

**St. Margaret Mary Church**  
**Procedures for Extraordinary Ministers of Holy Communion (EMHC's)**  
**October 2009, revised**

Please go to the Diocesan Website ([www.dioceseofgreensburg.org](http://www.dioceseofgreensburg.org)) to read the new Flu Season Directives. Type Flu Season Directives into the search to access the directives.

***Ministers Needed for each Mass:***

7 Ministers plus the Celebrant

4 Ministers for the Blood of Christ

3 Ministers for the Body of Christ

(Due to current health conditions, the Bishop has temporarily suspended the distribution of the Blood of Christ. Therefore, only 3 EMHC's will be needed.)

When offering the Body of Christ, raise the Host, say "*The Body of Christ*", and wait for the person to respond Amen. Then place the Host either in the palm of their hand or on their tongue.

When offering the Blood of Christ, raise the Cup, say "*The Blood of Christ*," wait for the person to respond Amen, and then offer the Cup to the person. After he/she drinks the Precious Blood and returns it to you, wipe it with the purificator, and turn the cup slightly before offering it to the next person. Keep shifting the purificator so as not to wipe with the same part of the cloth.

***Definition of Terms***

**Cup:** Refers to the chalice which contains the Body and Blood of Christ

**Host:** The consecrated bread, which is the Body and Blood of Christ. The word host comes from the latin word *hostia* which means "victim".

**Ciborium:** Container for the Hosts (Ciboria is the plural.)

**Purificator:** White cloth used to wipe the Cup

**Flagon:** Decanter for the unconsecrated wine

**Fractioning:** The rite of breaking and dividing the Hosts into the ciboria and pouring the Precious Blood into the Cups.

---

**PROCEDURE:**

There will be a sign-up sheet located on the bulletin board in the sacristy. Prior to Mass, EMHC's should go to the sacristy and sign in. There is no assigned seating for the Ministers. At the beginning of the Sign of Peace offer the Sign of Peace to those around you and then **immediately** proceed to the right side of the altar and form a line behind the Celebrant. **See below diagram.**

Sitting at the end of a pew should help expedite the process. **At the current time, only the first 3 ministers signing in should proceed to the Altar. They will be distributing the Host only.**

Tabernacle

Presider's Chair

|          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> |
| *C       | H        | C        | H        | C        | H        | C        |

Celebrant  
Altar

---

The Priest will give the Body of Christ to all ministers, altar servers and cantor. (When the Bishop reinstates this procedure), the Priest will then hand the Blood of Christ to ministers 1, 3, 5, and 7. Each minister of the Blood of Christ will FIRST offer the Cup to the minister to his/her left (except minister 7). Ministers 1, 3, 5, and 7 will receive the Blood of Christ from ministers 2, 4, and 6 and drink at that time. Cup minister 1 will offer the Blood of Christ to the Cantor first and then offer the

Blood of Christ to the altar servers before proceeding to his/her station. **All other EMHC's should proceed immediately to your station once you have consumed the Precious Blood.**

**Masses with instrumentalists (this does not include organist and choir): Instrumentalists will form a line for Host Minister 2 on the left side of the congregation and be the first to receive communion prior to the congregation on the left side.**

**Ministers 2 and 3** should minister the Body of Christ and Blood of Christ to any individuals in wheelchairs or disabled persons usually seated in the first few pews near the organ before proceeding to their station. When the choir is singing, minister 2 should step back a little to allow more room between the choir and the minister.

## ALTAR

### COMMUNION STATIONS

|                         |                         |           |          |          |                       |          |          |          |
|-------------------------|-------------------------|-----------|----------|----------|-----------------------|----------|----------|----------|
| <b>CHOIR/<br/>PIANO</b> | <b>3</b>                | <b>3*</b> | <b>P</b> | <b>4</b> | <b>STATUE OF MARY</b> | <b>5</b> |          |          |
|                         | <b>C</b>                | <b>C</b>  | <b>H</b> | <b>H</b> |                       | <b>C</b> |          |          |
|                         |                         |           |          |          |                       |          | <b>2</b> | <b>7</b> |
|                         |                         |           |          |          |                       |          | <b>H</b> | <b>C</b> |
| <b>ORGAN</b>            | <b>1 (beside Pew 3)</b> |           |          |          |                       | <b>6</b> |          |          |
|                         | <b>C</b>                |           |          |          |                       | <b>H</b> |          |          |

**NOTE: There are two Cup minister 3s noted above. When the choir is singing, Cup minister 3 will need to adjust their position. When the choir is not singing, Cup minister 3 will stand near the piano.**

Congregation will form four lines. Outer two lines will receive the Host from ministers 2 and 6.  
**See procedure at the top of page 1 for offering the Body and Blood of Christ.**

**Ministers of the Body of Christ:** If you run out of Hosts, go to the nearest EMHC and take the Hosts that you need. If this is not possible, you may take Hosts from the Ciborium on the altar. When you are finished distributing Holy Communion, place your Paten with any remaining Hosts, on the altar. You may then return to your seat.

**Ministers of the Blood of Christ:** If your Communion line is finished but Precious Blood remains in the Cup, please move to another Cup station that is empty. Once Holy Communion is finished, return to the Credence table and consume the remaining Precious Blood. Place the cup on the table and the purificator should be placed next to the Cup, not in it. Return to your seat.

**If the Choir is singing,** they will receive Communion last. Ministers 2 and 4 will distribute the Body of Christ to the Choir and Ministers 1 and 3 will administer the Blood of Christ (when the procedure is reinstated). If Cup ministers 1 and 3 have no remaining precious Blood in their Cups, , ministers 5 and 7 should offer their Cups if they have the Precious Blood available.

**After Mass,** the first 2 ministers who sign in prior to Mass, will return to the sacristy to purify the Cups and Ciboria. The altar servers will bring the Cups and Ciboria from the Altar. After cleansing vessels with hot water and soap, place them on the tray for the next Mass. Do not stack them, as they will scratch. Cups and Ciboria should be returned to the cabinets in the sacristy after the Noon Mass only. Used purificators should be placed in the laundry hamper in the closet.

**Please dress** with reverence and modesty. Remember to smile when serving as an Extraordinary Minister of Holy Communion.

**If you are unable to serve** on your scheduled day, please find a replacement. It is very distracting when people in the pews are counting heads on the Altar, looking to see if the correct number of EMHC's have come up to the Altar. If you are having a problem finding a replacement, or an emergency comes up, please do not hesitate to call me and I will help find another EMHC. God's blessings on all of you for sharing your generosity and thoughtfulness with our St. Margaret Mary family.

Doris Swick