



St. Philip the Apostle Catholic Church

Guidelines for Extraordinary Ministers of Holy Communion

When you arrive at Church

1. Arrive at least 15 minutes before Mass, put on a robe and medallion if you are at the 5 pm Mass on Saturday or the 9 am Mass on Sunday, and sign in. If you are at the 11:30 am Mass on Sunday then just put on your medallion and sign in. The number where you sign in will be your position for the Mass. The deacon always serves as position #1.
2. Make sure the cups and purificators are set up on the credence table nearest the choir loft.
3. If necessary, fill the carafe halfway with wine and place the carafe on the credence table at the back of the church, along with the 2 ciboriums.
4. Make sure the key is placed in the tabernacle, turned part way.
5. Stand in the foyer and greet parishioners as they enter church.
6. Five minutes before Mass find any additional EM's if you don't have enough. Wait in the foyer for Father to have a prayer.
7. Line up in the following order for entry:
 - Altar Servers
 - Lector (s)
 - Deacon
 - EM's
 - Celebrant
8. Proceed in, walk around the first row of inner pews and file into the pews on the outsides – half of the EM's go to the left side and half of the EM's go to the right side. Be sure to leave room on the inner right side for the Lectors to sit.
9. As the Celebrant approaches the altar he will bow and genuflect. EM's will do the same. Visually scan the credence table to be sure all necessary items are in place.
10. At the sign of the Peace, limit sharing to a few people on either side of you. Enter the sanctuary area and line up with those who will be serving the Body first (in numerical order – positions 3 and 5) and the Most Precious Blood second (positions 2, 4, 6, and 7).
11. After Father and the Deacon receive the Body of Christ and the Precious Blood they will proceed to serve the EM's, the Lectors, and the Altar Servers (except for the Precious Blood for the Altar Servers – EM#3 should serve the Altar Servers the Precious Blood and then proceed to your position).

12. **After receiving the Body of Christ and the Precious Blood hold your position and wait for Father or Deacon to bring the Ciborium or the Communion cup and purificator to you.** It is imperative that you check your position on the diagram posted on the wall in the sacristy so that you will be in the correct place.
13. The choir will exit the choir loft from the back, receive Holy Communion from Father, and enter the choir loft at the front of the church. Minister #2 needs to make sure he/she is ready for this.
14. The first ministers to finish administering the Body of Christ and the Precious Blood will go to the back of the church and serve those who cannot come forward. (The ushers will escort you to these people.) Remember to walk reverently and together, not one behind the other. DO NOT leave your partner who is still serving others.
15. When the Precious Blood is finished return the cup to the credence table, and wait there for the remainder of the congregation to be served. If your cup still has some Precious Blood in it walk to the credence table and then consume the rest. If you are not able to consume the rest try to make arrangements (before Mass) with someone on your team who will consume it for you.
16. **When finished serving the Body of Christ place the ciborium on the altar and take your position again as when you entered the sanctuary and wait for the other ministers to finish. After Father or the Deacon have reposed the Blessed Sacrament, then all bow to the Tabernacle together and return to your pew.**
17. At the conclusion of Mass the Celebrant and the Deacon will stand facing the altar, with the altar servers and Lectors behind them. As the Celebrant and the Deacon bow, the EM's do the same. When they turn around to walk back up the aisle the EM's will file in behind the Lectors and process out of the church. At the 11:30 am Mass the EM's do not process out but remain in the pew with their families.
18. All EM's are encouraged to stay and greet parishioners as they leave. As the foyer begins to empty return to the sanctuary and bring the cups and purificators to the sacristy where the vessels should be purified in the following way:
 - i. Rinse each item and pour the water into the sacrarium, (the sink on the right).
 - ii. After this rinse, wash each item with soap and your fingers.
 - iii. Dry each item and put it away.
 - iv. Use the towel to dry out the sacrarium, and then close the lid.

Points to Remember

If you're not going to serve during a particular upcoming schedule make sure you notify your coordinator. If there is a chance that you will be unable to serve when scheduled, it is your responsibility to get a substitute.

Remember that when not wearing a robe, sit close to the front but sit with your family. We want you to worship together as a family and not apart from them when carrying out your ministry. Only 5 pm on Saturday and 9 am on Sunday wear the robes.

Please also remember that all liturgical ministers set an example for the assembly. Appropriate attire is required for all EM's whether wearing a robe or not. Shorts and tee shirts are not appropriate attire. Paragraph 29 of the Vatican II Constitution on the Sacred Liturgy says that all liturgical ministers should carry out their offices with "...the sincere piety and decorum demanded by so exalted a ministry and rightly expected of them by God's people." We ask for your cooperation in this manner.

The General Instruction of the Roman Missal #160 states; "When receiving Holy Communion, the communicant bows his or her head before the Sacrament as a gesture of reverence and receives the Body of the Lord from the minister.... When Holy Communion is received under both kinds, the sign of reverence is also made before receiving the Precious Blood."

Be sure the Body of Christ is consumed. Ministers of the Most Precious Blood are to be vigilant and see that no one carries the Body of Christ back to their seats.

If there is a visiting Priest, be ready for anything.

When reviewing these guidelines pay special attention to the ones that are in bold type. Instruction # 160 is one that all of us should be practicing even when not carrying out our ministry. All of the faithful are bound by this instruction and we need to set the example for them.

Thank you for taking your ministry seriously and for your service to our parish community. Go out and live the Gospel of Jesus Christ in all aspects of your life and be an example for others to follow.

February 2005

Fr. Hanh Van Pham

Sherry Jimenez – Coordinator

Pastor