

## **EMHC Procedures**

### SAINT PAUL CATHOLIC CHURCH

1. Arrive at church 15 minutes before Mass begins. Sign your name on the schedule in the lay sacristy to indicate your presence at the Mass and review your position and line-up.
2. Dress appropriately for your ministry (no jeans, no shorts, no T-shirts, no skirts hemmed above the knee, no bare shoulders, no low cut blouses).
3. Non-scheduled Extraordinary Ministers should check in to see if you are needed to fill in (10 minutes prior to Mass). It would be helpful to be properly dressed at all times if in case you are needed. This also models reverences for the Eucharist whether or not you are assigned to assist at a given Mass.
4. Extraordinary Ministers approach in line formation at base of the altar steps at the sign of peace. They take their positions in a line in the space in front of the altar when the priest receives from the cup. If a deacon is present the priest will give him communion under both species before giving communion to the EMs.
5. The priest will then give communion to the Extraordinary Ministers on the work sacristy side. If there is a deacon, he will distribute the chalices. Those near empty-handed servers should offer the Precious Blood.
6. Flexibility is essential for unforeseen circumstances. For example, if you are given a chalice but are designated to distribute the host, you may switch with a nearby EMHC by receiving the Blood of Christ and then giving the chalice to the EMHC who should have received it. If you are unable to make a simple exchange, then distribute whichever species you receive. Never receive the chalice while still holding a ciborium. After all have consumed the host and the chalices are distributed the remaining ciboria will be distributed last.
7. Before going to your communion station, EMHC H-6 on the choir side should ensure that all of the choir members who desire Holy Communion receive the Body of Christ.
8. Words for distribution **are only** "The body of Christ" and "The blood of Christ".
9. If possible, while walking with the chalice, cover it with a purificator to help prevent spillage and as a sign of reverence.
10. EMHCs should always be mindful that communicants actually consume the host that they receive. If needed wait to distribute the next host until the current person has received.
11. If your communion line has finished, and there is a lengthy line remaining elsewhere, and there is a convenient place for you to help in the distribution, then make your way to that additional station.
12. If you are a cupbearer, consume any remaining Precious Blood remaining and then return the chalice to the credence. Ask for assistance from another EM if there is too much of the Precious Blood remaining for you to consume.
13. Be attentive to the priest if he needs you to return vessels to the credence table, but don't crowd the credence table. Stand at attention after communion while the priest prepares the ciborium to return to the tabernacle. Bow when the priest genuflects then return reverently to your pew.

8/25/3013