

# Eucharistic Ministers – Quick Reference Guide

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## **All Extraordinary Eucharistic Ministers of Holy Communion (EMHC)**

1. As soon as you arrive at Church, go to the vestment room (chapel at south entrance) and put a check mark by your name on the posted schedule. Then the Ushers will know that you are present for the mass.
2. If you want to “volunteer at mass” when one is posted on the schedule, write your name in that space so the Ushers will know that you are volunteering.
3. About 5-minutes before mass, all ministers gather in the Chapel with the Priest for roll-call and a short prayer.

## **After the Our Father and during the Sign of Peace.**

1. All EMHC’s gather at the foot of the Altar. They bow and ascend to the Choir side of the Altar.
2. The first EMHC approaches the tabernacle to retrieve the reserved consecrated hosts from the previous Mass. The other ministers stand reverently in place. The first minister opens the Tabernacle door, reverences the Blessed Sacrament by genuflecting, then places the ciborium on the Altar and removes the cover. The minister places the ciborium on the corporal and returns to their place with the other ministers.

## **Distribution of Holy Communion.**

1. The Bread is distributed on either side of the center isle at the foot of the altar. Ministers with the Chalice must allow plenty of room for the line to form between them and the minister with the Bread. The minister near the Holy Family can position themselves as close to the door as they need. The minister on the Choir side needs to position themselves as close to the piano as possible.
2. The Ministers on the Choir side are responsible for distributing to the Choir. The Bread and Chalice move to the last row and space themselves far enough apart so the Choir members can receive both species and return to their places. On the way back to the Altar, don’t forget the Choir Director.
3. Alter Servers receive communion last. Also, the Ushers will identify any non-ambulatory parishioners that need communion taken to them. Giving them communion is usually the responsibility of the ministers on the Holy Family side.
4. Ministers with the Chalice should not consume any remaining Precious Blood until all ministers have returned to the Altar and it is certain that it is not needed. The ministers, after completing their duties, again gather at the foot of the Altar and bow before returning to their seats.

## **Other Information.**

1. In the winter months, additional ministers may be assigned as needed to distribute to the overflow of parishioners in the hall.
2. At the end of Mass when the Choir has finished the recessional the EMHCs can begin moving the sacred vessels to the Sacristy for cleansing and set up for the next Mass.