

St. Anthony of Padua Extraordinary Eucharistic Minister Handbook

A. PURPOSE

Extraordinary ministers of holy communion (= communion ministers) assist with the smooth and reverent giving of communion during Mass when a sufficient number of ordinary ministers (priests, deacons) are not available.

Provision can be made for ministration of communion from the cup when there are communion ministers available.

Communion services can be conducted in churches when the Eucharistic Liturgy cannot be celebrated.

The pastoral care of the sick is enhanced. Communion ministers celebrate the ordinary or special rites of communion to the sick as well as the rite of Viaticum.

B. QUALIFICATIONS OF SPECIAL MINISTER OF HOLY COMMUNION

An extraordinary minister of holy communion is a person who:

1. is a Catholic in good sacramental standing in the Church
2. is a Catholic mature in faith and of excellent character, who shows reverence and love for the Eucharist;
3. is growing spiritually through daily prayer and liturgical prayer, especially the Sunday Eucharist, and who accepts the responsibility of ministry in serving the needs of others;
4. understands that the Mass is a communal prayer and that the distribution of communion is a liturgical function requiring a sense of dignity and an attitude of prayer;
5. is sensitive to the ways that Christ is present in the Mass: within the assembly, through the proclaiming of the word, in the Eucharist;
6. has a basic understanding of the theology of Eucharist in line with the present rites and the teachings of Vatican II;
7. expresses a sense of dignity by appropriate Sunday dress, by handling all liturgical vessels with respect, by alert posture, by graceful and correctly timed movement;
8. is person-oriented and has an ability to be attentive to the person being ministered to;
9. is comfortable handling any accidents that might occur so that the communicant involved in such an incident is at ease with the situation and not overly embarrassed;
10. is able to identify the specific objects used at Mass with the names that are given in the parish (e.g. chalice, **ciborium**, corporal, purificator, ...);
11. has physically demonstrated the actual movements a communion minister is expected to make during the Mass;
12. is faithful in keeping scheduled appointments and obtaining dependable replacements when necessary; (if because of circumstances of health, age, or work schedule a person is unable to be present on a regularly scheduled basis, that person should not be considered a candidate for eucharistic ministry);
13. is acquainted with taking communion to the sick and with giving it as Viaticum to the dying;
14. is chosen by the pastor or one delegated by the pastor based on #'s 1-12.

C. SCOPE OF MANDATE

1. Three years. The pastor submits new candidates to the Office of Worship (contact point for the Archbishop on this matter) on an annual basis, or as needed. All extraordinary ministers should be commissioned (cf. chapter 63, Book of Blessings). An annual renewal of commitment accompanying the commissioning of new ministers is encouraged. The commissioning and/or renewal might best

occur on the Feast of the Body and Blood of Christ or some other Ordinary Time Sunday whose readings are particularly eucharistic. However, commissioning at the Mass of the Lord's Supper on Holy Thursday is discouraged.

2. Extraordinary ministers offer communion during Mass, lead the Rite of Communion outside of Mass, and celebrate the ministration of Communion to the Sick (ordinary rite, special rite, or Viaticum).
3. Special ministers of communion are to be well trained and educated prior to functioning (cf. B. 1-12).
4. An annual gathering for prayer and reflection by and with the special ministers is highly recommended.

D. MINISTRATION OF COMMUNION

1. Communion ministers approach the sanctuary during as the priest and deacon are communicating.
2. Communion ministers may always receive communion under both kinds.
3. Communion ministers receive the Body and Blood of the Lord from the priest or other minister. Self-communication is prohibited.
4. Communion ministers receive their vessels for distribution from the priest or deacon.
5. When cup is offered, generally there are two cup ministers with each minister of bread.
6. Vessels should be carried with both hands (except when negotiating the stairs).
7. Mishaps:
 - a. If a host falls to the ground during distribution of Holy Communion, the EM should pick it up immediately and consume it then, or after distribution is over. It should never be put back in the vessel to be given to another communicant.
 - b. If the Precious Blood is spilled, the area should immediately be covered. It should then be blotted and washed after Mass with water and a purificator. The purificator should be rinsed and wrung out in the sacarium. If there is no sacarium, it should be rinsed in another vessel and the water poured into the ground in a secluded spot
 - c. In either case, do not panic, and do not embarrass the communicant
8. Remaining Eucharistic bread (Body of the Lord) should be returned immediately to the tabernacle.
9. Remaining precious blood is to be consumed immediately at the communion station, a side table or in the sacristy; it may not be diluted for consumption; it may not be reserved - except for the sick (for immediate use by someone who is unable to swallow the consecrated host); and may not be poured into ground or sacarium. If for any reason you cannot consume the remaining precious blood the priest, deacon or other EM will consume it for you
10. Vessels may be cleaned/purified following Mass.
11. Communion by intinction (the minister dipping the consecrated bread into the cup) is to be reserved for extraordinary circumstances since it removes the option of receiving communion in the hand. The dipping of the consecrated bread into the cup by the communicant is prohibited. (cf. Sacramental/Liturgical Policies, Archdiocese of Indianapolis, #9520.12b)
12. After distribution of the Eucharist all vessels will be placed on the corporal and then face the Tabernacle
13. Ministers will wait in the sanctuary until the Sacred Species is placed in the Tabernacle and as the priest genuflects the Ministers will bow.
14. As the priest turns from the Tabernacle the Eucharistic Ministers will also turn to return to their seats.

E. TAKING COMMUNION TO THE SICK

As a Eucharistic Minister you may also be called upon to take Holy Communion to the Sick. See attached for prayers as you minister to the sick.

**Eucharistic Ministers Saturday
Deacon John every Saturday**

**Clete & Doris Tekulve 933-1942
Robert Walsman 934-2754
Libby Walsman 932-4222
Mary Lou Doll 623-2925**

**Joan Eckstein 934-3957
Ruth Ann Miller
Pat Chaffee 934-3318
Anna Mae Erhart 934-3299
Melissa Richter 623-4348**

**Jack Glaub 934-4005
Julie Tekulve 933-1895
Charlotte Gibson 934-6438
Jackie Huber 934-2017
Diane Riehle 934-4824**

**Eucharistic Ministers Sunday
Deacon John every Sunday**

**Margarita Case 934-3960
Jane Tekulve 812-599-1896
Gladys Dall 934-4482
Connie Wintz 934-4704
Sharon Struewing 933-0755**

**Paul Raab 934-4720
Cheri Strohofer 744-3752
Betty Federle 934-3450
Helen Lewis 934-6238
Michelle Hartman 934-6013**

**Liz Horstman 934-5089
Donna Doll 934-3519
Kathy Hartman 933-1577
Maria Erhardt 932-1687
Ken Melbauer 934-5832**

**Weekday Eucharistic Minister:
Marian Ahern 934-6546**

Sacred Vessels

Ciborium (Plural ciboria)



Chalice



1. Monstrance



2.

Pyx



Non-Sacred Vessels

3. Boat & Censer



4.

Sprinkler



5. Purificator



6.

Lavabo Towel ("Finger Towel")



7. Pall



Corporal



Introductory Rite

In the name of the Father and of the Son and of the Holy Spirit.

R. Amen.

The grace of our Lord Jesus Christ and the love of God and the Fellowship of the Holy Spirit be with you all.

R. And also with you.

Sprinkle me, O Lord with the water of Baptism, and I shall be purified; wash me and I shall be made whiter than snow.
(Sprinkle with Holy Water if available)

Peace to this house and to all who live here. Have mercy on her/him/them, O God, and in your goodness grant her/him/them their needs.

Penitential Rite

Lets us turn with confidence to the Lord and ask for forgiveness for our sins as we pray:

I confess to Almighty God, and to you, my brothers and sisters, that I have sinned through my own fault, in my thoughts and in my words, in what I have done and what I have failed to do; and I ask the blessed Mary, ever virgin, all the angels and saints, and you, my brothers and sisters to pray for me to the Lord our God. Amen

May almighty God have mercy on us, forgive us our sins, and bring us to everlasting life.

R. Amen.

Let us pray. Hear us, Lord, almighty and eternal God, and graciously send your holy angel from heaven to watch over, to cherish, to protect, to abide with, and to defend (name) and all who dwell in this house. We ask this through Christ our Lord.

R. Amen.

The Lord's Prayer

Let us pray together the prayer Our Lord Jesus gave to us to pray to the Father:

Our Father.....

This is the Lamb of God who takes away the sins of the world. Happy are those who are called to his supper.

R. Lord I am not worthy to receive you, but say the word and I shall be healed.

Concluding Rite

Let us pray. Lord Jesus, you went about doing good and healing all, we ask you to bless our friends who are sick. Give them strength in body, courage in spirit, and patience with their pain. Let them recover their health, so that, restored to the Christian community, they may joyfully praise your name, for you live and reign for and ever. Amen.

May the Lord bless us, protect us from all evil, and bring us to everlasting life.

R. Amen.

Let us go in peace to love and serve God, and each other.

R. Thanks be to God.

From Sacred Scriptures

2 Corinthians 4:16-18

A reading from the second letter of Paul

We do not lose heart, because our inner being is renewed each day even though our body is being destroyed at the same time. The present burden of our trial is light enough, and earns for us an eternal weight of glory beyond all comparison. We do not fix our gaze on what is seen but on what is unseen. What is seen is transitory; what is unseen lasts forever.

The Word of the Lord.

Mark 9:33-37

A reading from the holy gospel according to Mark

Jesus and his disciples returned to Capernaum. Once inside the house, Jesus began to ask them, "What were you discussing on the way home?" At this they fell silent, for on the way they had been arguing about who was the most important. So he sat down and called the Twelve around him and said, "If anyone wishes to rank first, he must remain the last one of all and the servant of all." Then he took a little child, stood him in their midst, and putting his arms around him, said to them, "Whoever welcomes a child such as this for my sake welcomes me. And whoever welcomes me welcomes, not me, but him who sent me."

The Gospel of the Lord.

Mark 10:13-16

A reading from the holy gospel according to Mark

People were bringing their little children to Jesus to have him touch them, but the disciples were scolding them for this. Jesus became indignant when he noticed it and said to them: "Let the children come to me and do not hinder them. It is to just such as these that the kingdom of God belongs. I assure you that whoever does not accept the reign of God like a little child shall not take part in it." Then he embraced them and blessed them, placing his hands on them.

The Gospel of the Lord.

St. Anthony Church

Morris, In



Communion to the Sick