

SANTA CLARA PARISH



Guidelines for
**EXTRAORDINARY MINISTERS
OF HOLY COMMUNION**

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Santa Clara Parish

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EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Dress Code

It is with great honor and privilege that we serve as EMHC. As ministers of Santa Clara, we must dress and conduct ourselves with modesty. When scheduled to serve please avoid: Jeans, shorts, flip-flops, t-shirts, hats, too-revealing clothing (mini-skirt, bare-shoulders, tight clothing, etc.).

Meetings, Mass, and Punctuality

We will have four ordinary meetings a year. It is part of the responsibility of the EMHC to attend to these meetings; some extraordinary meetings may also be part of our annual gatherings. If you are a EMHC assisting the sick (homebound) some extra meetings may be required. Please be always on time at least 15 minutes before every meeting and/or at Mass.

EMHC Positions at Mass

On weekday and weekend liturgies we will have positions for every EMHC. Deacons may serve on weekdays without previous notice as long as they show up 10-15 minutes before and check-in with sacristan. Sunday masses, deacons and EMHC, will be previously assigned.

Weekday

Ciboria 1—*Presider*

Ciboria 2—*By the presider*

Cup 1—*Front Mary's side*

Cup 2—*Front Joseph's side*

(We do not take communion to choir loft)

(We do not longer give the Cup to servers)

Sunday (or Holyday)

Ciboria 1—*Presider*

Ciboria 2—*By the presider*

Ciboria 3—*Back Mary's side*

Ciboria 4—*Back Joseph's side*

[Ciboria 5—*Choir*]

Cup 1&2—*Front Mary's side*

Cup 3&4—*Front Joseph's side*

Cup 5—*Back Mary's side*

Cup 6—*back Joseph's side*

At the Liturgy of the Eucharist

Please try to sit as close as possible to the *Sanctuary* to be ready to serve:

- After the *Sign of Peace* go up to the *Sanctuary* making sure that you bow in front of the *Altar*.
- Form a line on the *Ambo* side of the *Altar*, with the ministers of the *Precious Blood* closer to the *Ambo* and those of the *Body*

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of *Christ* closer to the *Tabernacle*.

- Once in the *Sanctuary*, your focus should be on what's going on at the *Altar*.
- Two ministers of the cups will take the cups to the *Altar*. Leave the *purificators* on the *side table*. The presider or the deacon will pour out the *Precious Blood*; presider or deacon will give you the flagon/wine decanter to be placed on the *side table*.
- Ministers of the *Precious Blood*: please have *purificators* already and step forward and receive the *cup*; the first ones to receive please give the *Precious Blood* to the ministers of *Precious Body*.
- Step down with your sacred vessels and wait for the *altar servers* to lead you out. Please go to your Communion station your were assigned to be.

Serving the Body and Blood of Christ

As ministers please take the necessary time when serving Communion. Please smile and be welcoming, focusing on the communicant...also:

- Be vigilant; the communicant must consume the *Body of Christ* in your presence.
- When you offer the *Body of Christ*, look at the communicant through the Host and say loud and clear, "*The Body of Christ*".
- When offering the *Precious Blood*, making eye contact you say loud and clear, "*The Blood of Christ*". Using the *purificator* wipe firmly the rim (inside and outside) of the cup, then move your wrist inward to give the cup a quarter turn . When you run out of the *Precious Blood*, fold your *purificator*, drape it over the cup and pleasantly tell the communicant that you do not have any more (if necessary).

EMHC to the Back of the Church

Please be aware that there are some changes regarding Communion to the organist and cantor.

- Ciboria 3 & 4 and Cup 3 & 4 will go to the back to give Communion.
- When you see that you will run out of Hosts, combine your Hosts with your partner's. If necessary you may break the Hosts in halves. If still short, please make sure one of you comes to the front for more.
- When you are done, please no longer combine your Hosts

into one ciborium. It is Ok if both ministers come back up to the *Sanctuary*; please wait to take the empty *ciboria* back.

- We only take Communion (Precious Body only) to the choir loft when there is a group of 5 or more musicians. We no longer take Communion to the organist and/or cantor when alone at the choir loft. They could come down immediately after the liturgy to receive.

EMHC to the Choir

There is also an update about the procedures to take communion to the choir.

- Take the small ciborium with the pre-counted Hosts. Due to the risk of an accident, we no longer take Communion under the Precious Blood. Process down the center aisle with the other EMHC. Go up the stairs to the choir loft and stand in the corner to your left as you go in the door.
- After you have served the choir, walk over to the organist and give him/her *Communion*. If you have a couple of leftover Hosts, you may give them to the organist and your helper or consume them yourself. If you think that you might run out, start breaking up the Hosts.
- When you are done, go downstairs, walk up the center aisle, back to the sacristy via the side passageway.

Accidents/Problems

We have to be prepared for any accidents or problems that might happen:

- If a Host is dropped, pick it up and consume it. You may also keep it in the palm of your hand that is holding the ciborium. When you get to the *sacristy*, put the Host in a small glass bowl, cover it with water and set it aside on the counter to allow the Host to disintegrate; the water and the dissolved host can then be poured into the *Sacrarium*. This will be done by a deacon, sacristan, or another EMHC at a later Mass.
- If the Precious Blood is spilled, use your *purificator* to absorb most of the spill then use your *purificator* to cover the spot. Ask and usher to guard the spot—*do not let any one step on it*. You go to the sacristy to get another *purificator* and continue serving *Communion*. Stand in front of the spill to protect it from being stepped upon. After Mass, go back and thoroughly clean the spot with damp *purificator*. Rinse the *purificators*

in the *Sacrarium* before putting them in the hamper.

- Very rarely, someone will not consume the Host right away. The communicant will go toward the cup, hold the Host with the intention of dipping it in the *Precious Blood*. This is called “*Intinction*”, a practice that we do not do in the Archdiocese of Los Angeles, but is quite common in the East Coast. Ministers of the cup should be alert when this happens and express to the communicant that it is not our practice; please exhort them to consume the Host.
- Be vigilant at all times. Communicants must consume the Body of Christ in your sight. If one does not consume the Host right away, follow him and say, “Please consume it.” If he does not do it, ask him to give the Host back to you. We do not want the Body of Christ to be desecrated.
- Watch parents and grandparents—they are not supposed to share the Host with little children.
- If a child who looks too young to receive *Communion* comes to you, ask, “Have you received your First Communion?”
- When somebody comes through the *Communion* line with arms crossed over the heart, he/she is not receiving *Communion* but would like a blessing. Bow a little to the person and say “May the Lord Bless you and keep you” (Cf. Numbers 6:24-26). The ordinary ministers (priests and deacons) are the ones who give the blessing.
- Greta has a history of not consuming the Host, we do not offer *Communion* to her. A blessing is always encouraged.

Visiting Priests

Every visiting priest will receive previously a letter/guidelines of our common practices here at Santa Clara; there will also be a laminated copy in the sacristy. The sacristan will be in charge of reminding him about our procedures. The visiting priest must avoid changes, omitting or adding, to the liturgy. If this happens, please do not argue with the presider and the sacristan will report the incident later.

After Communion

It is very important that we also follow procedures in the sacristy after *Communion*:

- EMHC of the Body of Christ at the back no longer combine their

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Hosts into one ciborium. Both may come back up to the *Sanctuary* and will go back up the *Sanctuary* with the *altar servers*. All others go to the sacristy via the side passageway.

- When you are holding ciboria and cups there is no need to bow to the altar/the statue of the Blessed Mother.
- If you have some Precious Blood left in your cup, offer it to the other EMHC in the sacristy. You must never self consume it.
- Set the sacred vessels on the corporals, not on the bare counter. Do not stack the ciboria.
- We purify the sacred vessels after the closing hymn. We have set aside small towels (without fringes) to use for the sole purpose of drying the sacred vessels after they have been purified.

Purify the Vessels after Mass

This is a continuation of the procedures in the sacristy after Communion:

- The deacons, when they are present, purify the sacred vessels. But, since this is part of our ministry, do not just leave without making sure that they are purified and put away. We need 2-3 EMHC to do this.
- New EMHC need to watch the experienced ones purify the sacred vessels the first few times that they are scheduled to serve. Remember that the water we use to purify the vessels is poured into the *Sacrarium*, not the regular sink.
- Maintain a reverent attitude while purifying the sacred vessels. You are handling the Body and Blood of our Lord. Refrain from unnecessary talking.
- Shake the crumbs off the corporal into the *Sacrarium*; sometimes there are small particles of the Body of Christ on it.
- We purify all vessels. Always check the Presider's chalice, too; make sure it is clean.
- Dry the *ciboria* and the cups with the small towels (without the fringes).
- [Team leader will record on the card the amount of leftover Hosts in the Tabernacle. This is important information for the Sacristan who will be setting up for the next Mass.]
- Never leave a cup with the Precious Blood in it on the counter!
- Never leave on the counter any sacred vessel that has not been purified!
- Never put in the cupboard any sacred vessel that has not been purified and dried!

EMHC TO THE SICK AND HOMEBOUND

“Jesus send them out two by two” (Mk 6:7)

There will always be two EMHC visiting our parishioners who are ill/housebound. By two EMHC going to the home, we represent the prayerful community of our parish and at the same time, are ready if any accident or issue comes up.

Who can Receive?

Only the parishioner that is sick, bedridden and/or limited physically (not able to come to church). If the parishioner is able to freely move (and able to go to the store, bank, etc.) he/she cannot be considered a candidate to take *Communion* at home. No other family members, friends, or caregivers can receive *Communion*; exceptions are approved by our Pastor.

Requesting Holy Communion at Home

A direct family member must call our office to request Holy Communion to be taken to their loved one. We will not take any request from third parties; this is out of respect and privacy of our parishioners. After our office receives and validates the request, the information will be forwarded to the person in charge of this ministry.

New Days to Take Holy Communion

We will only take Holy Communion to the homebound during the morning on selected weekdays: *Tuesday, Wednesday, and Thursday*. No Holy Communion will be taken without previous approval and only in a very exceptional circumstances. There will be three different groups, one for each day, to take *Communion* to the homebound.

Serving our Parishioners (Control)

Our office, working together with our EMHC, will make sure that we have a reliable system to take care of those members of our community who need our assistance regarding Holy Communion. We will have a database with the history of the people that are listed or need for this ministry to assist them. Every week our office will print out a list of parishioners and after our EMHC visit them, this list must be brought back to our office to log the visits.

Procedures

On each weekday when we taking *Communion*, once you are assigned to a group, please be aware of the following:

- You carry the Body of Christ in a pyx that is kept inside a burse with a neck cord.
- Take your *pyx* to the Sacristy before Mass and put in the amount of hosts you need that day.
- Every time you take Communion to the sick/ homebound, you go as a representative minister from Santa Clara Church. Wear your name tag so the people you visit will know the name of the angel who brings Jesus to them.
- God is using you to bring the Lord to somebody! Be conscious of this great honor. Take to heart what the priest/deacon is saying as he prays over you. Thank God for choosing you for this ministry. *(This is not a the time to be busy putting your pyx in your burse!)*
- Once you have received your *pyx*, you may leave; go right away to the person you are visiting. Do not make side trips; do those afterwards. Please leave immediately after the “sending” blessing.
- Maintain a prayerful attitude while transporting the Body of Christ. Avoid radio or music. If you have leftover Hosts, consume them.

Please Avoid

As parish ministers, we have an important responsibility to set an example of faith especially in the way we live in love and charity. For this reason, we should avoid any kind of conflict or situation that gives rise to scandal as Catholics. We try to avoid:

- To discuss any type of disorganization and confusion when serving. We'll find the right time to discuss this/these issue(s).
- Please avoid unnecessary conversations in the sacristy.
- Changing any procedures. If needed, please talk to sacristan.

Safeguard the Children

Every employee, minister, volunteer, and clergy must have gone through “Virtus Certification” and be fingerprinted.

IMPORTANT EMHC NOTES TO REMEMBER

Schedule

There is a new format of the EMHC schedule (on-line). Please keep present the following:

- The EMHC Coordinator starts working on the next month's schedule the second week of the month. Call/text to let her know when you won't be available to serve.
- If an emergency comes up that prevents you from serving at your assigned Mass, exchange Mass times with another EMHC or call another to serve in your place. That is your responsibility.
- The schedules are ready to be picked up the last weekend of the month.
- Take time to read the notes on the other side of the schedule. We need to stay connected and there are important notices which you need to be aware of.
- If you are at Mass but not scheduled to serve, please let the team know that you are available, if they need somebody. Point out to them where you are sitting so they can easily find you if they need your help.

Meetings

There are four important meetings a year. They are important especially because they are before the important liturgical seasons:

- Meetings are part of your commitment when you joined this ministry. You are expected to attend them.
- We decide at the meetings when we want to have potluck dinners or watch DVDs that will help us grow spiritually.
- We have an Evening of Reflection during Advent and Lent.
- EMHC host Coffee and Doughnuts six Sunday mornings spread throughout year. We set up at 7:45 and close up around 11:45. There is a sign-up sheet to help.
- During Lent the different ministries at Santa Clara take turns hosting the "Lenten Soup" on Wednesdays. Our turn is the third Wednesday. EMHC are popular with the parishioners because of the variety of soup that we bring; we always have a full house. There is a sign-up sheet.
- When we have a Ministry Fair, we take turns at the EMHC table to share with parishioners what we do as EMHC.

Spiritual Growth and Development

We must continue participating in faith formation events for growth. Please be ready to:

- Participate in ministry workshops/classes to learn more about your ministry and your faith.
- Attend Basic Liturgical Formation Days sponsored by the Archdiocese.
- Join the group praying the Liturgy of the Hours, Morning Prayer at 7:35am.
- Stay after the 8am weekday Mass and join the group praying the Rosary and the Chaplet of Divine Mercy.
- Spend an hour before the Blessed Sacrament every Friday from 7-8pm.
- Come to the Our Lady of Fatima devotion on First Saturdays.
- Go to Confession more frequently.
- Join the Altar Society, the Legion of Mary, the Prayer group, St. Vincent De Paul; volunteer a couple of hours to help in the Religious Education Office, help with RCIA, come help with Coffee and Doughnuts, bring staples/ canned goods to help with Food for the Poor. Active participation on your part will help you realize that there's a lot that need to be done in order to have a parish that is as alive and vibrant as Santa Clara is. The little things we do from our hearts for the love of God go a long way to spread His Kingdom.





Holy Communion has a fuller form as a sign when it is distributed under both kinds. For in this form the sign of the Eucharistic banquet is more clearly evident and clear expression is given to the divine will by which the new and eternal Covenant is ratified in the Blood of the Lord, as also the relationship between the Eucharistic banquet and the eschatological banquet in the Father's Kingdom (*GIRM #281*).

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