

Church of Saint David the King
Extraordinary Minister of Holy Communion Training Manual

Contents

- **Page 2:** Requirements | Role of Extraordinary Minister of Holy Communion
Dress Code
- **Page 3:** Before Mass
- **Page 4:** Communion Rite
- **Page 5:** Handling Unexpected Issues
- **Page 6:** Schedules
- **Page 7:** Definitions
- **Page 8:** Diagram of Where to Stand

Page 2

Requirements:

The persons chosen by the pastor for this special ministry must be exemplary Catholics, at least 16 years of age, and have received all the Sacraments of Initiation (Baptism, Eucharist, and Confirmation).

Role of Extraordinary Minister of Holy Communion:

- Distribute Holy Communion when there are insufficient priests or deacons.
- Administer the Body of Christ (bread) and, when resumed, the Precious Blood of Christ (wine).
- Serve only within the parish or institution where trained/mandated.
- May assist in the Blessing of Throats or Distribution of Ashes at the Pastor's request.
- May participate in other liturgical ministries (e.g., Lector), but not at the same Mass unless directed by the Pastor.
- May take the Eucharist to the sick, using a Pyx, and must go directly to the recipient's location. The Eucharist should never be kept at home overnight.

Important: The Extraordinary Minister of Holy Communion cannot delegate their role to anyone untrained. For example, a family member cannot take the Eucharist to a sick person unless mandated by the Pastor.

Dress Code:

- Dress modestly and respectfully.
- Avoid short skirts, revealing necklines, or jeans, as these detract from the dignity of the ministry.

Page 3

Before Mass:

Preparing for the liturgy is a crucial part of your role.

1. Arrive 10-15 minutes early for your assigned Mass.
2. Sign in using the Minister Scheduling Program (MSP) tablet in the sacristy.
3. Retrieve your EM necklace from the wall rack.
4. Wash your hands before Mass.
5. If you arrive late and all positions have been taken, please do not go up to serve Holy Communion. Your position will have already been taken.

Page 4

Communion Rite:

1. At the Lamb of God, proceed to the altar and sanitize your hands.
2. Stand behind the priest.
3. Eucharistic Ministers receive Holy Communion after the priest consumes the Body of Christ, followed by the deacon and Altar Servers. Do not self-communicate.
4. Proceed to your assigned station once all EMs have received their ciborium/ chalice.
5. When distributing Communion:
 - The normative way to receive the Eucharist is on the Tongue. In these circumstances be careful to not make contact with the communicant's tongue.
 - The pastoral provision that permits the communicant to receive on the hand is simpler, when giving the host place it vertically into the communicant's hand and release it.
 - For the Precious Blood, wipe the cup with the purificator and rotate it after each use.
6. Use hand sanitizer:
 - Before you receive Communion.
 - If you drop or consume a host that cannot be distributed.
 - If you make contact with someone's tongue when distributing.
 - After completing your station.
7. Assist other stations if needed and, if approached by an usher, bring Communion to the infirm.
8. After Communion, return all vessels to the ALTAR. Wait at the Altar until the priest or deacon takes the sacred vessel from you; then proceed to your seat. Cup ministers consume any remaining Precious Blood, asking others for assistance if necessary.

Handling Unexpected Issues:

- **Communion on the tongue:** This is permitted and the preferred and proper way to receive the Eucharist.
- **Blessing individuals with arms crossed:** Lay ministers and deacons are not permitted to raise a hand or bless a communicant unable to receive. You may however say, “God Bless You” while maintaining normal hand posturing for distribution of communion.
- **Dropped host:** In the event that a consecrated host is dropped, it is crucial to ensure that it is picked up and consumed immediately by the communicant. If the communicant does not consume the host, a minister should retrieve it carefully and consume it without delay. It is of the utmost importance to thoroughly examine the floor for any fragments or small pieces that may have broken off during the fall.
 - If any pieces are found, the normative response is to signal an Altar Server for assistance. If no server is present, the minister should promptly retrieve a clean, damp cloth (such as the one used for the washing of the priest’s hands on the credence table) to gently wipe the area where the Eucharist fell, ensuring that all traces of the host are properly dealt with and treated with the utmost reverence.
 - This act demonstrates our care and reverence for the Eucharist, acknowledging its sacred nature in every circumstance.
- **Spit-out host:** Retrieve it with a purificator, place it in water in the sacristy, and notify the clergy.
- **Unconsumed host:** If an individual receives the Eucharist but does not consume it immediately, it is imperative that you follow the communicant and politely request that they consume it without delay. Should the communicant refuse, notify the priest immediately, as it is important to address this situation with reverence and care for the sacredness of the Eucharist.
 - While such a situation may feel uncomfortable, it is essential that personal discomfort is set aside in favor of upholding the dignity of the Eucharist and the reverence due to the True Presence of Christ. Our actions, guided by respect for the sanctity of the sacrament, help ensure that the Eucharist is treated with the utmost care and devotion.
- **Dropped ciborium:** Collect the hosts, ensuring they are kept separate. Follow the priest’s guidance. The entire area of the floor will need to be wiped down with sacred linens to ensure no particles of the Eucharist remain.

Schedules:

- **Requesting Mass Times:** Indicate your preferred Mass time. Flexibility is appreciated for occasional reassignments.
 - You may indicate the Mass you would routinely like to be assigned. On occasion you may be asked to help out at another Mass. We know routines are important to you, but if you can, please be flexible with helping at other Masses when there is a need.
- **Scheduling Process:**
 - Schedules are prepared bi-monthly by the parish secretary using MSP.
 - Submit unavailable dates via email promptly to ensure accurate scheduling. If you do not respond with your unavailable dates by the deadline and the schedule is completed, you will be responsible for switching with another EM.
- **Receiving Schedules:** Schedules are emailed and available on MSP.
- **Finding Substitutes:**
 - If unable to serve, find a substitute using the MSP app. Through the MSP app you can send a sub for a sub request. Once a request is submitted your part is done, the program takes it from there.
 - Notify the office for last-minute emergencies.

Definitions:

- **Ciboria/Ciborium:** A sacred gold vessel for the hosts. These vessels should be treated with the utmost care.
- **Chalices:** In addition to the main celebrant chalice the small cups used to distribute the precious blood at communion are also referred to as chalices.
- **Purificator:** A cloth for wiping the chalice or cup.
- **Credence Table:** A small table near the Tabernacle for liturgical items.
- **Ambo:** Also known as the pulpit.
- **Sacrarium:** A sink that drains into the earth for sacred disposal. There is a penalty of Automatic Excommunication if the sacrarium is not used properly. Therefore, unless directed by the priest, do not use this basin in the sacristy.
- **Real Presence:** The belief in Christ's true presence in the Eucharist. Additional resources: [USCCB Real Presence](#).

Diagram of Where to Stand:

