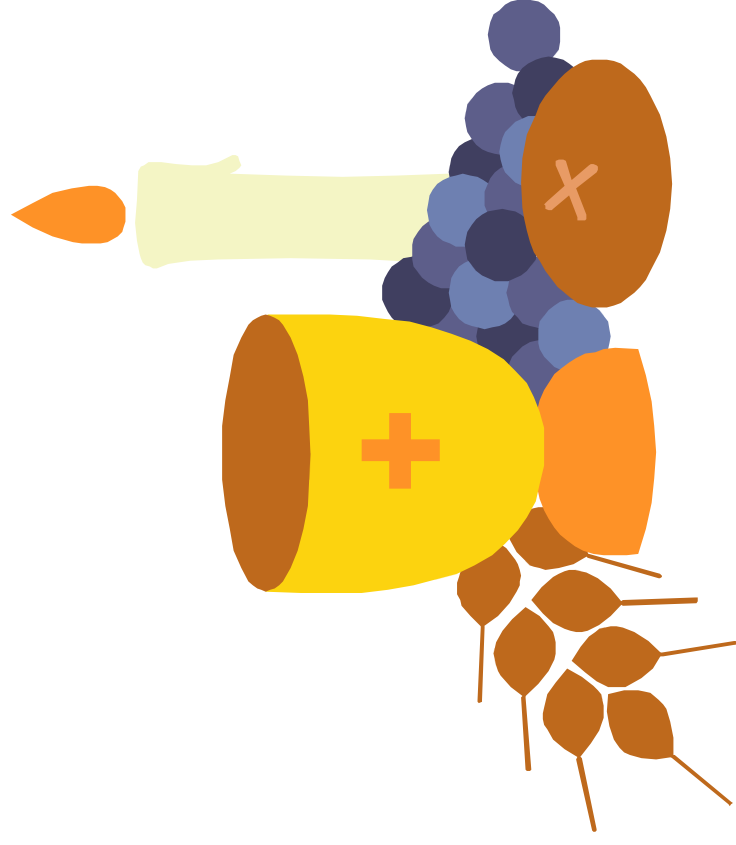


Holy Family Parish Patchway



Instructions for Eucharistic Ministers

Thank you for agreeing to become or continue to be an (Extra-ordinary) Eucharistic Minister.

The below is an extract from INSTRUCTION ON CERTAIN QUESTIONS REGARDING THE COLLABORATION OF THE NON-ORDAINED FAITHFUL IN THE SACRED MINISTRY OF PRIEST - LIBRERIA EDITRICE VATICANA VATICAN CITY 1997

Article 8

The Extraordinary Minister of Holy Communion

The non-ordained faithful already collaborate with the sacred ministers in diverse pastoral situations since "This wonderful gift of the Eucharist, which is the greatest gift of all, demands that such an important mystery should be increasingly better known and its saving power more fully shared".(95)

Such liturgical service is a response to the objective needs of the faithful especially those of the sick and to those liturgical assemblies in which there are particularly large numbers of the faithful who wish to receive Holy Communion.

§ 1. The canonical discipline concerning extraordinary ministers of Holy Communion must be correctly applied so as to avoid generating confusion. The same discipline establishes that the ordinary minister of Holy Communion is the Bishop, the Priest and the Deacon.(96) Extraordinary ministers of Holy Communion are those instituted as acolytes and the faithful so deputed in accordance with Canon 230, § 3.(97)

A non-ordained member of the faithful, in cases of true necessity, may be deputed by the diocesan bishop, using the appropriate form of blessing for these situations, to act as an extraordinary minister to distribute Holy Communion outside of liturgical celebrations ad actum vel ad tempus or for a more stable period. In exceptional cases or in unforeseen circumstances, the priest presiding at the liturgy may authorize such ad actum. (98)

§ 2. Extraordinary ministers may distribute Holy Communion at Eucharistic celebrations only when there are no ordained ministers present or when those ordained ministers present at a liturgical celebration are truly unable to distribute Holy Communion.(99) They may also exercise this function at Eucharistic celebrations where there are particularly large numbers of the faithful and which would be excessively prolonged because of an insufficient number of ordained ministers to distribute Holy Communion. (100)

This function is supplementary and extraordinary (101) and must be exercised in accordance with the norm of law. It is thus useful for the diocesan bishop to issue particular norms concerning extraordinary ministers of Holy Communion which, in complete harmony with the universal law of the Church, should regulate the exercise of this function in his diocese. Such norms should provide, amongst other things, for matters such as the instruction in Eucharistic doctrine of those chosen to be extraordinary ministers of Holy Communion, the meaning of the service they provide, the rubrics to be observed, the reverence to be shown for such an august Sacrament and instruction concerning the discipline on admission to Holy Communion.

- After Mass, wipe up the spillage, if it is sticky, just rinse out the purificator with water and wipe over the spot. Rinse the purificator and place it in the dirty laundry bag.

Please don't worry, once the precious blood hits the floor it can longer be given as Holy Communion, and ceases to be the Blood of Christ.

- If you get the Precious Blood on your hands, wash your hands as you 'normally' would.
- If the precious Blood gets onto the outside of the chalice, wipe it with the purificator and then after it has been purified, give it a rinse in water, then dry.

WHAT TO DO WHEN A CHILD OR ADULT COMES FORWARD FOR A BLESSING

Simply say to the person ' God Bless you' and allow them to move away. Do not extend your hand over them or anything. **DO NOT BLESS THEM WITH THE BODY OF CHRIST OR PRECIOUS BLOOD.**

OTHER POINTS:-

- PLEASE REMEMBER TO CHECK THE ROTA FOR WHEN YOU ARE ON DUTY.
- IF YOU ARE UNABLE TO CARRY OUT YOUR DUTY, IT IS YOUR RESPONSIBILITY TO FIND A REPLACEMENT MINISTER.
- IF YOU CANNOT FIND A REPLACEMENT MINISTER, THEN MAKE SURE YOU LET FR EUGENE KNOW, SO HE CAN MAKE ALTERNATIVE ARRANGEMENTS.
- PLEASE MAKE SURE YOU ARE SUITABLY ATTIRED.
- PLEASE MAKE SURE, IF YOU HAVE LONG HAIR, THAT IT IS TIED BACK WHEN ADMINISTERING THE CHALICE.
- AS A EUCHARISTIC MINISTER, IT IS ESSENTIAL THAT YOU ALSO SPEND TIME TO PREPARE FOR YOUR MINISTRY, BY PRAYER, REGULAR ATTENDANCE AT THE SACRMENT OF RECONCILIATION AND MASS.
- Eucharistic Ministers should be above all gossip and criticism.

To avoid creating confusion, certain practices are to be avoided and eliminated where such have emerged in particular Churches:
— extraordinary ministers receiving Holy Communion apart from the other faithful as though concelebrants;

— association with the renewal of promises made by priests at the Chrism Mass on Holy Thursday, as well as other categories of faithful who renew religious vows or receive a mandate as extraordinary ministers of Holy Communion;
- the habitual use of extraordinary ministers of Holy Communion at Mass thus arbitrarily extending the concept of "a great number of the faithful".

This extract lays out exactly why we have Eucharistic Ministers of Holy Communion.

Number of Eucharistic Ministers required at the weekend Masses:

Saturday 6pm: TWO to administer the Blood of Christ. (3 if there is no Deacon)

Sunday 9.30am: FOUR to administer the Blood of Christ (3 if there is no Deacon)

Sunday 11am: FOUR to administer the Blood of Christ. (5 if there is no Deacon)
When there is no Deacon - the 'extra minister' will be to distribute the Body of Christ with the Priest.

Please note at the 11am Mass there will only be TWO ministers administering the Body of Christ and not 3 as at present.

Please note the new method for giving Holy Communion during Mass:

- 1) Please move to the front of the altar as soon as you have given the 'Sign of Peace' to the people close to where you are sitting. You should be there 'before the Lamb of God has finished.
- 2) When all the Eucharistic Ministers have assembled, bow to the altar and then move to each side of the altar. *Please stand close enough that Holy Communion can be given to you easily.*
- 3) The celebrant (Priest) will receive Holy Communion first, who will then give Holy Communion to the Deacon and then to the Eucharistic Ministers.
- 4) Once you have received Body of Christ, you will be given a Chalice, so as to receive the Blood of Christ, and a purificator. After you have received, unfold the purificator, so you can use the whole cloth for wiping the Chalice between communicants. The Eucharistic Ministers move to there positions first, before the celebrant and deacon.

Organ

Chalice Chalice

Priest Deacon

Chalice Chalice

Altar

- 5) If you finish administering the Blood of Christ, or run out, drape the purificator over the chalice and move to the sacristy. Do not wait for the other ministers to finish. When you are in the sacristy, then consume any Precious Blood that is left in the chalice. Place the empty chalice covered with the purificator on the white cloth and wait for the other ministers. Please remember not to push the purificator into the chalice, as it will soak up too much of the Precious Blood. **DO NOT CONSUME THE EXCESS PRECIOUS BLOOD ON THE ALTAR.**

Because you are administering the Precious Blood, you do not need to bow while carrying the chalice and you do not have to wait for the Body of Christ to be placed in the tabernacle. If you are unable to consume the excess Precious Blood, ask one of the other ministers or deacon to consume it for you, if they cannot, then cover the chalice with the purificator and tell the celebrant as soon as possible after Mass.

- 6) When all the ministers are ready, return to your seats in the body of the church via the Sacristy Door - move to the front of the altar, bow and move to your seats.
- 7) During the final hymn, all Eucharistic Ministers who have administered the Precious Blood, will return to the sacristy and purify their chalices. *The deacon will also return to the sacristy and purify the celebrant's chalice and ciboria and supervise the return of the vessels and collection to the safe. Please put your used purificators in the dirty laundry bag.*

I hope these instructions make sense, I know that getting used to new ways is always difficult, but I am sure you will be able to cope.

HOW TO ADMINISTER THE PRECIOUS BLOOD

This may seem pretty obvious to some, but a timely reminder is always useful!

- Hold the chalice in one hand and the fully opened purificator in the other.
- Holding the chalice firmly, with both hands, present it to the communicant and say 'THE BLOOD OF CHRIST'.
- Allow the communicant to take the chalice and consume the Precious Blood.
- If the communicant is a child, allow them to take the chalice if they are able or hold it for them and allow them to receive a sip of the Precious Blood.
- Take the chalice back, pinch the purificator between thumb and forefinger and wipe both the inside and outside of the chalice where the communicant drank. Then turn the chalice a quarter turn, ready for the next communicant., and then start again. Take your time, they will wait until you are ready.

HOW TO ADMINISTER THE BODY OF CHRIST

- Take a host from the ciborium and hold it so the communicant can see it and say 'THE BODY OF CHRIST'.
- Then place the Body of Christ either on the person's tongue or in their hand. Watch to make sure they consume the host before moving back to their seat. *If they don't - go after them as ask them to. If you do not feel confident to do that, note the person and inform the deacon or celebrant after Mass. This is especially important with young children. If the person is not sure what to do, just say ' God bless you' show them where to go next.*
- If you are unsure of anyone receiving communion, do not make a fuss, but let the celebrant or deacon know of your concerns after Mass.

PURIFYING THE SACRED VESSELS

It is very important that the sacred vessels are purified properly, so there are no particles of the Body or Blood of Christ left.

PURIFYING A CHALICE:

- Consume any residue of the Precious Blood, then pour water into the chalice and swirl it around the chalice, then consume the water. If the chalice still has residue of wine in it, repeat the process.
- When you are sure the chalice is clean, wipe the chalice dry with the purificator. Make sure the bowl of the chalice is dry before putting the chalice in the safe.

PURIFYING A CIBORIUM:

- You will need a chalice.
- brush any particles of the Body of Christ into the chalice, using your purificator. Tap the purificator on the side of the chalice to dislodge any particles from the cloth.
- add water to the chalice, swirl around and consume the water. Check to make sure the particles of the Body of Christ has been washed away with the water, if not use more water.
- When you are sure the chalice is clean, wipe the chalice dry with the purificator. Make sure the bowl of the chalice is dry before putting the chalice in the safe.

WHAT TO DO IF A HOST IS DROPPED

- Pick it up and put it in your hand, then when you have finished administering communion, return it to the altar.

WHAT TO DO IF THE PRECIOUS BLOOD IS SPILT

- Don't worry, just place your purificator over the spillage and then go and get another purificator and continue administering communion.