

# Extraordinary Eucharistic Minister Guidelines

Extraordinary Eucharistic Ministers (EEM) perform the liturgical role of assisting the priest to distribute the consecrated Body and Blood to the congregation. The EEMs are expected to possess an awareness of the special dignity of this role. Among other requisites, EEMs are expected to be regularly participating and registered members of St. Mary Catholic Church where “regularly” means attending Mass at St. Mary Catholic Church at least several times a month (barring illnesses, vacation travel, and such like). A registered member is a member of St. Mary Catholic Church who has submitted a completed registration form and considers St. Mary Catholic Church their primary church. Also, to be eligible to serve as an Extraordinary Eucharistic Minister, the EEM is to have received the Sacrament of Confirmation, preferably eighteen (18) years or older, and as a rule be able to receive under two species. The Bishop reserves the right to approve the names of EEMs submitted to him by the pastor.

Theologically, the EEMs come forth from the congregation s/he regularly worships with, and at the time of Communion, proceeds to the altar to assist in the distribution of the Eucharist. Therefore, the EEM’s role is not to be regarded as an occasional or cameo appearance by infrequent practitioners of their Catholic faith or to attend mass only when scheduled to serve. Persons whose work or travel schedule precludes them from regularly worshipping at St. Mary Catholic Church are not eligible for this ministry. As a ministry, the Extraordinary Eucharistic Ministers are required to have a training session and occasional update training as needed or recommended. The EEM can and will be scheduled to perform both roles as either Cup or Host.

Extraordinary Eucharistic Ministers are to familiarize themselves with the EEM Guidelines and submit the signature sheet (last page of this document) to the parish office or training facilitator indicating they have read and will follow the procedures and rules outlined in the EEM Guidelines and training session/s.

## Scheduling

Upon approval by the pastor, trained EEMs will be placed in the ministerial database for scheduling. The scheduling process is as follows:

- (1) All ministers must submit any exception dates (date they cannot serve) to the scheduling minister via email by the 15<sup>th</sup> of each month. The scheduling program assumes availability unless an exception is input for the minister.
- (2) The schedule for the upcoming month will be published and emailed to all ministers who have email addresses in their profile by the 20<sup>th</sup> and no later than the 25<sup>th</sup> of the month prior. A schedule will be posted on the bulletin board in the vestibule and the sacristy.
- (3) For expedience of performance and to reduce confusion, EEMs will be assigned a role of cup or host. The EEM’s role assignment will be found in the minister’s sign in book for the date and mass scheduled.
- (4) Once the schedule has been published it is the responsibility of the minister to find a replacement if they cannot serve as scheduled. All ministers will receive an electronic and current copy of the Minister’s Directory.

## Rubric (procedures) for the EEM

1. Arrive at least 15 minutes before Mass and sign-in the book in the vestibule so the usher will know you are present. If you have not signed by then your ministerial role, for the sake of good liturgy, is subject to substitution at the direction of the pastor/presider. Use the time to compose yourself for your ministry by praying or reading the scriptural readings for the Mass in the missalette.

2. At the Mass, and during the singing of *"The Lamb of God"*, go to the center of the aisle at the foot of the Sanctuary and stand until the remaining ministers arrive. The Host minister will be in the center, flanked by the cup ministers (see Figure A). As soon as all ministers are in place, make in unison a profound bow (from the waist), turn to the left and walk to the left side of the Ambo (see Figure B). Use the hand sanitizer at the credence table then proceed to and stand on the left side of the Altar facing the presiding priest (see Figure C).
3. The priest will distribute communion to the EEM's saying first "The Body of Christ" and then "The Blood of Christ". The EEM will respond in both cases with an audible "Amen" (the amen signals assent to the Eucharistic mystery). Theologically, it is important to remember that except for the priest, all laity, including EEMs, are to receive Communion from another minister rather than take it themselves. Accordingly, after Cup Minister #1 receives the Blood of Christ, s/he is to offer it to the Host Minister saying "The Blood of Christ". The Host Minister responds with an audible "Amen", takes Communion from the cup and then gives the cup back to the Cup Minister. After everyone has received Communion, the EEMs will proceed to their assigned places (See Figure D).
4. Host Minister's Role: Communion for the infirm (mobile challenged) who are in the first pew(s) are distributed prior to serving the congregation. If there are infirmed, the priest will move to distribute communion to them first and the Host Minister will proceed to their position in front of the Altar. Distribute the Host by saying "Body of Christ" and placing it in the hands or on the tongue of the person. Refrain from using the person's name when presenting the Body of Christ. Bless children and non-Catholics with an outreached hand over their head reciting "God Bless you", but do not make the sign of the cross which should be done only by a priest or deacon.
5. Cup Minister's Role: Offer the Blood of Christ to the infirm (mobile challenged) who are in the first pew(s). Distribute the cup by saying "Blood of Christ" and offer the cup to the communicant. It is recommended that the purificator be held under the cup while the Precious Blood being consumed by the communicant. Use the purificator to wipe the cup and turn the cup for hygienic purposes between each serving. Refrain from using the person's name when presenting the Blood of Christ. "Intinction" (dipping the Host in the cup) is not permitted in our Diocese and is discouraged. If a person insists on dipping the Host in the cup, avoid a tussle or incident around the Eucharist and let them do so. Finally, once the cup is empty, return to the Altar and place the cup upon the Corporal (the white linen cloth where the consecrated bread and wine is to be placed, then return to the credence table area to wait for the other EEMs. After all persons have been served, return to the Altar and, as needed, consume any remaining Blood of Christ at the side of the Altar before placing the empty cup on the Corporal along with the purificator. If unable to consume the remaining Precious Blood, do not force yourself, but place the cup on the Corporal and Father will either consume it or ask another person who is able and willing to assist.
6. Remain on the Altar until the Tabernacle door is closed, make a simple bow to it, then together proceed to the center aisle in front of the Altar, make a profound bow together and then return to your seat. (Do not cross behind the Altar).

## Suggestions for Serving the Body and Blood of Christ

When distributing the Sacred Species, slightly raise the Host/Cup, make eye contact with each person as you say the "Body of Christ" or "Blood of Christ". When serving the Precious Blood, hold the purificator under the cup to catch any drops or spills. Should the Precious Blood spill quickly cover with the purificator and retrieve a backup purificator from the Credence Table. Should you drop a Host, stop and pick it up. You may consume it then or hold it under the ciborium you are holding. After distributing Communion place the Host on the Corporal. In both cases inform the priest of your action.

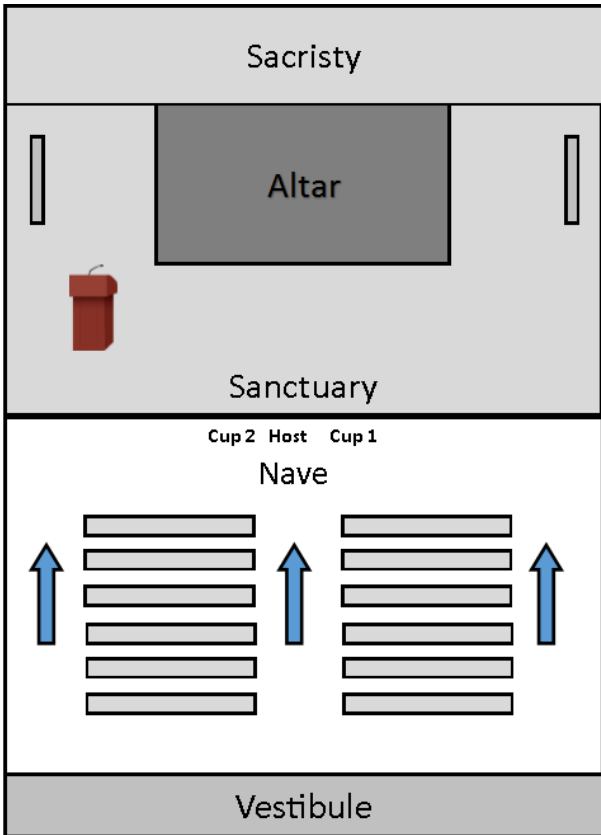


Figure A

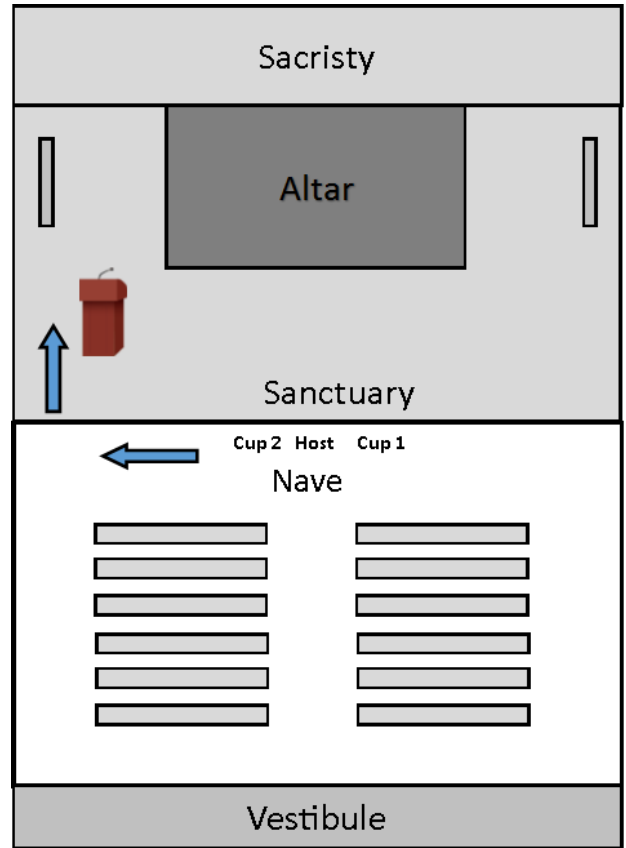


Figure B

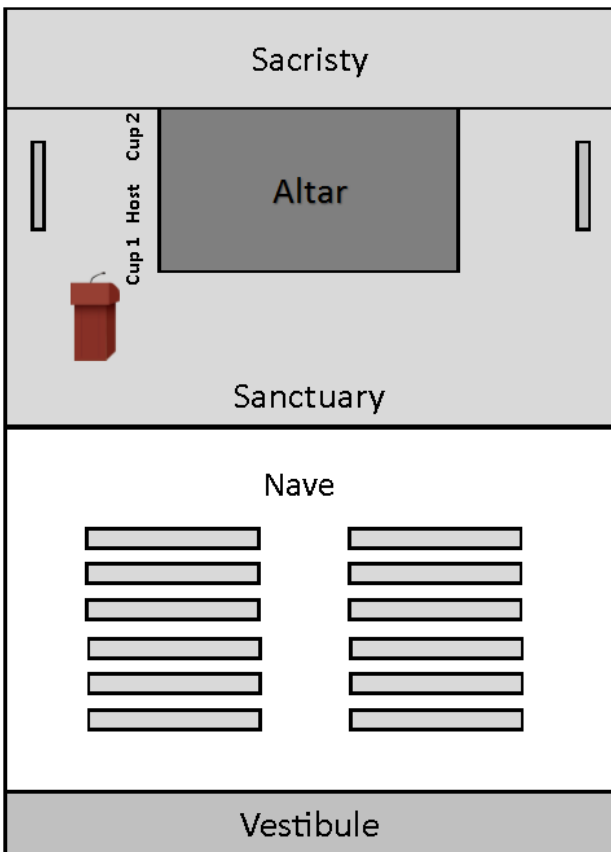


Figure C

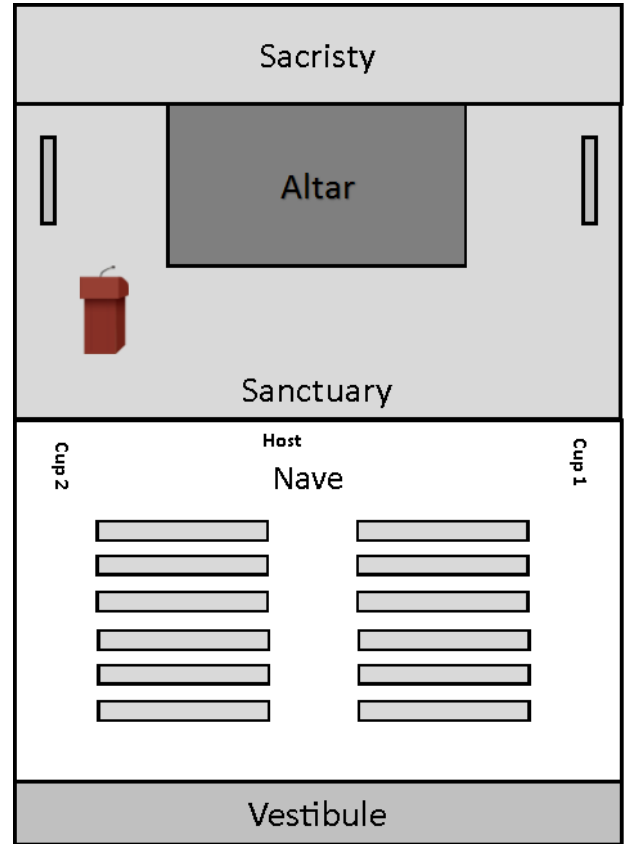


Figure D

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# Saint Mary Catholic Church

Americus, Georgia

I have attended the training for the Ministry of **Extraordinary Eucharistic Minister** and I have familiarized myself with the written guidelines for this ministry.

I am willing to serve:

- Saturday 5 PM Mass only
- Sunday 10:30 AM Mass only
- Saturday 5 PM or Sunday 10:30 AM
- Both Masses on same weekend

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Print Your Name Legibly

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Date

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Address

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Best Contact Telephone Number

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Email Address