

## Introduction:

“The celebration of Mass, as the action of Christ and of the People of God arrayed hierarchically, is the centre of the whole of Christian life for the Church both universal and local, as well as for each of the faithful individually” (*The General Instruction of the Roman Missal* (GIRM 16) . (GIRM 18) sets clearly before us the purpose of liturgy committees - participation in the liturgy by all the baptised.

*...with due regard for the nature and particular circumstances of each liturgical assembly the entire celebration is arranged in such a way that it leads to a conscious, active, and full participation of the faithful both in body and mind... to which the Christian people have a right and duty by reason of their Baptism.*

## The Role of Liturgical Ministers

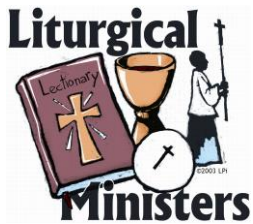
Liturgy is made up of several elements: gathering, remembering, sharing a meal, going forth. Each of these elements requires the service of individuals, in addition to the full participation of the whole assembly, to help make them happen. Certain members of the community share their gifts by serving in specific ministries. They do so for the sake of the community and to give glory to God.

Each of us is called to contribute to our common prayer. We respond to that call by truly celebrating the mass as part of the assembly. We respond as well by discerning our gifts and offering to serve as a liturgical minister.

### What are the general qualities of liturgical ministers?

First and foremost they are humble servants. They put their gifts at the disposal of others for the sake of the community and for the glory of God. They take their responsibility seriously. They know when they are scheduled and they arrive early on that day, or they find themselves a reliable replacement.

They learn how to perform their ministry, either by attending a training session or by careful study of their written instruction. They are open to positive feedback about how they perform their task, and they adapt easily when instructions change. They are eager to learn more about their ministry and willing to take part in ongoing training. They are careful in their ministry never to attract undue attention to themselves. *All liturgical ministers understand their role as members of the gathered assembly. They are models of good participation and communicate an attitude of prayer throughout the liturgy.*



## GUIDE FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

### *Extraordinary, not ordinary*

The term "extraordinary" distinguishes such a person from the ordinary (ordained) minister of Holy Communion, namely a bishop, priest, or deacon.

(GIRM 100) In the absence of...there may be deputed lay ministers ....to distribute Holy Communion as extraordinary ministers.

They may also take the sacraments to those who are ill, or otherwise unable to attend Mass.

The term "lay people" does not distinguish between men and women.

"If there is usually present a sufficient number of sacred ministers for the distribution of Holy Communion, extraordinary ministers of the Eucharist may not be appointed. Indeed, in such circumstances, those who may have already been appointed to this ministry should not exercise it.

The extraordinary minister of Eucharist (EME) may administer Communion only when the priest and deacon are lacking, when the priest is prevented by weakness or advanced age or some other genuine reason.

### **Ministry of Serving Communion**

Ministers of communion love the Eucharist. They know they are helping to distribute the most precious gift of all, the body and blood of Christ.

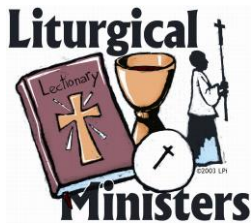
They approach the altar reverently during the singing of the Lamb of God. The presider or his assistant serve communion to these ministers first so that they may then distribute what they in turn have received.

This page was taken from the Archdiocese of St. Boniface Liturgy resources.

RESOURCES:

<http://nlo.cccb.ca/index.php/documents/eucharist>





## GUIDE FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

### SCHEDULING:

- The schedule for all ministries will be posted on the bulletin board at the entrance of the church covering two months. . This will be sent out to you by e-mail if you have an e-mail. We encourage you to write down your schedule if possible to reduce our printing costs. \*\*For the Eucharistic Ministers, please advise the Liturgical Ministries Co-Chairs (Zorina at 431-997-3882 or [zpm\\_chang@yahoo.com](mailto:zpm_chang@yahoo.com) OR Joan Hutlet 204-261-1374 or [joanhh@mymts.net](mailto:joanhh@mymts.net)) if you are willing to do both the bread and/or wine. Please note that if you do the wine, you are expected to finish what is left in the cup at the end of communion. However, if you are unable due to medical reason, please let the celebrant know.

In the Schedule: You will continue to see the following titles:

Lector 1: The Lector who will do the First Reading and Psalm (if no Music Ministry).

Lector 2: The Lector who will do the Second Reading and General Intercession.

Bread 1 and Bread 2 = Communion Ministers (“Body of Christ”)

Cup 1 and Cup 2 = Cup Ministers (“Blood of Christ”)

**NOTE:** When a Deacon is present, the Deacon administers the chalice to the communicants (GIRM:182). Thus, the Minister assigned as Cup 1 will always be the one who will switch over as Bread Minister 3 when Deacon is present.

- 5 weeks before the start of two month schedule, an e-mail will be sent out to ask for any dates you are not available. There will be an individual responsible for scheduling for each Mass.

The following people have volunteered to do the scheduling  
Saturday 5 pm

Nora Kalaw

[norakalaw@gmail.com](mailto:norakalaw@gmail.com)

phone: 204-254-2180

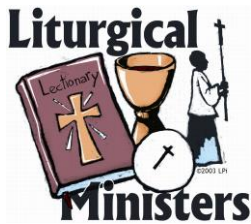
Sunday 9 am and 11 am Mass-Mass-

Zorina Marzan Chang

[zpm\\_chang@yahoo.com](mailto:zpm_chang@yahoo.com)

phone: 431-997-3882

- **IMPORTANT TO REMEMBER** about scheduling:
  - Deadline for notifying your respective schedulers are due no later than the 1<sup>st</sup> Friday of the month before the two month schedule.
  - Notify appropriate schedulers for the mass you attend- ie. If you attend more than one mass, specify which one.
  - Cc your email to Zorina ([zpm\\_chang@yahoo.com](mailto:zpm_chang@yahoo.com))- who does the final review of all schedules to minimize last minute changes once schedule is distributed.
  - It is your responsibility to find a replacement if you cannot make your scheduled time. A list of Lectors and Eucharistic Ministers, and phone numbers will be provided (again by e-mail or hard copy for those who do not have an e-mail will be made available)
  - Combined Schedule with Liturgical Hosting is posted on the Bulletin board.
  - Combined Schedule with Liturgical Hosting is printed in St. Emile Bulletin 1 week ahead



## GUIDE FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

- Weekly Schedule for Liturgical Ministry and Hosts are included in the bulletin two weekend in advance.
- NOTE: if for any reason Cup Ministers are not able to drink from the cup for medical reason (eg. Illness, medication) please let the scheduler know not to schedule you for cup. You may also signal the celebrant when cup is offered if you cannot drink the wine (not a requirement to drink from cup to be able to offer the cup to communicants).
- A sign-up sheet for the special masses will be placed at the entrance, as well as an e-mail or phone call will be made for lectors for the special days, ie. Holy Thursday, Good Friday, Christmas...etc.

### **PREPARATION:**

#### **Attire:**

Ask yourself this question and be honest. How should you dress in the house of the King of Kings?

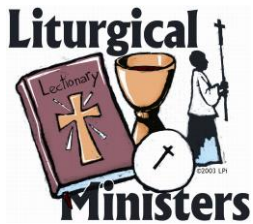
If you went to Buckingham Palace or the White House, what would you wear? Why should you dress with any less respect for the only King that matters?

Also, what you wear sends signals to the assembly about how seriously you take your ministry. Dress how you proclaim - with dignity and respect. Never wear anything that will detract from the scripture. The focus must always be on the reading, not the reader.

### **Before Mass**

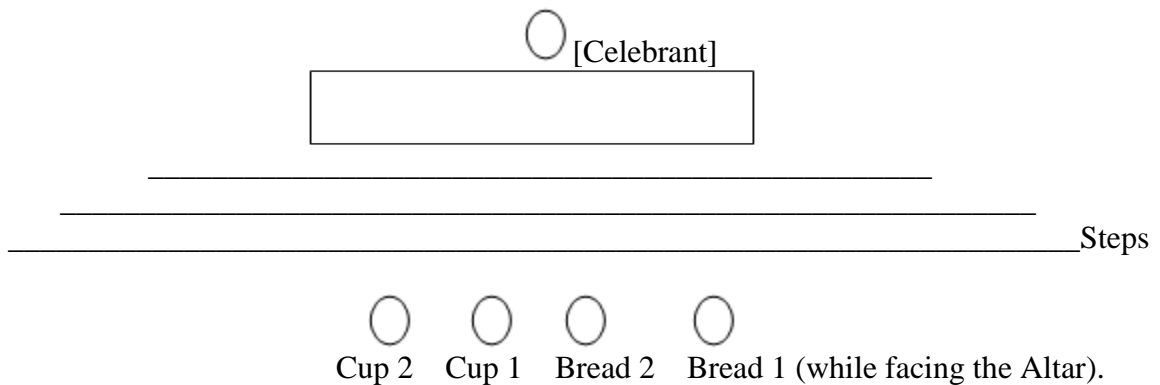
Regardless of whether you are scheduled to serve as a Eucharistic Minister, please check to see if assistance is necessary. It's likely that your help will be welcomed since we often don't have enough Ministers.

- Please plan to arrive at least 10 minutes early in order to prepare yourself and check to see if there are any changes or special circumstances. This is a good time to reflect on the importance of what you are about to do Guide of Extraordinary Ministers of the Eucharist and to spend some time in prayer before Mass begins.
- All Ministers are to put a check (✓) mark beside their name on the schedule on bulletin board when they arrive. This will help identify if there is need for replacement Ministers before the start of mass.
- Everyone is to meet at the Sacristy (beside Sanctuary).
- Before Entrance Procession, there will be a prayer with all Liturgical Ministers (altar servers, lectors, and Extraordinary Ministers of the Eucharist).
- Do not need to be part of the Entrance and Exit Procession. Go to your respective seats once those participating in the Entrance Procession are at the back of the church starting to make their way towards the altar.
- Remember to bow before the altar when passing as you make your way to your seat.

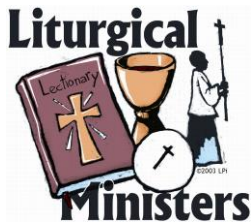


GUIDE FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

- Seat: at the right, first pew. Or closest pew possible to the front. Sometimes, the first pew may be occupied already by those who have compromised mobility.
  
- Going up the Sanctuary:
  - Now that the Tabernacle is in the sanctuary, The Celebrant or the deacon will take the ciborium from the Tabernacle and one of them will repose it.
  - The Eucharistic Ministers will still go up at the “Lamb of God.”
  - All Ministers will form a line facing the Sanctuary and bow at the same time.
  - Though it won't really matter now who is bread 1 and bread 2 as well as cup minister 1 and 2 perhaps to keep things in order try the following positions:

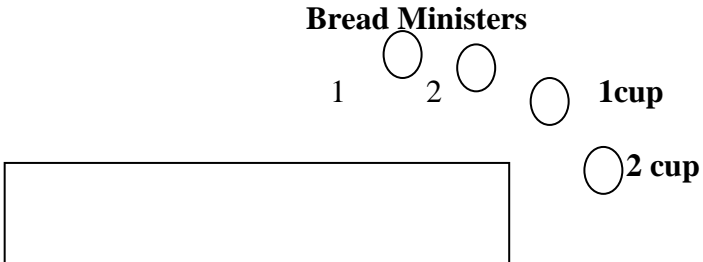


- The one at the end of the line (right side, Bread 1) will lead going up the Sanctuary at the centre. (NOTE- can then go around the altar the same manner as before ie. To the right side, because the projector is no longer on the way).
- If you keep yourselves in order, there is no need to be switching places while you are up in the Sanctuary.
  
- Important: Do not wash hands with the hand sanitizer (this should be done at the beginning of the mass at the Sacristy or at your seat prior to going up the altar. Note: anything done in the Sanctuary is considered part of the Liturgy. (Suggestion: If Minister of the “Body of Christ” you may refrain from shaking hands at exchange of “Peace be with you”



GUIDE FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

- Where to Stand at the Sanctuary:
  - Communion Ministers- Center approximately 3 feet behind the Celebrant.
  - Cup Ministers- immediately beside the Communion Ministers on the lateral aspect.
  -



NOTE: if extra Bread Minister has been assigned by the Celebrant, will stand to the right of the Bread Minister 1.

- Important: Refrain from having any type of conversation once you are in the Sanctuary. Sometimes, we might find ourselves standing at the wrong spot. That is okay. Just go with the flow and follow the Celebrant’s direction if things change from the usual practice.
- The Celebrant (Fr. G. Sembrano) will give the Body and Blood of Christ to everyone (Extraordinary Ministers of the Eucharist and Altar Servers).

- During Communion:

NOTE: If anyone in the front pews have limited mobility, the Eucharistic Ministers (Bread and Wine) on the same side should go to them and offer the communion prior to going to their respective places. (start from centre towards the side) \*\* Cup Ministers will follow the cue of Bread Ministers. Therefore, it is important for Bread Ministers to be aware if they need to serve communion to anyone on the first pews.

- Generally, Bread Minister 1 will offer the Communion to choir members [now located at the loft] (please make sure you do not miss the organist- wait for her to finish). Please start heading up to the loft when the last person on your line is about ½ way to the front of the line. Don’t forget to direct the parishioner to the Celebrant to receive their communion.

**This may vary if:**

- Bread Minister 2 no longer have anyone on line to receive communion (then it makes sense for him/her to give the communion to the choir members instead of waiting for Bread Minister 1 to finish) or
- Bread Minister 1 does not have enough host to offer to the choir members (let Bread Minister 2 know or the Celebrant know)
- **an additional exception** will be if one of the Ministers have difficulty going up and down stairs (it is important to then communicate with each other, including the Celebrant and Deacon so that a decision can be made before mass starts.

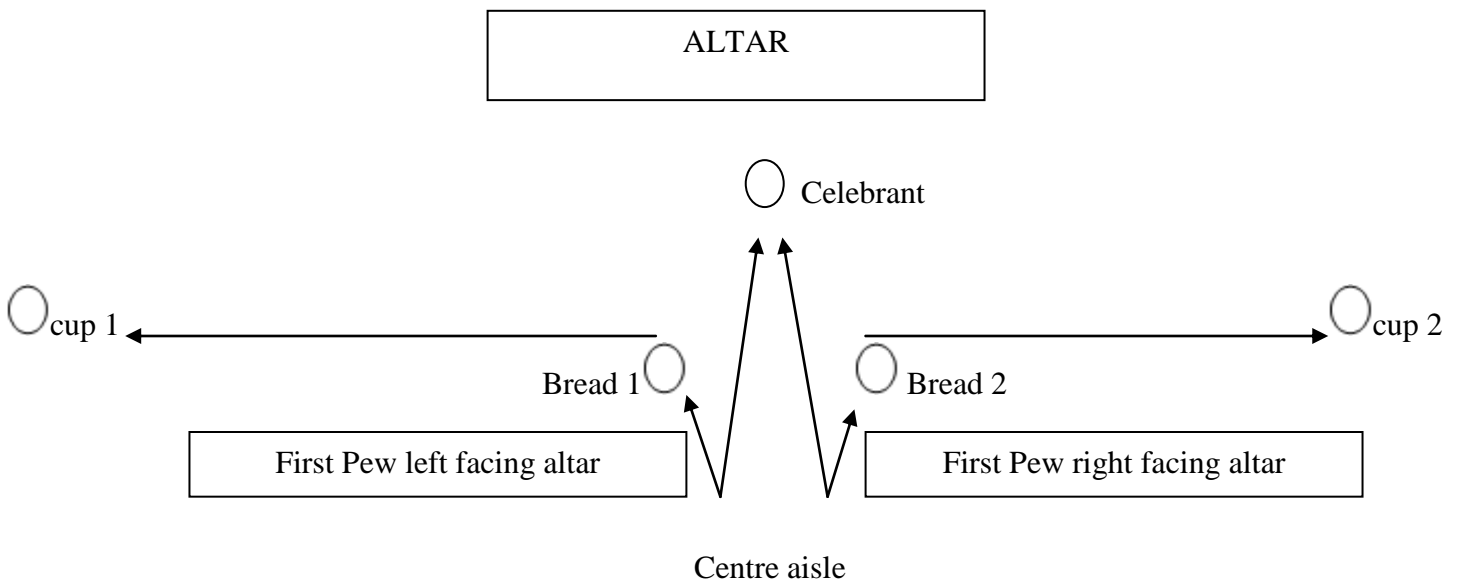


○ **Communion Ministers-**

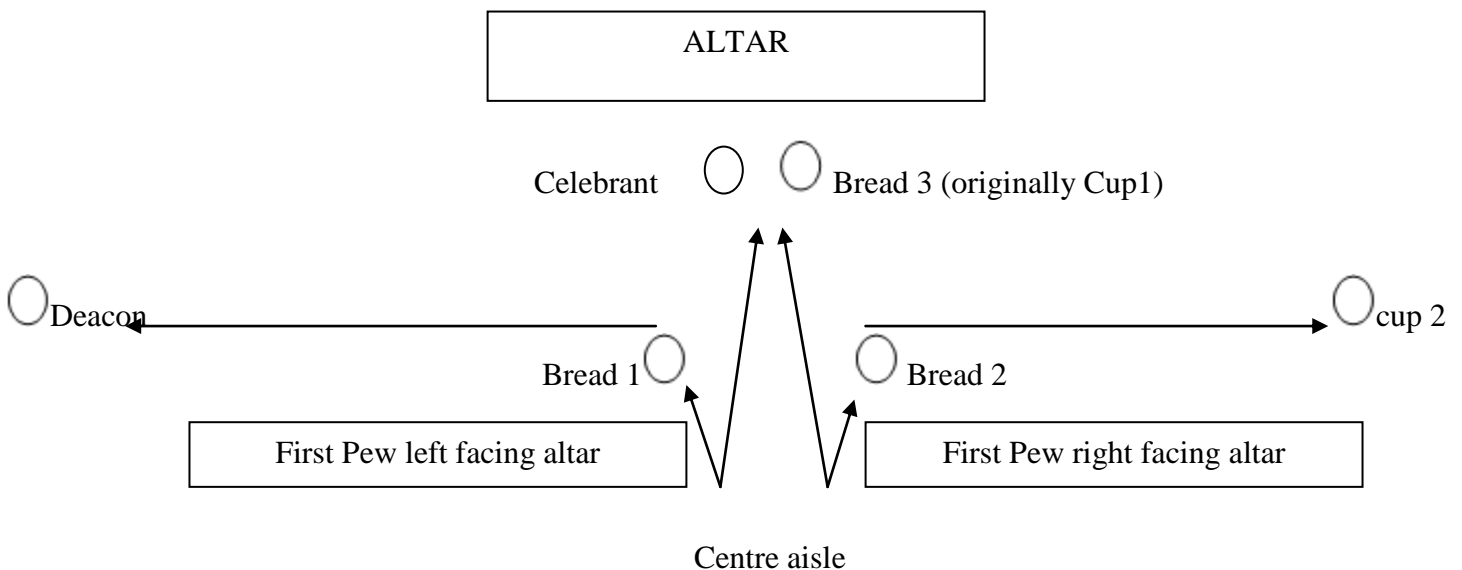
Where to stand: if only *one*, stands beside the Celebrant.

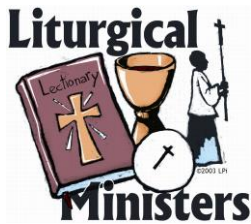
- If *two*, stand on each side of the centre aisle immediately near the end of the front pews.
- If *three*, (such in the case when Deacon is present and Cup 1 switches over as Bread Minister 3, who will then stand beside Celebrant and the other on each side of centre aisle)

**Without the Deacon:**



**With the Deacon:**





## GUIDE FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

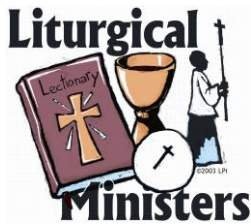
- Cup Ministers to stand past the side aisles so that those not receiving the “Blood of Christ” can easily pass and continue on, without creating back log.

What to Say: “The Body of Christ”, **holding up** the host.

In distributing Holy Communion, ministers should make a point to establish eye contact with each communicant. Extraordinary ministers are ministers of both the Body and the Blood. They are not simply distributing items to individuals, but participating in an essential moment in the mystery of faith, a moment of inviting others and self to recognize and reverence the body of Christ in its many dimensions.

What to do:

- For those receiving communion, give the host after they say “Amen”. If they do not say it, give them cue for their response by saying “Amen”.
- \*\*For someone not receiving the communion- place right hand on individuals left shoulder and say “Peace of Christ”. This is an acknowledgement. **Do not make a cross on their forehead or touch the top of their head.** All in attendance receive their Blessing prior to Dismissal.
- If a host falls to the floor during distribution of Holy Communion, the Minister should pick it up immediately and consume it then, or after distribution is over. It should never be put back in the vessel to be given to another communicant. The presider may instruct EMEs to reserve it and give it to him for consumption.
- Make sure that everyone who receives the communion places the host in their mouth before leaving. Do not allow them to walk away holding it.
- If someone carrying a Pyx requests for a host, please ask them to ask for it from the Celebrant at the end of the mass.
- If your bowl is running low on host and you see that there are still many who are in line to receive communion, you can go up to the Celebrant or the other Bread Minister and ask for more. If necessary, the hosts may be broken so that a sufficient amount is available for the number of people receiving.
- After Holy Communion, return bowl on the altar. Return to original spots on the Sanctuary and remain standing there, until the Music Ministers have received communion and Bread Minister returns bowl to the altar.
- NOTE- the order you stand on line at this point does not really matter. It will be more organized if the Minister on the left end facing the congregation descend the steps first and everyone follows. Do not put your hands in your pockets, on your hips, behind your back or in folded arms.
- All stand facing the Sanctuary (please wait for everyone to be in line) and bow at the same time before going back to their seats.
- Will remain in place during Exit Procession.



## GUIDE FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

### ○ Cup Ministers-

NOTE- once you've been handed the cup and purificator, gently open the purificator in preparation (do not shake open)

#### Where to Stand:

- **Without the Deacon:** If there is only *one* cup Minister, stand beside the Celebrant. (Sometimes, the Celebrant may ask you to be the 3<sup>rd</sup> Bread Minister instead and no cup Ministers).
- **Without the Deacon:** If there are *two* cup Ministers, each stand in front of the first pew and beyond the side aisles.
- **With the Deacon:** If there is only *one* cup Minister, you will stand in the position of Cup 2 ( beyond the side aisles, right side facing altar.
- **With the Deacon:** If there are *two* cup Ministers, Cup 1 will become Bread Minister 3 and stand beside the Celebrant. Cup 2 will stand in usual position (beyond the side aisle, right side facing altar).

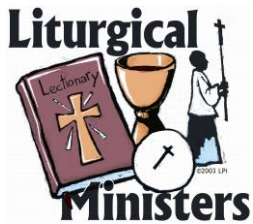
What to say: "The Blood of Christ", holding up the chalice.

#### What to do:

- For those receiving wine, give the chalice after they say "Amen". If they do not say it, give them cue for their response by saying "Amen".
- **The proper way to wipe the chalice between communicants:** Some procedures that are helpful include: (1) wiping the chalice on the inside of the rim as well as on the outside, (2) opening the purificator to its full size so that a clean part of the purificator is used for each communicant and (3) wiping the chalice so that the next communicant does not drink out of the same place on the cup.
- Intinction (dipping the bread in the wine) is not practiced. Place your hand over the chalice if anticipated.
- If it is spilled on the floor or carpet in front of the person receiving, cover it up with the purificator immediately. Let the Celebrant know at the end of the service so that it can be cleaned properly. If there is more wine in the chalice, take a new purificator from the side table beside the Sacristy. Clean up spill at the end of the service.
- **The Precious Blood will not be distributed up in the loft for safety reasons when going up and down the stairs while holding the chalice.**
- Wine Ministers finish all the wine in the chalice at the side before returning up the Sanctuary.

NOTE: If not able to finish, let the Celebrant know when returning back to the Altar.

- If the wine is finished before the Communion is done, cover the chalice with the purificator and leave your spot. Return the chalice and purificator on the Altar.



## GUIDE FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST

- Do not wipe the chalice. **Fold the purificator** and place beside the chalice on the Altar.
- Return to original spots on the Sanctuary and remain standing there, until the Music Ministers have been served communion and Bread/Cup Ministers have returned the communion bowl and chalice to the Altar and all Ministers are back in line.
- NOTE- the order you stand on line at this point does not really matter. It will be more organized if the Minister on the left end facing the congregation descend the steps first and everyone follow. Do not put your hands in your pockets, on your hips, behind your back or in folded arms.
- All face the Sanctuary (please wait for everyone to be in line) and bow at the same time before going back to their seats.
- Will remain in place during Exit Procession.

*Thank you, for choosing to share your gifts with your parish community of St. Emile.*