



**SAINT MAXIMILIAN KOLBE**  
CATHOLIC CHURCH

# Extraordinary Ministers of Holy Communion

10/2019

## Dress Code

*“In effect, we all speak by the clothes we wear. Dress is a language, as it is a very form of external expression. It should never be forgotten that the actual clothing of the liturgy is a clothing of sanctity. We are to put on that holiness, realizing the fullness of participation.”*

- Pope Emeritus Benedict XVI

Those who serve in the various roles at Mass assist in setting the tone and the high regard with which the Holy Sacrifice of the Mass should be held. It is important, therefore, that liturgical ministers dress in a fitting manner.

For Lectors, Cantors, and Extraordinary Ministers of Holy Communion, the dress code is as follows:

- Modest attire is expected.
- Men - a sport coat and tie or suit and tie, preferable.
- Women - a skirt/dress (No higher than the knee), or slacks are also acceptable.
- It would be much appreciated if all ministers could come to Mass dressed as if you were ready to substitute.

Respecting the solemnity of the Mass and the significance of your very public role in the liturgy, please do not wear the following:

- Tank tops, t-shirts, shorts
- Tight clothing
- Jeans
- Short skirts
- Sweatshirts and sweatpants
- Low-cut necklines
- Sleeveless dresses and blouses (without a cover-up)
- Flips flops or running shoes
- Bold or distracting logos
- Any clothing that would be a distraction for others

*\*Servers have a specific dress code that is detailed in the servers' guidelines section.*

While daily Masses do not normally have the same level of ceremony as Sunday Masses, they remain nonetheless the Holy Sacrifice of our Lord. Attire may be more relaxed, but should still reflect the dignity of the ministry being performed.

## Guidelines for Extraordinary Ministers of Holy Communion:

### A. Procedures for **Sunday Masses:**

1. Before Mass:
  - a. Please arrive at least twenty minutes before Mass.
  - b. Sign in at the EMHC kiosk station.
  - c. Identify your assignment for the Mass (C1, C2, P1, etc.). Please take a position where you are most needed, not your personal preference.
  - d. Mass Captains may start accepting substitutes immediately to ensure stations are filled prior to Mass.
  - e. Mass Captains will be able to answer any questions.
  
2. At Mass:
  - a. Stations are marked on the front of each section of pews in the church. There is a diagram at the ushers' table as well, for reference.
  
3. Assembling for Distribution: **Mass Captain, P1, C1, C2, C4, and C5**
  - a. After the Sign of Peace, the **Mass Captain, P1, C1, C2, C4, and C5** proceed to the base of the sanctuary as per usual.
  - b. Gather at the base of the steps with the other EMHC, and together make a profound bow. (C1 then retrieves the purificators from the credence table).
  - c. Go to your assigned places in the sanctuary.
  - d. When lined up in the sanctuary, **please be sure not to block direct access to the tabernacle**. In other words, the EMHC should be in a line, but no one should be standing directly in front of the tabernacle.
  - e. After receiving Holy Communion and the vessel with which you will distribute, proceed as follows:
    1. Captain and the other Host distributor, after receiving Holy Communion from the presider, go to the chalice minister to receive the Precious Blood.
    2. Then turn and receive the plates from the presider and proceed down to the other EMHC.
  - f. Distribute the Precious Blood to the altar serves as needed.
  - g. Four Chalice ministers make their way to either side of the main aisle, ready to distribute to other EMHC coming down the center aisle.

- h. After the remaining EMHC have received Holy Communion, proceed to your assigned location.

**4. Assembling for Distribution for the remaining EMHC:**

- a. After the Sign of Peace, assemble at the baptismal font.
- b. Those distributing the chalices should pick up a purificator.
- c. When those in the sanctuary have received Holy Communion, proceed down the aisle towards the sanctuary.
- d. After receiving Holy Communion, proceed to the steps of the sanctuary, bow and then enter into the sanctuary to receive the vessel. (Those distributing the Hosts may receive the Precious Blood from another EMHC before getting the paten.)
- e. Proceed to your assigned station.

**5. Guidelines for Distribution – Hosts:**

- a. As the communicant approaches, hold the Host aloft and say, only, “The Body of Christ”.
- b. After the communicant has responded “Amen”, the Host is placed on the tongue or on the hand as indicated by the recipient. *It is the communicant’s personal choice to receive according to either manner.*
- c. Communicants should not be denied Holy Communion because they kneel.
- d. FYI: “When receiving Holy Communion, the communicant bows his or her head before the Sacrament as a gesture of reverence and receives the Body of the Lord from the minister . . . When Holy Communion is received under both kinds, the sign of reverence is also made before receiving the Precious Blood.” (GIRM #160)
- e. EMHC are to refrain from using the names of individuals when distributing the Body and Blood of Christ. Such a practice, while meaningful to those whose names are known, could be hurtful to those whose names are not, thereby creating an expression of disunity at the very moment when the unity in Christ ought to be most visible.
- f. The Body of Christ is always ministered *to* the communicant. Communicants are not permitted to take the consecrated Host and communicate themselves, nor is intinction permitted (“dipping” the Host in the Precious Blood).

- g. If a Host should fall during distribution, the minister should pick the Host up without excessive display, place it in the communion vessel or on the corporal on the altar, and notify the presider. It is recommended to scan the area where the Host landed for any particles or pieces that may have broken off and should be picked up and placed in the paten.
- h. If someone who is not receiving Holy Communion comes up in the procession, please refrain from extending your hand, placing your hand on the heads of children or others, and do not make the Sign of the Cross on foreheads. The Sign of the Cross should be avoided since that blessing is imparted to all the faithful at the end of the liturgy.
- i. Instead, the EMHC should say “May God bless you” or “May you receive the Lord Jesus in your heart.”

6. Guidelines for Distribution – Chalices:

- a. The Chalice is offered to the communicant with the words, “The Blood of Christ,” to which the communicant responds, “Amen.”
- b. Generally, the communicant should hold the chalice firmly in both hands and drink from it. However, in the case of physical disability or frailty, the EHMC should be ready to assist in holding the chalice.
- c. After each person has received the Blood of Christ, the EHMC should wipe both sides of the rim of the chalice with a purificator and turn the chalice slightly before repeating the procedure for the next communicant.
- d. Any danger of spilling the Precious Blood should be carefully avoided. When walking with the chalice, **always cover with the purificator.** While it may be fitting, it is not necessary to cover the Chalice when standing still.

- e. If, by chance, the Precious Blood should spill, the area should immediately be covered with a purificator (The altar server should bring the spare purificator to you). The EMHC or the deacon may clean up the spill.
    - Procedure for Cleaning up Spilt Precious Blood:
      - a. Place purificator over the spill.
      - b. Bring a bowl of water from work sacristy.
      - c. Dab the spill to sop up the Precious Blood.
      - d. Wash the area of the spill with water.
      - e. Pour the water down the sacrarium.
      - f. Place on the drying rack. The sacristan will later place the purificator with the other used purificators to be washed accordingly.
  - f. It is important to note that the purificator used to cover the spill should be left in place until the spill is attended to.
7. After the Distribution of Holy Communion – Host Distributors:
- a. Should those distributing the Host run out of Hosts, please do not break Hosts. Turn and face the altar until another distributor sees your need and comes with more Hosts.
  - b. If the Hosts have been depleted, the EHMC is to return that vessel to the work sacristy and place it in its assigned spot.
  - c. Ablution cups are available on the credence table and in the work sacristy for those who distributed the Hosts so as to purify their fingers. Simply dip the thumb and forefinger into the water and then wipe them on the purificator (Sacristans will empty those chalices and replace the purificators after Mass).
  - d. Remain in the vesting sacristy until other EMHC are present (See note below on leaving the sacristy).
  - e. If there are surplus Hosts in the paten:
    - 1. Bring them to the altar.
    - 2. Give the paten with extra Hosts to the priest. After receiving the empty vessel back from the priest, exit the sanctuary.
    - 3. Take the paten as usual to the sacristy.
  - f. Whenever possible, distributors should give their paten to another distributor so as to avoid congestion around the altar and in the work sacristy.
  - g. Reminder: Please **never** stack the patens.

- h. In order to diminish traffic in the church, those EMHC who have gone to the work sacristy, should wait there until the last EMHC returns the plate to the sacristy.
  - i. Proceed from the sacristy as a group (as much as possible) to the base of the steps in front of the altar. Bow together and proceed to your seats.
5. After the Distribution of Holy Communion – **Chalice Distributors**
- a. **If there is a surplus of the Precious Blood, please do not consume It.**
    - 1. The reverence due the Precious Blood of the Lord demands that It be fully consumed after Communion is completed and never poured into the ground or the sacrarium. (Norms #55)
    - 2. The *General Instruction of the Roman Missal* states the following: “Whatever may remain of the Blood of Christ is consumed at the altar by the **priest or the deacon** or the duly instituted acolyte who ministered the chalice. The same then purifies, wipes, and arranges the sacred vessels in the usual way.” (*GIRM*, 284)
    - 3. Those distributing the Precious Blood should, therefore, **not consume** any remaining Precious Blood, but instead bring the chalice to the altar for the priest or deacon to consume.
    - 4. Chalices with some remaining Precious Blood, along with the purificators, should be given to the presider/deacon or placed on the altar.
    - 5. Empty chalices may be placed directly within the chalice tray with the purificator tucked within.
    - 6. When all chalices are returned, two servers will take the trays to the work sacristy.
9. Distribution to the Music Ministers
- A. EMHC C5 distributes Holy Communion to the musicians and choir after their station is completed. One or two distributors of the Precious Blood should assist if available.

10. General Notes:

- a. Whenever an EMHC has completed distribution at his/her station, scan the church for any other station that may need help with distribution.
- b. Any EMHC carrying an unpurified Eucharistic vessel (paten or chalice) does not need to bow when entering the sanctuary.
- c. When returning to the church from the sacristy, if the presider/deacon is at the tabernacle reposing the Blessed Sacrament, it is customary to stop in place and then genuflect with the presider/deacon.
- d. During the Mass, no liturgical minister should walk behind the sanctuary along the back wall of the church (behind the 1/2 wall). If it is necessary to go from one side of the church to the other, walk through the Blessed Sacrament chapel or in front of the sanctuary area, always being attentive when crossing in front the tabernacle, of course.

**B. Guidelines for Extraordinary Ministers of Holy Communion at Daily Masses:**

1. After the Sign of Peace, proceed to the base of the sanctuary steps.
2. Make a profound bow and then proceed to your assigned place in the sanctuary, standing together in a line in front of the presider's chair.
3. When lined up in the sanctuary, **please be sure not to block direct access to the tabernacle**. In other words, no one should be standing directly in front of the tabernacle.
4. After the distribution of Holy Communion, bring the paten/chalices to the altar to be purified. There is no need to bow as you enter the sanctuary.
5. Place the chalice and purificator on the altar or give them to the presider. The presider/deacon will consume any excess Precious Blood.
6. Give the paten with extra Hosts to the priest.
7. Exit the sanctuary. At the base of the steps, turn and make a profound bow.