

Extraordinary Eucharistic Minister (EEM) Instructions

St. Isidore Catholic Church, 1/10/15

I thank you greatly for committing to serve God in the holy liturgy of the Mass. May He bless you abundantly through your contribution to our faith community.

Fr. Matt

1. Please arrive 15 minutes before Mass.
2. Please dress in nice attire commensurate with the dignity of the ministry. Avoid, if possible, sporting attire.
3. Go to the Vestibule of the church and on the Minister Sign In Sheet initial next to your name so that the Mass Coordinator knows you are there (the Mass Coordinator will find a replacement for you at 5 minutes before Mass if you or your replacement have not already signed in. Please do not depend on the Mass Coordinator to replace you. He or She will be finding someone who by chance is in the congregation in the instance of you or your replacement's absence).
4. Sit somewhere near the front (within a few rows).
5. Immediately after the sign of peace, go to one of the tables (do this by walking with your hands in the prayer position) in front of the sanctuary and cleanse your hands with the hand sanitizer. If there are already half of the necessary ministers on your same side of the church, walk across to the other side, stopping to bow at the center toward the altar.
6. The first to arrive should each take a purificator.
7. After the Priest Main Celebrant receives communion from the chalice, go to the center/front of the sanctuary (and off to one side by a few feet), and, two by two, make a bow together and each proceed to the position for receiving communion (see diagram).
 - a. If you need to use the rail, just go there and use it, not worrying about entering the sanctuary with another EEM.
8. Receive communion in a reverent manner. Then receive the ciborium or cup from the priest celebrant.
 - a. If you receive one of the cups, minister to the other EEMs near you, after you receive. Never hand off your ciborium or cup of to another minister for them to minister to others. Each minister must receive his or her Eucharistic vessel from the priest celebrant himself.
9. Walk directly to your station (there is no need for a reverence to the altar when you are carrying the Eucharistic vessel, both to and from your station).

10. If you receive one of the small ciborium you are to go to the farthest station on your side. If you are on the side of the choir, go first to the choir and give them communion, then go to your station (See diagram for station locations).
 - a. Look as you go for handicapped people in the front rows in need of communion at their seat and go and minister to them. Be careful not to oblige someone to go to communion who had no intention of going to communion by your mere suggestion.
11. If you receive one of the large ciborium, go to one of the center stations.
12. If you have the ciborium, look the person in the face and say, "The Body of Christ." If you have the cup, say, "The Blood of Christ" to each communicant as they approach you.
 - a. Do not add anything to this. Do not use people's names.
 - b. If the person does not respond, "Amen," wait a moment, then say it for them, and then give him or her communion.
 - c. If you notice that a person does not consume the host and walks away with it in his or her hand or pocket or something, stop the person if you can without attracting a lot of attention and inform them that the Eucharistic guidelines do not allow for them to take the host away without immediately consuming it. Otherwise try to point the person out to the priest immediately after you finish distributing communion.
 - d. If a person comes to you attempting to intinct (that is, dip the host in the cup), do not allow it. Tell him or her that intinction is not permitted in our diocese and that he or she should immediately consume the host. Then you can distribute the cup to him or her.
13. If the person comes to communion with his or her arms in the form of an X, indicating he or she wants a blessing, do not place your hand on or over them, look them in the eyes leaving your hands as they are, and simply say, "May the Lord bless and protect us."
14. If you drop a host, allow the person to pick it back up and consume it. If he or she does not, simply pick it back up yourself and place it in the ciborium on the side. When you return to the altar place the dropped host directly on the corporal (the small square cloth spread out in the center of the altar). Do not worry if the host gets lost with the others.
15. If you drop the cup or spill it significantly, stop distributing, place the purificator over the spill, go to the credence table and get another purificator (there should be one on the credence table) and continue distributing the cup in a place where no one will step on the spill area. Notify the priest after you finish distributing the cup.
16. If you have a cup and your line ends (assist at the other line), then go to the altar, and finish the cup while standing near the altar. Then go to the credence table and place the cup and the purificator by its side. If you are not capable of finishing the cup by yourself, ask one of the other EEMs or adult ministers to assist you.
17. If you have a ciborium and your line ends, return to the altar and place it there. Do not assist in combining the returned hosts.
18. Return immediately to your seat. Do this by walking once again with your hands in the prayer position and going as near to the center/front of the altar as you can without disturbing the

communion line and make a bow to the altar from the bottom of the steps. (Use the rail as necessary).

In General

19. Make sure you always know the schedule. It is always your responsibility to get a replacement if you are ever unable to serve according to the schedule. The replacement must be one of our trained EEMs and he or she does not need to check with anyone, but just initial their own initials next to your name on the *Minister Sign In Sheet*.
20. Always read carefully the emails sent to all ministers for any updates on instructions or for particular notes about the way our ministry is currently being executed.
21. Please email Dave Hrivnak (dalhrivnak@gmail.com) or call him ((530)671-0554) for any questions or need of assistance.
22. Holy Days will always have empty *Minister Sign In Sheets*. Please come a little early on those days and sign your whole name in an open position.