

CHURCH OF THE GOOD SHEPHERD GUIDELINES FOR
EXTRAORDINARY MINISTERS OF HOLY COMMUNION Revised
Summer 2016

GENERAL

Mandate-All Extraordinary Ministers of Holy Communion(Ministers) must receive a mandate from the Diocese. The application for the mandate is on the Diocesan web site and can also be obtained from the Parish office. The application must be approved by the Pastor and forwarded to the Diocese. Training is required and provided by the Diocese. Mandates are for three years. Following the three years, a renewal is required as well as refresher training.

Attendance

Ministers are to arrive at the sacristy no-later-than 15 minutes before the scheduled time of Mass. "Fill-ins" will be called for 10 minutes before the beginning of Mass, at which time the scheduled minister is considered absent.

Signing In

All ministers should sign in upon entering the sacristy. You should sign in as either scheduled, "fill in" or substitute.

If you can not be present at the Mass for which you are scheduled, you should make a sincere attempt to arrange for a substitute. A list of current ministers is sent along with the schedule. Please let the office know if you are not going to be at the scheduled Mass. If you are unable to arrange for a substitute, please let the office know by Friday afternoon before Sunday.

After three unexcused absences in a calendar year, it will be understood that you are no longer available to serve and your name will be removed from the list of ministers. In accordance with Canon Law, if an Extraordinary Minister of Holy Communion ceases continual service, the mandate becomes void.

Dress Code

Dress shoes and socks/stockings; trousers for men and dress slacks or a dress for women.

Jewelry should be simple and unobtrusive.

The dress code applies to substitutes and "fill ins". If you are not appropriately dressed, please do not volunteer as a "fill in".

DURING THE LITURGY

General

Process in and out of Church reverently.

Line up in front of the first pew on the tabernacle side and bow to the Altar and genuflect to the tabernacle along with the priest.

Procedures for the Reception and Distribution of Communion

Communion Stations

Stations are identified and assigned by number. Each numbered section is divided into "Baptismal side" or "Tabernacle" side. Section #1 is the center set of pews, baptismal side and tabernacle side. Section #2 is the middle set of pews, baptismal side and tabernacle side. Section #3 is the outside set of pews, baptismal side and tabernacle side. The Celebrant and the Deacon, if present, will always select either section #1 or #2. Section #3 will always be reserved for the ministers.

The ministers should decide before Mass which sections they will serve. Generally, the ministers in Section #3, both sides, will distribute communion first to those unable to come forward as identified by the ushers; and will also bring communion to the choir.

Reception of Communion

Following the Sign of Peace and during the Agnus Dei, ministers will proceed to the Tabernacle to bring the Ciboria to the Altar. If a Deacon is present, the minister will assist the Deacon in securing the Ciboria, if necessary. The number of ministers needed to go to the Altar will depend on the number of Ciboria to be brought to the Altar. The tabernacle door remain fully open from the time the Blessed Sacrament is removed until the time it is reposed. The Ciboria should be placed on the Altar on the corporal.

The ministers should move into position to receive communion as the priest consumes the Precious Blood.

If no Deacon is present, the minister who receives first will also receive the Precious Blood and then assist the priest with distribution of the Precious Blood to the ministers. If the Deacon is present, he will distribute the Precious Blood.

After receiving Communion, proceed to your assigned station for distribution of communion to the congregation.

Make sure that the communicants consume the Eucharist. If you observe that the Eucharist is not consumed, stop distributing Communion, approach the person who did not consume and ask that they consume the Eucharist or return it to you.

If your station is completed and others are not, move to assist at the other station. There should be no more than two ministers at any one station.

Following Distribution

When you complete distribution of Communion, return to the Tabernacle to assist the priest as he reposes the Blessed Sacrament.

Return the empty Ciboria to the sacristy and purify your hands using the Lavabo or rinsing them in the Sacrarium. Do not wash your hands with soap in the Lavabo or Sacrarium. You can wash your hands in the sink following the purification of your hands in the Lavabo or Sacrarium.

The last minister at the tabernacle genuflects with the priest as the tabernacle is closed. Return the tabernacle key to the sacristy.

If the Deacon is not present, the first minister to complete distribution of communion will clear the altar of the chalice, purificator, paten, corporal and pall returning them to the sacristy. The procedure for clearing the altar is as follows: place the purificator on the chalice, followed by the paten. Place the pall on the paten. Carefully fold the corporals and place them on the pall. Return the chalice to the sacristy, placing it to the left of the sink.

The End of Mass

Following the final blessing and dismissal, the ministers line up in front of the first pew on the tabernacle side as they do on the way in. At the celebrant's cue, bow to the altar, genuflect to the tabernacle and process out behind the altar servers and lector before the priest and Deacon.