

Mary, Mother of the Redeemer Parish  
EXTRAORDINARY MINISTRY OF HOLY COMMUNION  
PROCEDURAL HANDBOOK

[Effective date: Nov. 15, 2011. Additional chapters to be issued at a future date.]

**TABLE OF CONTENTS**

Chapter 1: Procedures for Weekend Masses	2
A. Overview of Captains' Duties	2
B. Overview of EM Duties (Non-Captains)	2
C. General Procedures for Sunday Masses	
1. Mass Set-up	2
2. During Mass – Prior to Communion	3
3. Communion Rite	4
4. After Communion	5
5. After Mass	6
D. Host and Wine Set-up	7
E. EM Leadership Duties	8
F. Scheduling	9
Appendix A: Glossary	19

General Notes:

- For the purposes of these procedures, the terms “presider/celebrant” are interchangeable.
- The word “cup” has been replaced with “chalice”. The reasoning behind this is that the word “chalice” better describes a sacred vessel that is used to *share* the Precious Blood among the congregation. This understanding is reflected in the new translation of the *Roman Missal*. To differentiate the former “cup” from the celebrant’s chalice, they are indicated in this document as the/an “EM chalice” vs the “celebrant’s chalice”.
- In some places, “Captain of the Precious Body” is abbreviated to CPBy, and the “Captain of the Precious Blood” is abbreviated to CPBl.
- No more than two sacred vessels are to be carried by an EM at a time.
- Set appropriate tone of reverence and respect at the altar at all times.

## **CHAPTER 1: PROCEDURES FOR WEEKEND MASSES**

### **A. OVERVIEW OF CAPTAIN DUTIES**

1. There will be a Captain of the Precious Body (CPBy) and a Captain of the Precious Blood (CPBI) designated for each Mass.
2. Arrive at least 30 minutes early to ensure proper set-up for Mass. Check the tabernacle, celebrant's chalice, and credence tables for appropriate set up.
3. Ensure Extraordinary Ministers of Holy Communion (EMs) are present and aware of assignments.
4. Coordinate with priests and deacons before Mass to ensure proper number of vessels and assignments for distribution of Holy Communion. Make appropriate adjustments to assignments and set-up as situations warrant.
5. Ensure that the purification of sacred vessels is completed by a priest, deacon, or acolyte according to procedure posted in the sacristy, and that set-up for the next Mass or lock-up is completed.

### **B. OVERVIEW OF EXTRAORDINARY MINISTERS OF HOLY COMMUNION (EM) DUTIES (NON-CAPTAINS)**

1. Dress appropriately to distribute the Precious Body and Blood. Remember that your preparation for Mass starts at home when you decide what to wear.
2. Arrive at least 15 minutes prior to start of Mass and report to the respective captain for station assignment; also obtain list of nursing home assignments before 9:00AM Mass.
3. If you are not on the schedule, check in with the captains and be prepared to serve in case there is need for a last-minute sub.
4. Assist with set-up for the next Mass.

### **C. GENERAL PROCEDURES FOR WEEKEND MASSES**

#### **1. MASS SET-UP**

Note: The Sacristan is responsible for setting up the celebrant's chalice with Host for each Mass.

#### **Captain of Precious Blood**

- a) If not already set up from the previous Mass; cover a carrying tray with a clean purificator and place the required number of empty EM chalices along with a corresponding number of white purificators onto the tray. Place the tray on the credence table near the baptismal font.  
Note: There is a distinct difference between the finger towels and the purificators. Please use ONLY purificators with the chalices. They are clearly labeled in the sacristy cabinet. "Finger towels" (also clearly labeled in the sacristy cabinet) are used for washing the celebrant's hands at daily Mass. If you are not sure, please ask someone!
- b) In the sacristy, pour the required amount of wine into flagon. Important: A few drops of water must be added to the flagon of wine BEFORE pouring into EM chalices. Either the Sacristy sink or the sink behind the altar can be used as the water source. Wine is stored in the closet outside of the altar server room, and several bottles should be kept in the refrigerator in the Sacristy. The wine from the refrigerator is utilized for Mass.
- c) Carry the flagon filled with wine to the credence table and fill the EM chalices. Bring the empty flagon back to the Sacristy/utility room and rinse it out with tap water. Be sure to wipe up any spills.
- d) Ensure that there is a large corporal on the same credence table where the EM chalices are placed. Check to be sure it is folded properly so it can be unfolded correctly on the altar prior to the presentation of the gifts.

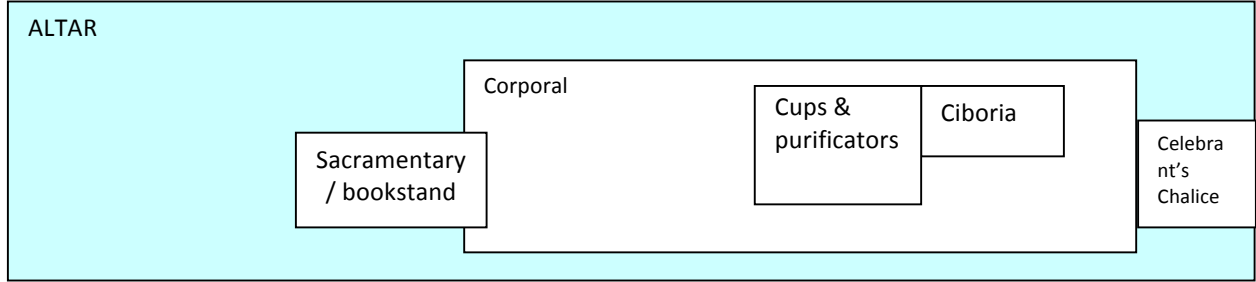
Captain of Precious Body

- a) Check that the celebrant's chalice and paten with large Host (and pall, if appropriate) are placed on the credence table.
- b) Check that a hand (lavabo) towel is on the same credence table as the chalice along with the glass purification bowl and cruet of water.  
Note: Items a) and b) above are the duties of the Sacristan, but the captains should serve as a double-check.
- c) Check on the number of consecrated Hosts in the tabernacle. The Captain may choose to redistribute hosts into additional ciboria in the tabernacle.
- d) Place ciboria with unconsecrated hosts on the Offertory table at the rear of the Church. Note that the maximum number of items to be placed on the Offertory table in the rear of the church is 4 (including a cruet of wine). If necessary, additional ciboria with unconsecrated hosts should be placed on the credence table near the piano to be brought forward at the Offertory when the altar is dressed.
- e) Coordinate with assisting priests for distribution of Communion to the chalice ministers and music group, if assigned.
- f) Assign an EM to serve Communion in the chapel.

**2. DURING MASS-PRIOR TO COMMUNION**

- a. Captains will not walk in either the entrance procession or the recession, but instead will sit with the congregation during Mass.
- b. Only one captain will be involved in the preparation of the altar during Mass. It is recommended that this captain (the one assigned as the CPBI) sit amidst the congregation in a pew near to the baptismal font.
- c. Immediately following the "Prayer of the Faithful", the CPBI will enter the Sanctuary and approach the table near the baptismal font where the corporal and filled EM chalices are located. The CPBI will present the corporal to the deacon at the altar. Should there be no deacon at the Mass, the CPBI will place the corporal on the altar. The corporal should be placed seams side "up" and just "follow the folds" to open left, open right, then open away from the EM and finally open toward the EM. It should be positioned toward the right side of the altar in such a way that the left third of the corporal is positioned over the center of the altar, as this is where the celebrant's chalice will eventually be placed during the Consecration (see Figure 1). Then the captain will carry the filled EM chalices and purificators to their designated position on the corporal (multiple trips may be required, but there is no need to rush). The purificators for the distribution of the Precious Blood should be placed flat on the altar, not on edge. The celebrant's chalice should be placed off to the right side of the corporal—not on the corporal.
- d. The server will then place the Sacramentary with bookstand in their proper place on the altar.
- e. Any additional ciboria on the credence table with unconsecrated hosts should be brought forward at this time by the altar servers or, if there are no altar servers, by the EMs. Ensure that the altar servers have placed the vessels in the correct position.
- f. Neither captain will accompany the other liturgical ministers to the foot of the altar to receive the Offertory gifts. Instead, after placing the filled EM chalices on the altar, the CPBI will return to the pew amidst the congregation as the other liturgical ministers move to the foot of the altar to receive the offertory gifts.
- g. During the 'Lamb of God', the Ordinary Minister(s) will remove the consecrated Hosts from the tabernacle and place them on the altar. If no Ordinary Minister is available, the Captain(s) may perform this task. The CPBy may assist the Ordinary Minister in re-distributing the hosts among the ciboria if needed.

**Fig. 1: Arrangement of the altar at the Offertory**



VIEW OF ALTAR FROM TABERNACLE SIDE, FACING NARTHEX

### 3. COMMUNION RITE

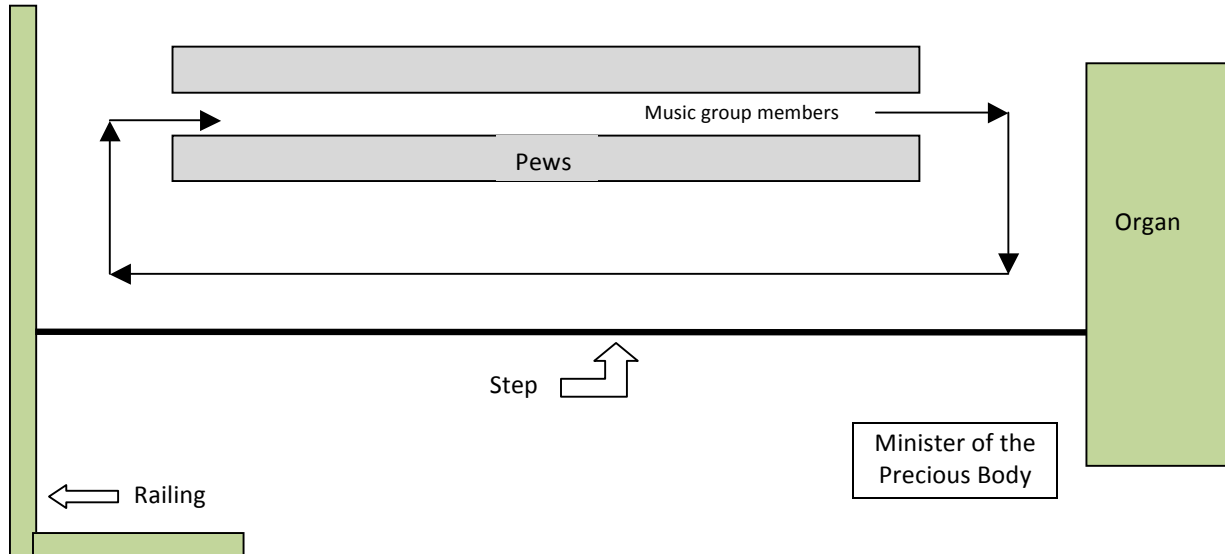
- a) The CPBy should also sit with the congregation during Mass, and should be first in line to approach the altar as soon as the celebrant receives Holy Communion.
- b) Approach the Sanctuary at the “Lamb of God”, bow to the altar, and stand in line along the rail on the appropriate side—ciborium on the left side (when facing the tabernacle), and the chalice on the right side.  
 Note: If necessary, please use the railings to navigate the steps to and from the Sanctuary.
- c) As soon as the celebrant finishes taking Communion, the Captains and the EMs will move to the altar and be prepared to receive Communion. EMs should form a semi-circle at the altar with EMs of the Precious Blood on the “Baptismal font” side and the EMs of the Precious Body on the “choir” side. To minimize distractions to the Liturgy, EMs should approach the altar from their assigned side – avoid crossing in front of the altar to assume your position.
- d) EMs (especially those administering the chalice), be conscious to line up close to the altar so that the priest can distribute the cups (chalices) more quickly.
- e) Ministers of the Precious Body should stand a few feet in front of the steps in order to allow communicants to pass by behind them to receive the Precious Blood when there are fewer than 6 chalice distribution stations available.
- f) See Figure 2 for positioning of the minister of the Precious Body for distribution to the music group. The Precious Blood will not be offered to the attending choir or music group.
- g) While the celebrant administers Communion to the CPBy, an assisting priest distributes the Host to the EMs of the chalice. The priest then distributes an EM chalice to each of the EMs, who will hold on to that chalice for distribution to the congregation. Meanwhile, the distribution to the other EMs is completed using the celebrant’s chalice (except when Fr. Bill is presiding, in which case one of the EM chalices will be used instead of the celebrant’s chalice).
- h) When there is not a deacon present, the CPBy will receive Communion under both species and proceed to follow the celebrant in distributing the Precious Blood to those at the altar. When Father Bill is the celebrant, an EM chalice is used for this purpose. This minister will keep the chalice for distribution to the congregation. Any Precious Blood remaining in the celebrant’s chalice after distribution to the EMs must be consumed, placed back on the altar and covered with the celebrant’s purificator.
- i) Once all EMs have received communion, the celebrant will motion for the EMs to take to their Communion stations. Once all ministers are ready to move their stations, the chalice bearers should move from the altar first, and the ministers of the Precious Body should follow and wait for the minister of the Precious Blood to be in position beginning with the very first communicant so that communicants may have access to both species at the same time. The ministers of the Precious Blood at stations 1 and 6 should stand at the railing – typically on the first step (this is

optional, depending on your comfort level).

If there are any communicants who are unable to walk up the aisle, EMs should distribute to them first. (Usually this only applies to the disabled section of the pews on the choir side).

- j) The EM assigned to the chapel will proceed to the chapel at the same time that the other EMs are dismissed from the altar to distribute Communion. Ushers should line up chapel communicants in 2 rows for more efficient administration of the Host.

**Fig. 2: Requested position of Precious Body minister when distributing to the music group**



#### 4. AFTER COMMUNION

- a) All EMs of the Precious Body should return their ciboria to the altar and wait near the ambo.
- b) All EMs of the Precious Blood should return to the chalice credence table, consume the remaining Precious Blood, and return the chalices to the trays on the table. Fold the purificators and place them on the tray—do not drape over the top of the chalice nor stuff them inside the chalices.
- c) The CPBy will assist in preparing the ciboria for return to the tabernacle and/or to the Sacristy by the EMs assigned to purification.
- d) Those EMs who are visiting the homebound or nursing homes will have their pyxes filled by an Ordinary Minister at this time—before the Blessed Sacrament is reposed.
- e) An Ordinary Minister should transfer the sacred vessels containing consecrated Hosts to the tabernacle. If unavailable, either captain may assist. All activity at the altar should stop and all EMs turn toward the tabernacle. EMs who are not carrying a filled pyx will genuflect together with the priests as the Blessed Sacrament is reposed. When carrying a filled pyx, EMs do not genuflect – a head bow is appropriate instead.
- f) At the altar, place lids only on the ciboria that have Hosts in them. This will eliminate confusion on the part of the celebrant about which ciboria are empty and which are full. Place the lids on the empty ciboria after the tabernacle is closed.
- g) At the 9:00AM Mass, after their pyxes are filled, the EMs will step down to form a semi-circle in the front of the altar and wait until the celebrant has given the dismissal and has reposed the Blessed Sacrament, then they will quietly leave the church. At Masses other than the 9 AM, the

EMs with filled pyxes may depart from the church to distribute Communion to the homebound immediately after the tabernacle is closed (unless assigned to purification).

- h) In the Sanctuary, the rules for politeness change. (For example, if you're carrying a tray of vessels, don't be concerned about letting the priest go ahead of you – you should proceed first or follow the priest's cues to proceed)
- i) The deacon (or CPBI when there is no deacon) will then carefully fold the corporal in the reverse manner in which it was unfolded (this is important, since one of the functions of the corporal is to capture stray fragments of the Precious Body), and return it to the credence table near the baptismal font. The Sacramentary and bookstand will be returned by the Server. EMs will take the empty vessels to the Sacristy immediately after the tabernacle is closed.
- j) An ordinary minister will proceed to the Sacristy immediately after the tabernacle is closed to purify the vessels. In absence of an ordinary minister, the celebrant should return to the Sacristy in a timely fashion after Mass to purify the vessels. The EMs will then clean the vessels (as per posted procedures). To avoid confusion in assignments if there is no deacon serving, the assisting Priest who is assigned to the Center aisle will be designated to purify. Ideally, the Sacred Vessels should not be left unattended until they are purified. Note that the cleaning procedure should be conducted with hot water if available. EMs will bring empty vessels to the Sacristy – using a tray if needed. Upon entering the sacristy after Communion:

- Place the chalices close to the sink (whether on a tray or not)
- Return immediately to the nave of the church to participate in the remainder of the Mass return and return to the sacristy for clean-up/set-up after the blessing and before the recessional hymn.
- There is to be reverent silence in the Sacristy whenever the Mass is in progress. Be conscious that the sacristy door may still be open and Mass is continuing.
- Follow directions posted in the Sacristy for cleaning the sacred vessels in the appropriate manner. The chalices should be at minimum wiped with a damp cloth to make sure lipstick is removed.

## **5. AFTER MASS**

### Captain of Precious Blood

- a) After the 7:30AM, 9:00AM and 10:45AM Masses, ensure that the required number of EM chalices are set up for the next Mass. A tray should be used to carry the chalices to the credence table. The EM chalices will be filled by the captain of the next Mass.
- b) After all Masses make sure that the flagon has been rinsed out, and return the trays, flagon and chalices to the vault after the 5:15 and 12:30 Masses.

### Captain of Precious Body

- a) Ensure that the ciboria have been properly purified and set up for the next Mass.
- b) Check that the consecrated Hosts in the tabernacle are evenly divided among the ciboria. The captain may opt to add another ciborium to the tabernacle to ensure the even distribution of Hosts among the available ciboria. After the 5:15PM and 12:30PM Masses, return all vessels to the vault and ensure that the tabernacle is locked and the key is placed in the vault.

### D. MASS HOST AND WINE SET-UP GUIDELINES

Note that quantities and numbers of vessels are subject to change. For the 12:30 Mass, the CPBy should do his/her best to gauge the number of Hosts that will result in the least amount of leftover Hosts to be place back in the tabernacle. When setting up for Fr. Bill, slightly more wine should be added.

Quantity of Wine per Mass	5:15 PM -	3/4 bottle
	7:30 AM -	1/3 to 1/2 bottle
	9:00 AM -	one bottle
	10:45 AM -	3/4 bottle
	12:30 PM -	1/3 to 1/2 bottle

NOTE: During winter months, the amount of wine needed may be somewhat lower than normal.

Number of Cups per Mass	5:15 PM -	5 or 6
	7:30 AM -	4
	9:00 AM -	6
	10:45 AM -	6
	12:30 PM -	2

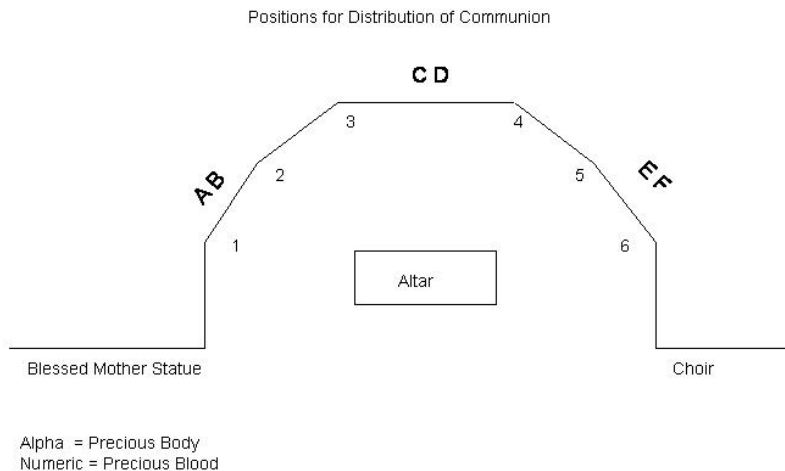
There is typically no chalice offered at Holy Days of Obligation, Christmas, or Easter Masses.

Quantity of hosts (consecrated + unconsecrated) per Mass (approximate)

Note: Each bag contains approximately 225 hosts, and a completely filled ciborium holds approximately 200 hosts

5:15 PM -	900 - 950
7:30 AM -	700 - 750
9:00 AM -	900 - 1000
10:45 AM -	850 - 900
12:30 PM -	600 - 700

Figure 3: Positions for Distribution of Holy Communion



## **E. EM COORDINATOR AND MASS LEADER DUTIES**

### **1. EM Ministry Coordinator Duties**

- **Oversee personnel and scheduling for:**
  - Mass Leaders/Homebound/Nursing Homes/Holy Days of Obligation
- Convene and chair EM Mass Leader/Captain meetings as needed
- Liaison with Diocesan Office of Worship
- Represent EM ministry on Parish Liturgy Committee
- Manage EM term commissioning and decommissioning - by September 1 of each year.
- Track Diocesan workshop training for new EMs
- Commission new EMs at Mass – typically 3<sup>rd</sup> Sunday in November
- Assist in recruiting new EMs
- Maintain procedure manual
- Monitor EM web site (maintained by Parish office)
- Manage clergy Christmas collection

### **2. Mass Leader Duties**

- Create monthly EM schedules
- Assist in recruiting new EMs
- Conduct EM training/instruction
- Facilitate communication with EM teams
- Assist EM Coordinator as needed
- Leader of the 9AM team is responsible for nursing home scheduling as well

### **3. Homebound Leader Duties**

- Maintain list of EMs serving the homebound
- Receive service requests from the rectory and make assignments as needed
- Assist in recruiting EM volunteers for homebound service



**F. SCHEDULING - MASS LEADERS:**

1. Scheduling for Sunday and Vigil Masses will be done by each Mass team leader and forwarded to the scheduling coordinator and Webmaster for posting on the web site. A copy will also be posted on the bulletin board in the sacristy.
  2. Schedules are created for each month, and are due a week prior to the first weekend of each month. There will be a Captain of the Precious Body and a Captain of the Precious Blood designated for each Mass.
  3. Other responsibilities are outlined below.
    - a. EMs will be assigned to take Communion to the residents of Manor Care (8 EMs) and Wynnewood (2 EMs) nursing homes after the 9:00AM Mass. One of the Manor Care EMs will be designated to make the room assignments for all EMs (designated by MC+ on the schedule).
    - b. Mass leaders must ensure that there is an adequate number of EMs scheduled for purification. Two per species is usually sufficient.
    - c. Number of EMs for distribution of Communion (including captains):  
Ideally, there should be a minimum of 7 EMs of the ciborium at every Mass including celebrant (2 at each station and 1 for the Chapel).
- b. The number of EMs of the chalice will vary for each Mass:
- i. 5:15 PM - There will be 5 EMs of the chalice (including the deacon). Stations for distribution will be 1, 2, 3, 4-5, and 6. There will be six stations if a music group is assigned.
  - ii. 7:30 AM - There will be 4 EMs of the chalice (including the deacon). Stations for distribution will be 1, 2-3, 4-5, and 6.
  - iii. 9:00 AM - There will be 6 EMs of the chalice (including the deacon). Stations for distribution will be 1, 2, 3, 4, 5 and 6.  
NOTE: Manor Care and Wynnewood EMs will be assigned to this Mass and, therefore, there may be several "nursing home only EMs" designated.
  - iv. 10:45 AM - There will be 6 EMs of the chalice (including the deacon). Stations for distribution will be 1, 2, 3, 4, 5 and 6.
  - v. 12:30 PM - There will be 2 EMs of the chalice (including the deacon). Stations for distribution will be 2-3 and 4-5.

In general, scheduling is done with the assumption that 2 or 3 additional priests will be assisting with Communion.

**MASSES WITH DEACON**

- a. The deacon will be assigned to one of the chalice stations for distribution of Communion.
- b. If there are 2 deacons assigned - both will distribute the Precious Blood to the congregation.

**HOLY DAYS AND SPECIAL LITURGIES**

- a. Schedules for Holy Days of Obligation and other special liturgy schedules (eg, First Communion, Holy Week) are to be completed by the Holy Day Scheduling Coordinator.
- b. EM may request assignments for Holy Days and special liturgies through the Holy Day Mass coordinator.
- c. At Christmas and Easter Sunday Masses only the Precious Body is distributed.

**APPENDIX A: GLOSSARY OF SELECTED TERMS**

<b>Acolyte:</b> One who is formally installed into the ministry with the intention of being ordained.
<b>Alb:</b> The white garment covering one's street dress for participation in the liturgy.
<b>Altar:</b> A table on which the sacrifice of the Mass is offered. It is the center of importance in the place where the Mass is celebrated. Also called: The Table of the Lord.
<b>Ambo:</b> The place where the Scriptures are proclaimed. Avoid: Pulpit
<b>Aspergillum:</b> A vessel or device used for sprinkling holy water. The ordinary type is a metallic rod with a bulbous tip, which absorbs the water and discharges it at the motion of the user's hand.
<b>Book of Gospels:</b> The book which contains the Gospel texts, from which the priests or deacon proclaims the Gospel of the day
<b>Bread and Wine:</b> The elements used in the celebration of Eucharist (unleavened bread and natural pure wine). NOTE: After the Eucharistic Prayer the bread and wine is referred to as: the consecrated bread and wine or the body and blood of Christ.
<b>Cantor:</b> One who sings during the liturgy (i.e., the responsorial psalm).
<b>Cassock:</b> A non-liturgical, full-length, close-fitting robe for use by priests and other clerics under liturgical vestments; usually black for priests, purple for bishops and other prelates, red for cardinals, white for the Pope.
<b>Celebrant:</b> The priest who presides over the assembly and consecrates the Eucharist. "celebrant" and "presider" are synonyms for the person who offers the Mass. Thus, only a priest or bishop can be a presider or celebrant. <i>Presider</i> is a newer term that is generally meant to indicate that the priest takes the lead in offering the Mass. <i>Celebrant</i> in of older vintage and indicates that the priest is the person who primarily celebrates the Mass. In recent times some as a means of indicating that the congregation should take an active role in the liturgy, proper to their status as laity; but either term is correct.
<b>Celebrant's Chair:</b> The place where the celebrant sits. It expresses his office of presiding over the assembly and of leading the prayer of those present.
<b>Chalice:</b> The cup used to hold the wine.
<b>Chasuble:</b> The vestment worn over the alb by priests, bishops and Pope when celebrating the Mass.
<b>Ciborium:</b> A vessel used to hold the consecrated bread for the distribution of communion.
<b>Concelebrants:</b> Those priests and bishops who join the celebrant in celebrating the Mass.
<b>Cross bearer:</b> The one who carries the cross in the procession (entrance and recessional).
<b>Dalmatic:</b> The vestment the deacon wears over the alb on solemn occasions.
<b>Deacon:</b> An ordained minister who assists the celebrant at the Liturgy of the Word and at the altar for the Liturgy of the Eucharist.
<b>Extraordinary Ministers of Holy Communion (EMs)</b> are duly instituted acolytes among the faithful who have been deputed to assist in the distribution of Communion. EMs may be used when the number of Ordinary Ministers of Holy Communion (bishops, priests and deacons) is inadequate.
<b>Extraordinary Ministers of Holy Communion:</b> Those who assist in the distribution of Holy Communion.
<b>Host, The Sacred:</b> The bread under whose appearances Christ is and remains present in a unique manner after the consecration of the Mass.
<b>Lamb of God:</b> An invocation during the breaking of the bread in which the assembly petitions for mercy and peace.
<b>Lectionary:</b> The book that contains all the readings from the Scriptures for use in the celebration of the liturgy.
<b>Liturgical Colors:</b> Colors used in vestments and altar coverings to denote special times in the Church. Green is used in ordinary times, red denotes feasts of martyrs or the Holy Spirit, and purple denotes penitential times and white is used for joyful occasions including Christmas, Easter and some saints' days.

<b>Master of Ceremonies:</b> One who assisted in the preparation of the celebration and is present during it to facilitate the movement of the entire rite.
<b>Ordinary Ministers of Holy Communion</b> are bishops, priests and deacons
<b>Pall:</b> A square of linen usually stiffened with cardboard that is used to cover the chalice
<b>Paten:</b> The plate used to hold the bread that will be consecrated during the Eucharistic prayer.
<b>Presider</b> (see celebrant)
<b>Processional Cross:</b> The cross carried in the processions.
<b>Sacramentary:</b> The book used by the celebrant, containing all the prayers for the liturgy of the Mass.
<b>Sanctuary:</b> That part of the church where the altar is located.
<b>Stole:</b> The vestment worn around the neck by all ordained ministers. For priests, bishops and Pope, it hangs down in front (under the chasuble); the deacons wear it over their left shoulder crossed and fastened at the right side.
<b>Surplice:</b> a loose, flowing vestment of white fabric with wide sleeves. For some functions it is interchangeable with an alb.
<b>Tabernacle:</b> Place in the church where the Eucharist or sacred species is reserved.
<b>Vestment:</b> The vesture the ministers wear.

Glossary sources:

<http://www.usccb.org/comm/glossary.shtml>

[www.catholic.com](http://www.catholic.com)

General Instruction of the Roman Missal (GIRM)