

# **Christ the King Extraordinary Ministers of Holy Communion Duties & Requirements**

## **SCHEDULING**

Our Music Director, Mark Tafelsky, does the scheduling of the Extraordinary Ministers. The schedule is made for 2 months at a time and will be emailed to you. The schedule is also located in the mail slot on the wall to the left of the Sacristy door or it can be found on the website [www.christkingchurch.org](http://www.christkingchurch.org)

If there are certain dates or months that you will not be available for the up coming schedule, please notify Mark at 938-9214, ext. 25 or email him at [marktafelsky@christkingchurch.org](mailto:marktafelsky@christkingchurch.org)

After the schedule has been posted, if you are unable to fulfill your scheduled dates for any reason, it is your responsibility to get a replacement and notify Mark of the change. If you are not able to get a replacement, notify Mark so he can post a notice that a sub is needed.

Please note, that sometimes volunteers/subs are needed, so it is most helpful, if when you come to Mass to check the sign-up chart or check with the Leader to see if a volunteer/sub is needed.

## **EMHC LEADER DUTIES**

If your name is the 1<sup>st</sup> one on the schedule, this denotes that you are the “Leader” for that Mass and you will need to sign up for a “Chalice” position near the Tabernacle.

Your duties are: to arrive at least 20 minutes prior to the start of Mass and make sure that all positions are covered by the start of Mass. If there is no Deacon or co-celebrant, a volunteer is needed to cover that position (The Deacon is an Ordinary Minister of the Blood of Christ) and you’ll need to get the extra ciborium from the Tabernacle and take it to the altar. You will need to place the empty ciboriums from the credence table up on the altar for Father. The Leader remains down off the altar, takes the large ciborium from Father after he’s emptied it and places it on credence table. If no Deacon is present, and only AFTER Father has received the Precious Body and Blood, step up to the altar and stand to the left rear corner behind Father to receive the Eucharist. Assist Father with distribution of communion to the Extraordinary Ministers & Altar Servers. At the end of communion assist the Deacon to make sure the altar has been cleared of all ciboriums and chalices and place them on the credence table to be purified. If there is no Deacon, the Leader, will then return the ciborium containing the remaining Body of Christ to the Tabernacle and Father will purify the vessels. If a Deacon is present, Father will return the ciborium back to the Tabernacle and the Deacon or will purify the vessels. The Leader should bow after closing the Tabernacle doors and locking them. After Mass, assist the second Eucharistic Minister listed with the cleansing of the vessels.

*Note: If your name is 2<sup>nd</sup> on schedule, this denotes that after Mass is over you will assist the leader with the cleansing of the vessels.*

## **EMHC DUTIES**

For each Mass there will be a sign up chart on the table outside the sacristy. Please sign up for a position and put a “Check Mark” after your name to indicate you have signed in. You should arrive at Mass at least 15 minutes early so that the leader is aware that your position is full and to allow time to prepare your heart to serve.

After you have given the sign of peace, go to the sanctuary and get ready for your communion duties. As you approach the sanctuary, be sure to bow to the altar before stepping up and proceeding to your position. Please use hand sanitizer in the pew before proceeding to the sanctuary. Chalice ministers stand to the left

of the altar and host to the right. One person should take the stack of white purificators and distribute them to the other ministers. If you are short one, they are always stored in the top drawer behind the altar. *Note: Father will give the leader the purificator from the altar when he gives them the chalice.*

Wait until Father has distributed the chalices and ciboriums to all ministers before moving to your position. Father should be the first one to head to his position.

One of the Ushers will notify one host & one chalice minister that finish first if there are handicap members to be served and will escort the ministers to these people. This will be done at the end of communion while the other ministers are distributing to the Music Ministers.

Communion to the Music Ministry group is done after the congregation is done receiving. Normally, one host & one chalice minister are all that is needed. However, when there is the full choir, 2 of each ministers will be needed.

When you are done serving communion at your station, look to see if help is needed at another station before returning your vessel to the credence table. All ministers should return to their seat after returning their vessel to the credence table. In the event you run out of the Blood of Christ before communion is completed, drape the purifying cloth over the top of the chalice and return it to the credence table and return to your seat. After all the chalices & ciboriums have been placed on the credence table, cover them with the used purifying cloths. *Note: Do not place the purifying cloths into the vessels, as we want to consume the Body & Blood of Christ from these vessels and we can't do that if they are in the cloth.* Once your duties are done, please return to your seat, you DO NOT need to wait for the remaining hosts to be placed in the Tabernacle. Remember to bow to the altar when you step down from the sanctuary.

A couple of reminders: Open up your purifying cloth and change spots regularly to keep the chalice as clean as possible. Remember when you wipe it, to press hard and wipe the inside and outside edge and then rotate the chalice for the next person. Should a host drop on the ground during communion, you need to pick it up and consume it as it has been consecrated and is the Body of Christ. *Note: if you are not able to consume the host at that time, place it in the palm of your hand that you are using to hold the ciborium and consume it when you have finished serving communion.* Likewise, should a chalice get spilled, put the purificator over the spill and let Father know as there are special steps for cleaning up the spill at the end of Mass since it is the Blood of Christ.

#### **NUMBER OF MINISTERS NEEDED (Including Father)**

5pm Mass: 3 Chalice & 3 Host

9am Mass: 5 Chalice & 3 Host

11am Mass: 5 Chalice & 3 Host

*Note: Father may feel it necessary to have additional help and will look out over the congregation holding up one finger, he is asking to have an additional minister come help with communion. This may be the case in the summer and on holidays.*

#### **CLEANSING OF THE VESSELS**

Once Mass is over, if you are the leader or second on the list, you are both responsible for cleansing the vessels.

**Cleansing instructions:** Rinse out all of the ciboriums with water and wipe with a soft cloth in the drawer. Do not use paper towels on any of the ciboriums or vessels. **Do not use soap on any of the gold vessels.**

For the pewter chalices, rinse and wash with hot soapy water and be sure to go around the rim of the chalice. Dry with a soft cloth. Also, be sure to wash the crystal pitcher from the credence table and the drinking glass on the stand next to Father's chair. After the 5pm & 9am Masses, all the vessels can be placed back on the credence table so they are ready for the next Mass. Towels can be hung to dry & purificators can go in the bowl in the second drawer and someone will pick them up to launder them after the 11am Mass. *Note: After the 11am Mass, all the vessels can be put away.* Father's drinking glass and the pewter chalices get set upside down on the bottom shelf, to the left of the cupboard. The chalice, ciborium and crystal pitcher go in the cupboard, on the bottom shelf. Hang any wet/damp towels on the towel bar to dry. Any purificators can go in the bowl in the second drawer and someone will pick them up to launder them.

### **ADDITIONAL DUTIES**

After the 5pm & 11am Mass, empty & dry the pewter bowl & pitcher that Father uses to cleanse his hands and place them back on the lower shelf of the credence table. After the 9am Mass, just empty the bowl & place back on the shelf with the pitcher and towel so it's ready for the 11am Mass.

After all the Masses, make sure all candles on the altar are extinguished.

After the 5pm & 11am Mass make sure the key is out of the tabernacle and placed in the first drawer under the purificators.

After the 5pm & 11am Mass, shut the back wall light of the altar off. The switch is to the left of the fridge. Also make sure the light at the lector's podium is turned off.

If we have a visiting priest, the leader should introduce themselves, and ask him if he has any questions about our procedures.

### **MISCELLANEOUS NOTES**

Extraordinary Ministers are not to bless or touch anyone coming up in the communion line with their arms crossed over the chest that doesn't receive communion. Simply continue to hold your position and say "Peace be with you"

Intinction (dipping of the host into the precious blood) is not allowed. If you are a minister of the chalice, simply place your hand over the chalice and mention that this is not allowed. The communicant should consume the host before receiving the precious blood.

Extraordinary Ministers are not to say the name of the communicant. Only the words "Body of Christ" and "Blood of Christ" are to be used.

**Thank you for serving Christ the King in this important ministry!**