

St. Charles Borromeo EMHC Guidelines

“All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread or wine” (United States Conference of Catholic Bishops).

“... They ought, therefore, to discharge their office with the sincere piety and decorum demanded by so exalted a ministry and rightly expected of them by God’s people” (Sacrosanctum Concilium, 29).

Basic Principles

- Lay ministers shall exercise only one ministry during a given liturgy so as to focus solely on their responsibilities for that ministry (*Sacrosanctum Concilium*, 28).
- Ministers shall arrive 10-15 minutes prior to Mass and sign in on the clipboard on the bookshelf in the narthex hallway.
- **Finding Substitutes**: If you are unable to minister, please log in to Ministry Scheduler Pro (MSP), find the service time for which you need a substitute, and click the “request sub” link. All available ministers will receive a notification that a substitute is needed.
 - If for any reason you do not use MSP to find your sub, you will need to contact the Director of Liturgical Ministry to alert him/her of the change.
- **Dress Code**:
 - Lay ministers should be the best dressed members of the assembly. Think: “Sunday Best” or “Business Casual”.
 - Modesty: Shoulders, neckline, and back should be adequately covered. Skirts/dresses should be modest in length for bowing, genuflecting, and sitting.
 - Neither men nor women shall wear any type of shorts, jeans, athletic shoes, or other athleisure clothes.

Procedures

1. After signing in on the clipboard, you may sit where you like in the Assembly.
2. During the Sign of Peace and *Agnus Dei*, take your place on the side of the sanctuary, lining up at the base of the steps by the servers’ kneelers.
3. After the Celebrant has received the Body and Blood of Christ, the EMHCs will ascend the steps of the sanctuary and stand in front of the stained-glass window to the left of the tabernacle (i.e., the side with the statues of Mary and Joseph).
4. The Celebrant will approach you to distribute Holy Communion.
5. The Celebrant or a Deacon will hand you a paten or chalice. Then, following the ordained ministers, you may move to the station where you will distribute Holy Communion.
 - a. Ordinarily, the two center aisle positions will be occupied by the Celebrant and a Concelebrant or Deacon (or an EMHC in his absence).
 - b. The EMHCs with patens will stand on the sides of the sanctuary: On the north side against the step facing the 13th Station and on the south side on the ramp by the piano facing the 2nd Station.
 - c. The EMHCs with chalices will stand at the corners of the sanctuary: On the north corner by the ambo and on the south corner at the base of the ramp by the Deacon’s chair.

6. The Ushers will direct the flow of people coming to receive Holy Communion.
7. When distributing:
 - a. The Body of Christ
 - i. Slightly raise the Host above the paten and say, “The Body of Christ.” Then place the Host in the hand or on the tongue of the communicant.
 - ii. An altar server will be standing next to you with a communion paten. If the Host falls on the paten, you may pick it up and distribute it to the communicant. If the Host falls to the floor, you may pick it up and either place it on the communion paten or distribute it to the communicant.
 - iii. If someone indicates that he/she is not receiving Communion, you pray aloud, “May Christ reign in your heart.” Do not make the Sign of the Cross or lay your hand upon the communicant when doing this.
 - iv. When finished distributing Holy Communion, place your paten on the center of the altar, purify your fingers in the ablution cup by the tabernacle, and then wait at the base of the stairs for all the ministers to finish.
 - b. The Precious Blood
 - i. Slightly raise the chalice and say, “The Blood of Christ.” Then hand the chalice to the communicant ensuring that he/she has grasped it with both hands.
 - ii. Receive the chalice back from the communicant, wipe the rim of the chalice with the purificator, then turn the chalice a quarter-turn before presenting it to the next communicant.
 - iii. Should you run out of the Precious Blood, place the purificator over the chalice indicating that the chalice is empty, and return the chalice to the credence table.
 - iv. At the end of the Communion Rite, return your chalice to the credence table. If any of the Precious Blood remains, you may consume it. If there is too much to consume yourself, a Deacon or other EMHCs may partake of the chalice. Then cover the chalice with the purificator. Then wait at the base of the stairs for all the ministers to finish.
8. Once the Celebrant reposes the Blessed Sacrament in the tabernacle, all ministers should genuflect with him towards the tabernacle. (Those who cannot genuflect should make a profound bow at the waist.) You may then return to your seat.

Thank you for your service to St. Charles Borromeo in this ministry. If you have any questions, please don't hesitate to reach out.

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