

The Ministry of Extraordinary Ministers of Communion Handbook



St. Philip the Apostle Parish

1223 W. Holtz Avenue
Addison, IL 60101
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Carol Schubert
Director of Liturgy

Thank you for listening to the call to become part of the Liturgical Ministry of St. Philip the Apostle Parish. The intent of this handbook is to lay out specific guidelines for your ministry.

All volunteers 18 and older are required to go through the Protecting God's Children Workshop either here at the parish or at other locations throughout the Diocese. You can access Virtus on-line to see when workshops are scheduled and register for the workshop.

To Register:

1. Register on-line at www.virtusonline.org
2. On the left side of the screen click on "Registration"
3. Click on "View a list of sessions"
4. Click on "Joliet Diocese"
5. Select session to register

If you do not have access to the Internet, please call Shar Mirabelli in the Parish Office at 630-628-0900 x0 and she will be able to register you.

Thank you,

Schubert

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Act of Personal Commitment for Extraordinary Ministers of Holy Communion

- I remember with gratitude that I have been entrusted with ministering the Eucharist, with taking Communion to the sick, and with giving it as Viaticum to the dying.
- I have accepted the responsibility of being an example of Christian living in faith and conduct. I reaffirm my desire to strive for greater holiness through this sacrament of unity and love. I remember that, though many, we are one body because we share the one bread and the one cup.
- I acknowledge that the ministry of Holy Communion requires me to be especially observant of the Lord's command to love my neighbor. For when He gave His Body and Blood as food to His disciples, He said to them: "This is my commandment, that you should love one another as I have loved you."
- I again resolve to undertake the office of giving the Body and Blood of the Lord to my brothers and sisters, and so serve to build up the Church.
- I again resolve to minister the Holy Eucharist with the utmost care and reverence.
- I ask almighty God, the Father, the Son, and the Holy Spirit, to bless me as I give the bread of life and the cup of salvation to God's people, my brothers and sisters in the Lord. Strengthened by this sacrament, may we come at last to the banquet of heaven, where Jesus is Lord for ever and ever. Amen

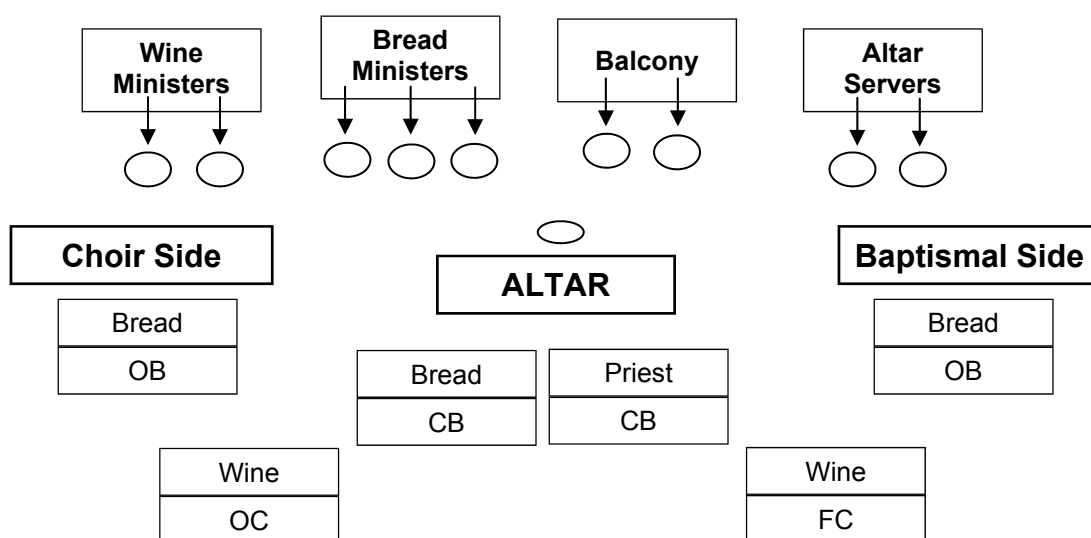
General Comments

- We are in service to the community of St. Philip the Apostle Church and most of all to our Lord. Since the Eucharist is central to our lives as Catholic Christians, anything we do to enhance the experience of Liturgy for our community will help it to bond in Christ.
- We are living examples to the community. One of the biggest gifts that we can give to the parish is being totally present to the Mass and our responsibilities as Liturgical Ministers.
- Extraordinary Ministers of Communion (EMC) serve as hosts and hostesses, offering the sacred meal to those who bring their hunger to the table. How special your smile of welcome and your words of faith.
- If you are unable to serve on your scheduled day, please find replacement well enough in advance for them to properly prepare. Your Mass preference will be honored as much as possible.
- You have seen Father bless the children who come forward with their parents who have not yet received First Communion. You may have seen an adult/child come forward with their hands crossed over their heart; they are coming for a blessing. Place your hand on the child/adult and say a brief prayer, i.e., "Be in peace with God," or "May God be with you," or "Peace be with you."
- The way you dress reflects your commitment to the ministry you have been called to and also reflects your love and respect for our Lord. Your attire and appearance should be modest as to not be distracting to those you are serving. (Business casual and no flip-flops, shorts, jeans or spandex). This is not a fashion show!
- There is a Captain assigned to each Mass. It is the Captain's responsibility to ensure that all of the ministries are checked in prior to the beginning of Mass and if need be, recruit a replacement approximately five (5) minutes prior to Mass. It is imperative that all Liturgical Ministers plan to be at the Church a minimum of ten (10) minutes prior to Mass so that you can sign in and prayerfully prepare yourself for your ministry. If you come late to the Church, there is a chance that you may have been replaced. You should be familiar with the other EMC's serving at the Mass you prefer. This responsibility is important to not only the ministers serving at Mass, but to the parish celebration of the Liturgy.
- The other Captain responsibilities are:
 - Go to the Tabernacle to get the two (2) large ciboria and bring them to the altar.
 - After distribution of Communion, the Captain will consolidate the Eucharist at the Tabernacle.
- If you are not scheduled for the Mass you are attending, please stop by the Vesting Room to see if there are enough ministers.

Before Mass

- When you are scheduled, please arrive at least 15 minutes before Mass and sign in on the schedule in the Vesting Room. This is important for the following reasons:
 - To guarantee enough ministers are there
 - To allow enough time for you to spiritually prepare yourself for your ministry.
 - To allow enough time to find a volunteer if the need arise.

- About five (5) minutes before the beginning of Mass the priest will lead all Liturgical Ministers in prayer in the Vesting Room. After this, please take your seats.
- After extending the Sign of Peace to those around you, proceed to the credence table to sanitize your hands and take your position behind the Altar. After celebrant consumes the Precious Body and Blood, he will serve you and the altar servers.
- Please see the diagram of EMC positions.



- Wait for the reception of the Sacred Vessel from the priest or deacon. Never take anything off the Altar on your own. Move to your position that you are assigned to.
- When you are done serving in the balcony, please come down to the main floor to help continue to serve Communion. Please check with the Ushers to see if there is anyone in the back of the church who needs Communion distributed to them.
- After distribution of Communion, return the remaining Eucharist to the tabernacle for consolidation by the Captain. Place the empty vessels on the credence table for purification after Mass by the priest or deacon. Please return to your pew. **(The EMC's who are on the Organ/Choir Side will make sure vessels are washed after Mass.)**
- The chalice is also brought back to the credence table where any remaining Precious Blood is consumed. This must be consumed after every Mass. Nothing can remain in reserve.
- Return to your seat and join the congregation for the end of Mass.

AFTER MASS

- After the recessional song, those who are designated to clean return to the credence table to gather the vessels for cleaning in the sacristy and preparation for the next Mass by the sacristan.
- If the Presider and/or Deacon have not **purified** the vessels, you will need to do this. Purification means put a small amount of water in the vessels and consume (please consume, if at all possible), or dispose of in the sacrarium (small sink with

the cover). Water from this sink does not mingle with the sewer water, but is drained directly into the ground.

- After purification, the cups can be washed in warm soapy water, and then rinsed very well.
- **DO NOT PUT CHALICES INTO WATER. NEVER SUBMERGE CHALICES!**
- Pewter cups are metal; please do not stack them in the sink. These cups can dent easily.
- Please do not stack anything in the sink.
- Everything is dried with cloth towels.
- All vessels are placed in the cabinet and the key placed in the top drawer after the 5:00 p.m. and 11:30 a.m. Masses. After all others, please leave vessels out for the next Mass to be set up.
- Linens are placed in the hamper baskets that are clearly marked.

KEEP IN MIND

- All who gather at the table of the Lord are brothers and sisters in the Lord; their assembly is marked by equality in Jesus Christ. In this climate of equality, those who serve others must be inviting to all God's people.
- Haste in sharing the Body and Blood of Christ is perhaps the habit most destructive to your ministry. Communion should be done with dignity and reverence.
- The ministry of Communion is only for those who can look another person in the eye with comfort and touch another person with ease. The person you are ministering to deserves your full attention.
- Speak to the person. Raise the bread slightly and look the person in the eye in a friendly manner and say as if you mean it "The Body of Christ" or "The Blood of Christ."
- Let the communicant take the cup with both hands, but you might help guide the cup to the lips of small children.
- After the communicant drinks and returns the cup to you, wipe the rim (outside and inside) with the purificators and turn the cup a quarter turn before repeating the procedure for the next communicant.
- Your actions as you minister the bread and cup are very simple ones and you should remember that you are doing them in memory of Jesus Christ.
- Try to make your giving of the bread and cup to others as graceful and reverent as possible. Your reverence for the Eucharist and for those you serve will be happily contagious.

WHEN YOU FIND YOURSELF...

Becoming routine or checking how long the lines are, it is time to refocus on the significance of the actions you are performing. Mentally stop and imagine that you are giving Communion to one person only: the next person coming up to you! Imagine how careful and reverent you would be if you were to give Communion to only one person at each liturgy. Yet, in a sense, that is what you are doing. No matter whether you give Communion to ten people or ten times that many, each person receives Communion from your hands once. Your presence and actions will have much to do with how that

person receives the Lord in Holy Communion that day, for good or ill. Such is the challenge and responsibility of your call to ministry.

Former Bishop Kenneth Untener of Saginaw, Michigan, attested that your service “takes a lot of skill. It takes concentration. It takes verbal and nonverbal expressiveness. It takes practice. And it takes much love. I am not saying that it should be dramatic or over-done. It should simply be real and expressive. The person who truly ministers the Eucharist to a hundred people should be tired at the end. It takes a lot out of one.” The strain on the vocal cords and back muscles is part of the light burden of the Lord Jesus, who strengthens us for and in our ministry.

Ministry of Communion to the Sick and Homebound

If you are interested in ministering to the Sick and Homebound, please contact Deacon Sean McGreal. He is responsible for this ministry. He can be reached by calling the rectory at 630-629-0900 x111 or e-mailing smcgreal@st-phil.org.

Additional Resources

- Extraordinary Ministers of Holy Communion at Mass (www.usccb.org)
- Ministers and Roles Within the Liturgical Assembly at Mass (www.usccb.org)
- Postures and Gestures at Mass (www.usccb.org)

Source: The Ministry of Communion, by Michael Kwatera, Liturgical Press,
Collegeville, MN, 2004

Cardinal Newman Prayer

God has created me to do Him some definite service.
He has committed some work to me which He has not committed to another.
I have a mission.
I may never know it in this life, but I shall be told it in the next.
I am a link in a chain, a bond of connection between persons.
He has not created me for naught; I shall do good.
I shall do His work; I shall be an angel of peace, a minister for the Lord.