



Liturgical Ministry of Extraordinary Ministers of the Eucharist (EMs)

Instructional Document for Head EMs & EMs

Mother Teresa Catholic Church

“The priest may be assisted in the distribution of Communion by other priests who happen to be present. If such priests are not present and there is a very large number of communicants, the priest may call upon extraordinary ministers to assist him, i.e., duly instituted acolytes or even other faithful who have been deputed for this purpose.”

General Instruction of the Roman Missal (GIRM), #162

GUIDELINES

Welcome to the Liturgical Ministry of Extraordinary Ministers at Mother Teresa Catholic Church! The Eucharist celebration constitutes the very life of the Church, for the Lord said; “I am the bread of life. No one who comes to me shall ever be hungry; no one who believes in me shall ever thirst.” (John 6:35)

We are called to serve one another as members of the parish community. We are challenged by the example of Jesus to reach out in loving service to others, offering hospitality and welcome to the community at large. Strengthened by our prayer together, we are empowered to make our faith present in our daily lives.

This document is designed to assist you in your participation in the Liturgical Ministry of Extraordinary Ministers (EM) at Mother Teresa Catholic Church. Your willingness to serve as an EM reflects not only your response to your Baptismal call to serve the people of God, but also your commitment to Christ. Your understanding of Christ’s Real Presence in the assembly gathered, in the Word proclaimed, in the priest, and in the consecrated bread and wine, is key to your success as a liturgical minister. Your willingness to commit to a schedule and to prepare properly for your service further reflects that commitment. God bless your efforts!

Qualities

The ministry of Extraordinary Ministers is crucial because it is so visible in the Church. The attitude, conduct and even the appearance of those performing the liturgical roles directly affects, either positively or negatively, the experience of the faithful at Mass.

Those who desire to serve in the EM ministry should be active and faithful members of Mother Teresa Catholic Church and desire to serve the parish community through their service as an EM. Respect for others, discretion, and appropriate decorum are the hallmarks of an EM. Above all, ministers should be noted for their care to the assembly. These qualities are found in a mature Christian – qualities that transcend chronological age.

EMs shall be Catholics who have received First Holy Communion and Confirmation, as well as those who lead a life of faith in keeping with the function to be assumed.

Furthermore, the minister should be comfortable inviting and/or directing others in a welcoming and loving manner before, during and after Mass.

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OVERVIEW OF DUTIES

Mother Teresa members and first-time visitors come to the banquet table to experience the Real Presence of Christ. Our job, as EMs, is to be the conduit to present the Real Presence of Christ to our fellow parishioners, therefore, an EM should:

- *be informed of the Church's teachings on the Real Presence of Christ*
- *know the order of the Mass and have the ability to read and interpret special liturgical instructions*
- *understand the role of liturgical objects and have knowledge of the proper names of liturgical objects, as well as their proper handling both by the sacristan and by the Liturgy Ministers during the liturgical celebration*
- *know how they all of these work together to convey the Real Presence of Christ.*

Preparation:

- **Dress:** As an Extraordinary Minister (EM), your ministry makes a statement about who we are as the Body of Christ. Serving with respect and dignity is essential for everyone. In this light, when you are scheduled to serve as an EM at Mass, please use good judgment in your selection of attire. Suitable dress, characterized by simplicity and Christian modesty and chosen so as not to distract attention from the central event of the Eucharist, is required. Please do not dress in gym shorts, inappropriate t-shirts, and the like. You are assuming a leadership position within the community; you want to present a message of reverence and welcoming.
- On the day you are assigned to serve as an EM please develop the habit of taking time to prepare for your service with quiet prayer.
- Be familiar with the names of the items in the Church (see APPENDIX II).

Responsibilities

BEFORE MASS

- Check in by seeing the Head Eucharistic minister (HEM) at the Gifts Table near the entrance to the gym **AT LEAST 15 MINUTES BEFORE MASS.**
- Wash your hands thoroughly before Mass.
- Check in with the Head Extraordinary Minister (HEM) to get your assigned spot for communion. You will receive a nametag with your assigned spot.
- Proceed to your seat for Mass. It is recommended that you find a seat near the front and on the ends of the rows for ease of coming to the altar.

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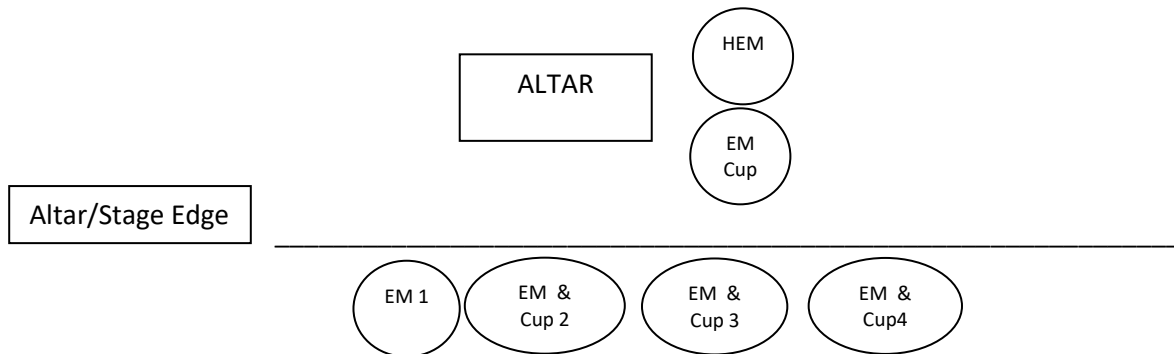


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DURING MASS

- Extraordinary Ministers are part of the worshipping community. As such, please participate fully in the music, responses, and prayers of the liturgy, except when your special duties may limit your ability to participate.
- Lamb of God
 - At the start of the Lamb of God – please proceed to the front of the altar – bow before the altar, sanitize your hands at the edge of the stage and create a semi-circle at the bottom of the stairs with the HEM to the far right.
 - Please remain reverent on the altar during the remainder of the Eucharistic Prayers



- At communion
 - The priest will give communion to the HEM and EM Cup #1, who are standing next to the altar to the left of the priest, after he himself receives
 - The HEM and EM Cup #1 will then distribute communion to all other EMs - please follow all protocol for receiving communion – re-sanitize your hands after receiving communion and before you are handed your ciboria to distribute communion to the congregation.
 - The HEM and EM Cup #1 will bring ciboria and cup to each EM – who should be standing near the edge of the altar stage
 - Each EM shall proceed to their assigned spot once the priest is set at his spot in front of the altar
 - If you are serving at EM #1, #2, or HEM – an altar server will be there to hold a paten under each congregant’s hands or mouth when they receive communion – don’t be alarmed!
 - **See the diagram in Appendix I for assigned spots**

Liturgical Ministry of Extraordinary Ministers of the Eucharist (EMs)



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- If you are right handed, you will hold the ciborium with your left hand by putting your thumb under the ciborium and having it rest in the palm of your hand. While you walk to your station, take your right hand and cover the ciborium (same when you return after serving).
- When distributing Holy Communion to the faithful, the ritual formula “The Body of Christ” should be used, with no alterations or additions.
- EM #2 and EM Cup #2 shall please first stop and give Communion to the volunteer running the lyrics (called the ProPresenter volunteer) before proceeding to their spots to give Communion to the rest of the community.
- The decision to receive the host on the tongue or in the hand is made by the communicant, not the minister. Place the host on the communicants outstretched tongue.
- Special care should be taken to ensure that the host is consumed by the communicant in the presence of the EM, so that no one goes away carrying the Eucharist species in his/her hand.
- The communicant’s hands should be clean and free of gloves if they are receiving in their hand.
- Only a priest or deacon can give a blessing to those who come forward in the Communion procession, but do not wish to receive the Eucharist. You may place a hand near the person and ask God to bless them!
- **Procedure if a host is dropped:** If a host falls, it is to be picked up reverently; and consumed by the EM, if comfortable. If not, upon returning the ciborium, hand the dropped host to a priest, deacon, or HEM advising it dropped. They will then consume the host.
- The First Impressions volunteers may direct you to provide communion to those who cannot come up in the communion line – please provide them Communion first.
- Once the distribution of Holy Communion has ended, return to the credence table next to the altar with your ciborium. Either place the ciborium on the corporal or hand it to the priest, deacon, or sacristan.
- Place your nametag on the table as well.

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- You will purify your fingers in a lavabo (small bowl of water) found on the credence table. Dry your hands on the paper towel provided.
- Proceed to the front of the altar, bow to the altar and then return to your seat.

Other Notes

- Schedules for EM spots are available for sign up on Sign Up Genius at the following link:
<https://www.signupgenius.com/go/30e0844aeaf2eaafc1-mtcc>
- Be sure to mark the dates and times on your personal calendar as soon as you receive the schedule, and, if necessary, on the family calendar.
- If you know right away that you cannot serve for one or more times that you are scheduled, find your substitute immediately. **You are responsible to find your own substitute.** The best way to find a sub is to email the entire sacristan list within our Group area within the app.

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Responding to the Call to Ministry by All Baptized Persons

Jesus invites all his followers into ministry. Discernment of that ministry by way of self-examination, conversation, and guided reflection, is a lifelong process of following God's call, whether that ministry takes the shape of lay or ordained ministry. This process of discernment is carried out through individual prayer and study, with family and friends, and with a community of faith.

The discernment process is as much about asking questions as it is about seeking answers. It is important for individuals and the community to take the time to be still and listen, to ask questions of each other and of the church, to discover more fully the holy mystery of life in Jesus Christ. Individuals and the community are invited to enter into this journey prayerfully and with open hearts. As a leader, be sure to extend an invitation to others to join in ministry, having a sincere desire to provide as much faithful guidance and encouragement that you can along the way.

At the Last Supper Jesus Himself provided the example of service when he washed the feet of the Apostles. When you offer your service as a Extraordinary Minister, you are responding to Christ's example. View your ministry as an act of prayer, an attempt to witness to the living Christ. In so doing you will begin to see the face of Christ in the faces of those whom you serve.

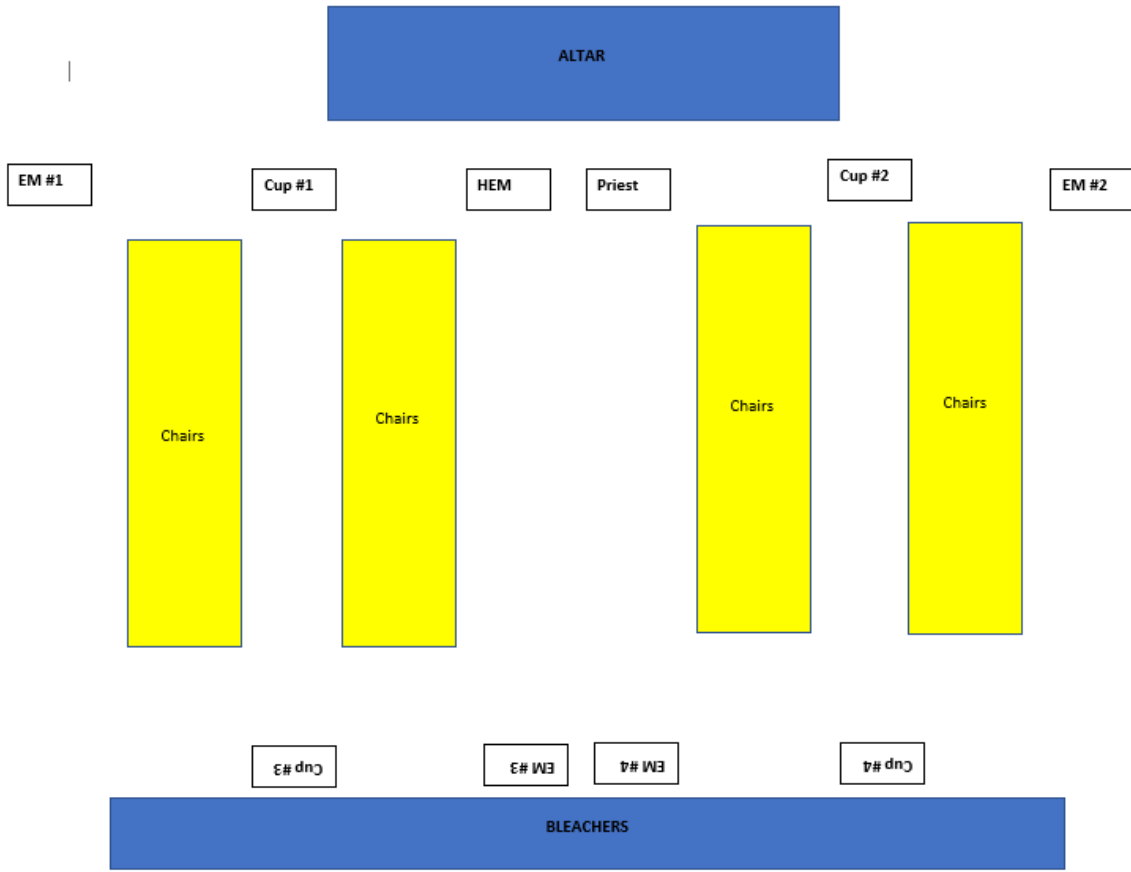
Thank you for making a commitment to this ministry!

EXTRAORDINARY MINISTER'S PRAYER

*God of Love and Mercy. With reverence and humility,
I approach the Eucharist and this ministry. Grant me
the grace to help others encounter you in the
sacrament. I ask through your son, Jesus Christ our
Lord.*

Amen

APPENDIX I



APPENDIX I

Ablution Cup/ Lavabo Bowl - covered dish of water on the side of the tabernacle which is used by the priest, deacon or extraordinary ministers of the Eucharist to wash their fingers after distributing Communion.

Acolytes' Candles - These two candles are carried either side of the cross in the entrance procession. In some churches, they are used to flank the Gospel when it is proclaimed.

Alb – The full white garment worn by the priest, deacon, and in some cases the altar servers. The alb is symbolic of Baptism. The name comes from the Latin word, 'albus', and meaning white. The rope tied around the waist is called a cincture.

Altar - The place where the Eucharistic Sacrifice takes place. The altar is sacred and often contains relics of the saints.

Ambo is the stand at which the Word of God is read from the lectionary. The homily is usually delivered from the ambo also.

Ambry The where the sacred oils are kept. There are three kinds of sacred oils.

Aspergillum - The holy water sprinkler.

Baptismal Font - This is a pool or vessel of water in which people are baptized. It reminds us of our baptism, when we were washed clean of sin and became a member of God's family.

Blessed Sacrament This looks like bread and wine, but is really the Body and Blood of Jesus.

Book of Gospels - Contains all the Gospel readings for the Church's year. It is brought to the lectern during the Gospel acclamation. It may be carried into church as part of the entrance procession by the Deacon or a lector before the celebration begins.

Bowl and towel – The server pours water over the hands of the presider.

Cassock - A long tunic-like garment which reaches from the neck to the heels and is worn by some servers and clergy.

Chalice - A cup of precious metal that holds the wine which becomes the Blood of Jesus after the consecration. All chalices should be placed in their places after Mass. If the chalices were left unpurified by the priest or deacon for some reason, they should be left out on the presentation table for purification by the priest or deacon. Never put an unpurified chalice away.

Chalice Veil (peplum) - A cloth covering used to hide the chalice and paten up to the offertory and after Communion. It is selected by the liturgical color for the service.

Reconciliation Room - Here we meet with the priest to confess our sins and, through the Sacrament of Reconciliation or Penance, receive God's forgiveness in the prayer of absolution.

Chasuble – The green, white, red, or purple vestment the priest wears over the alb during Mass.

Ciborium - A large cup or container of precious metal with a cover of the same material which will hold the Body of Jesus after the consecration for distribution of Holy Communion to the faithful. This is also the vessel kept in the Tabernacle containing the Blessed Sacrament.

Cincture - A rope belt that is tied around the waist.

APPENDIX I

Communion Cups – The gold cups that the congregation drinks from when they receive the Eucharistic wine at mass.

Consecration That time in the Mass when Jesus (through the priest) changes the Bread into the Body and Blood of Jesus by saying, "this is my Body, which will be given up for you." And the words "this is the cup of my blood," changing wine into the Body and Blood of Jesus. From that moment on, Bread and Wine are no longer on the altar, only the Body and Blood of Jesus.

Corporal - A white linen cloth, usually with a cross in the center, used to protect any particles of the Precious Body and Blood of Jesus from falling to the altar cloth. It is always folded and unfolded so as to protect any particles from being lost. The corporal is like the body winding sheet used to hold the crucified body of Our Lord in the tomb. Its name comes from the Latin word 'corpus' meaning a 'body'.

Credence table - The little wooden side table up near the altar on which all the things that are necessary for the Mass (cruets, chalices and ciborium, etc.) are placed.

Crozier - Carried by a Bishop. Looks like a shepherd's crook and reminds us that the Bishop is chief shepherd of the flock of Christ in any given area.

Crucifix - A cross on which is the figure of Jesus.

Cruet - Small jug that contains water or wine for the Mass.

Easter Candle (Also called the Paschal Candle) The large, richly decorated candle that is placed next to the ambo (pulpit) during the Easter Season or the Baptismal font during Ordinary Time. It is also displayed and lit at weddings, funerals, and baptisms.

Eucharist This can be another name for the Mass, or can refer to the Body and Blood of Jesus.

Flagon A flagon is a vessel (sometimes glass, sometimes metal) for carrying liquids, similar to a pitcher. During the mass, along with the large ciborium, it is used to carry water and wine during the Offertory, the presentation of the Gifts.

Genuflect – Go down on one knee, (usually the right knee) out of respect for the Blessed Sacrament.

Holy Chrism ("Sanctum Chrisma") or "Oil of Gladness," which is olive oil mixed with a small amount of balm or balsam. It is used in Confirmation, Baptism, and in the consecration of a Bishop.

Hosts The round flat pieces of bread used in the Mass which become the Body and Blood of Christ that we receive in Holy Communion.

Humeral veil - A long rectangular garment, held by a clasp at the front, worn by a priest or deacon when carrying a Ciborium or Monstrance containing the Blessed Sacrament.

Incense - A substance that gives off clouds of sweet smelling smoke when sprinkled onto burning charcoal.

APPENDIX I

Incense Boat - So called because it is usually shaped like a boat, it contains the incense, which will be burned in the thurible.

Kneel Go down on two knees and remain there.

Lavabo Bowl and Towel - At the preparation of the gifts the priest washes his hands to signify the cleansing of the sins of those gathered and to prepare himself for what he is about to do.

Lectionary - A book containing all the scripture readings for Mass. It is placed on the ambo before Mass begins. The Lectionary is based on a three year cycle. Year A: Matthew Year B: Mark Year C: Luke

Lunette - A crescent-shaped clip made of gold or of silver-gilt, which is used for holding the Host in an upright position when, exposed in the monstrance.

Mensa Also called altar slab, altar stone.

Mitre - A tall pointed hat in two pieces as worn by a Bishop. It reminds us of the tongues of fire that seemed to light upon the apostles on the first day of Pentecost.

Monstrance - A metal container on a stand. It is used at expositions and benedictions of the Blessed Sacrament. It may be plain or very elaborate, but it always has a little glass window through which you can see the host.

Oil of Catechumens ("Oleum Catechumenorum") used in Baptism along with water, in the consecration of churches, in the blessing of Altars, in the ordination of priests.

Oil of the Sick ("Oleum Infirmorum"), which is used in the sacrament of anointing of the sick

Pall - A square piece of cardboard or plastic which is covered by linen and used to cover the chalice. It is also the name of the long white cloth placed over a coffin at a funeral.

Pascal Candle - This speaks of our Lord's resurrection from the dead. During the Easter season this paschal candle has its place in the sanctuary. Thereafter it is placed next to the font for use during baptisms, weddings, and funerals.

Paten The round plate on which the priests' host is placed. It always goes with the chalice. It could also refer to the round plates with wooden handles used when the Bishop is here

Presider's Chair is the chair on the right side of the sanctuary that the priest uses to sit on when he presides (leads) at Mass during the Liturgy of the Word and the concluding prayers of the Mass.

Processional Cross - This is carried into church at the head of a procession, as a sign of our faith, and is the basic symbol of Christianity. It reminds us that Jesus died for us.

Purificator - A linen cloth used by the priest or deacon to dry the chalice after washing and purifying it. Used purificators must always be placed in the proper container for sacred cloths. One is placed over the chalice and under the paten.

Pyx - A small metal container, used to take Holy Communion to the sick and Housebound.

APPENDIX I

Sacramentary - A red book that contains all of the mass prayers that the priest uses at his chair and at the altar. Also referred to as the **Roman Missal** or just **Missal**.

Sacrarium (piscina) - A sink with its drain going directly into the ground usually fitted with a cover and lock which is used for the disposal of the following: The sacred linen wash and rinse water, used holy water, used baptismal water and blessed ashes. No other use is permitted.

Sacristy - The room where the clergy and servers prepare themselves for the service.

Sanctuary - The center, raised area of the Church where the altar, ambo, and priest's and deacon's chairs are located. The Bishop's chair called the cathedra is also located in the sanctuary. A predella is the platform or step on which an altar stands (predella It. = kneeling stool)

Sanctuary Lamp - The lamp that is kept burning on the sanctuary to show that the Blessed Sacrament is present.

Stations of the Cross - These depict, usually in fourteen stages, the journey of Jesus to Calvary, his crucifixion on the cross and his laying in the tomb.

Stole - This important vestment, worn around the neck, shows that the priest is celebrating one of the Sacraments. It also shows that the priest has the duty to preach the Word of God. The stole is also worn by deacons across his chest.

Stoup - The holy water fountains or bowls at the entrances of the church.

Surplice - A wide-sleeved linen worn over a cassock by clergy and altar servers in some parishes.

Tabernacle is the large, decorated box or safe in which the consecrated Eucharistic Bread is kept. It is located in the Blessed Sacrament Chapel, and also in the Sacristy.

Thurible The vessel in which the charcoal is burned. Incense is placed on the hot charcoal to make a pleasant fragrance. The device holding the incense is called the "boat."