Stations 3 and 5 will serve the choir before proceeding to their stations to ensure that the choir can begin the Communion Hymn as soon as possible. Station 9C should step back to allow choir members to receive the Precious Blood and return to their places.

-- At the monthly 9:00am Children's Mass at which the Praisers Children's Choir sings, only the Minister assigned to Station 5 should serve the choir before proceeding to his/her station.

--After serving the rear rows, Stations 5 and 11 should turn and serve people in the pews behind them to help minimize the congestion near the altar.

--After everyone has been served, if there is still activity in the front near the altar, Stations 5 and 11 should wait in the aisle near the choir/organ until a path is clear to return to the Credence Table.

-- After serving, Station 6 should proceed to the pew opposite Station 4 (asterisk on the Station Map), hip to pew, and assist Station 4.

--Stations 11 and 12 should serve all people seated in the front row of chairs while they are seated and then return to their stations to begin serving people in the rear rows (who should return to their chairs by walking in front of the first row and around to their rows) and to the infirm or non-ambulatory as directed by the ushers.

--After serving the people in the rear of the Church, Station 12 should go directly to assist Station 3, standing hip to pew opposite Station 3 so there is clear access to Station 9 (Cup) and to the pews.

--Station 11 should go directly to assist Station 5.

--If a Communicant attempts to dip his/her Host into the Precious Blood, the Minister should cover the Cup and explain that Intinction is not accepted in the Metuchen Diocese. If the person insists, allow it but report to the priest or deacon so he can follow up with the person in question.



--If a Communicant does not say "Amen" after reception of Holy Communion, Ministers may not correct them beyond saying "Amen" for them.

-- To prevent spilling Hosts when serving a Communicant who chooses to kneel instead of standing to receive Holy Communion, Ministers should be sure not to tip the Ciborium.

--If a Minister or a Communicant drops the Host, the Minister should simply pick it up with his/her non-dominant hand and slip it under his/her dish until he/she returns to the Credence Table, at which time the Minister may either consume it to give it a priest or deacon.

--If a Minister notices that a Communicant has not consumed the Host immediately, he/she should try to identify the person and advise the priest or deacon.

--If a Minister or a Communicant spills the Precious Blood, the Minister should use the Purificator to absorb the spill, if it is a minor one, or, cover the spill with the Purificator and wait until the Communion Service concludes, at which time he/she should notify the priest or deacon. The Minister should wait, protecting the spill, to ensure that no one steps in it or slips. The Minister should not offer the Cup to additional Communicants because the Purificator is unavailable.

-- If Precious Blood spills on a person's clothing, he/she should be asked to bring the garment back to Church WITHOUT WASHING IT so it can be properly cleaned according to the rules of the Holy Wash before being returned.

--If a Minister anticipates running out of Hosts, he/she should break remaining Hosts in two if there are enough Hosts to serve a limited number of people in line, or redirect Communicants to another line, return to the Credence Table, inform a priest or deacon that there were an insufficient number of Hosts at the station in question, and identify the line to which remaining Communicants were directed.

-- If a Minister must turn away Communicants because he/she has run out of Hosts or Precious Blood, he/she should report this to Deacon Pete either in person or by email/phone as soon as possible, noting the time of the Mass and the station.

--If approached by children or others who are not Catholic or who have not yet received their First Communion, Ministers should transfer the dish to the hand used to distribute the Host (usually the right hand) and extend the other hand (usually the left hand) over the person's head and say, "God bless you" or "May God bless you and keep you safe" before reversing the process and continuing to distribute Communion. **Do not touch anyone's head and do not use the same hand that touches the Host to pray over anyone.**

--Ministers of the Cup should not bow or genuflect upon passing the main altar.

--Ministers who have Precious Blood left in their Cups should either consume it, ask another Minister to do so, or just leave the Cup on the Credence Table and report to the attending clergy.



Do NOT cover the Cup. **Do NOT wad up the Purificator or put it into the Cup.** Fold the Purificator and leave it on the designated section of the Credence Table.

-- There are two acceptable ways for Ministers of the Cup to consume the Precious Blood remaining in the Cup after Holy Communion has been served:

- A. At the station, the Minister may turn away from the congregation, towards the altar, and consume the Precious Blood;
- B. The Minister may return to the Credence Table alcove in the Church (or the Sacristy in the Chapel) to consume the Precious Blood.

--Purification of sacred vessels after the distribution of Holy Communion may only be performed by ordained clergy. Lay Eucharistic Ministers may not purify Chalices or Ciboria.

III. STATION POSITIONS

--Station Maps are available online at the parish website (Eucharistic Ministers' page) as well as in the Ushers Room (right hand top cabinet, behind the right-hand door), above the Credence Table in the Church, and on the bulletin board in the Chapel Sacristy.

--Stations on the Choir side of the Church are odd numbered; stations on the Tabernacle side of the Church are even numbered.

-- If there is a (P) notation next to a Minister's assigned station in the monthly service schedule, he/she should be prepared to vacate his/her station if an extra priest steps up to help give Communion.

-- Station 7C will usually be covered by a Deacon. If more than one Deacon is present at a Mass, the Extraordinary Minister of the Cup assigned to Station 8C should be prepared to relinquish his/her position to the second Deacon.

--On Holy Days and other special occasions (e.g., Ash Wednesday) at services in the Chapel, Communion is not usually distributed under both species: Hosts only.

--Ministers serving in the Chapel on Holy Days at Stations 3H and 4H should stand with hip to the front pew within a foot or two of the center aisle to allow Communicants to receive without causing congestion in front of Stations 1 and 2.

-- At the daily Masses, Ministers of the Cup who find themselves in the Sanctuary while the priest or deacon is reposing consecrated Hosts in the tabernacle should stop and wait until the door of the tabernacle is locked before continuing into the Sacristy.



--Procedure at regular weekday Masses remains unchanged, however the Cup ministers at the 8am Masses are reminded to stand in front of the statue of the Blessed Virgin or of Saint Joseph to allow a longer line to form to receive the Precious Blood.

IV. STATIONS IN THE CHAPEL (SPECIAL MASSES)

--A Station Map for Holy Days and other special occasions (e.g., Ash Wednesday) when Communion is not distributed under both species, is posted on the Eucharistic Ministers page on the parish website and on the bulletin board in the Chapel Sacristy.

-- Ministers serving at Stations 3 and 4 should stand with hip to the front pew within a foot or two of the center aisle to allow Communicants to receive without causing a traffic jam in front of Stations 1 and 2, or causing a collision with Communicants returning from Stations 1 and 2.

--Procedure at regular weekday Masses remains unchanged, however the Cup Ministers at the 8am Masses are reminded to stand in front of the statue of the Blessed Virgin or of Saint Joseph to allow a line to form to receive the Precious Blood.

V. COMMUNICATION AND RECRUITMENT

--The monthly service schedule is made available on the parish website as soon as possible after completion. Ministers who forget or are not sure of their assignments should view the schedule online instead of emailing Terri Sinatra, who does not regularly check her Eucharistic Ministry email account.

-- There is a link to Policies and Procedures for the Extraordinary Ministers of the Holy Eucharist on the parish website below the monthly service schedule. Ministers who are not sure of their duties or the protocol for handling any given situation are encouraged to access this document and review the contents before contacting Deacon Pete or waiting until the annual Rededication Meeting to identify an issue or ask for clarification.

--An updated list of Ministers with email addresses and telephone numbers is available in the parish office, with an addendum with contact information on Ministers who minister to the homebound, as a resource. Anyone who does not have a recent roster is encouraged to contact Mary Corbet.

-- Recommendations for new Ministers are welcome. Please contact Deacon Pete with nominations. Please do NOT tell prospective candidates that their names have been submitted. If Deacon Pete decides to pursue the nomination, he will request that the Minister who made the recommendation ask the nominee to contact Deacon Pete if he/she is interested in becoming an Extraordinary Minister. Please note that acceptance is subject to approval by Monsignor Cronin.



VI. RESERVED SEATING ON CHRISTMAS AND EASTER

--Ministers and their families should sit in the reserved pews near the Tabernacle in the Church or at the front of the Chapel.

-- Reserved seating will be available until 15 minutes before the Mass begins, at which time the ushers will open those pews to the congregation.

***If you have any questions, please contact Deacon Pete DePrima
at 848-248-1235 (cell) or deaconpete33@verizon.net***