


The background of the image is a close-up, slightly blurred photograph of green wheat stalks, showing the texture of the grain and the sheaves. The color is a vibrant, natural green.

**LITURGICAL MINISTRY  
OF THE HOLY  
EUCHARIST**



WHO ARE THE EXTRA  
ORDINARY MINISTER OF  
THE EUCAHRIST?

## TOPICS

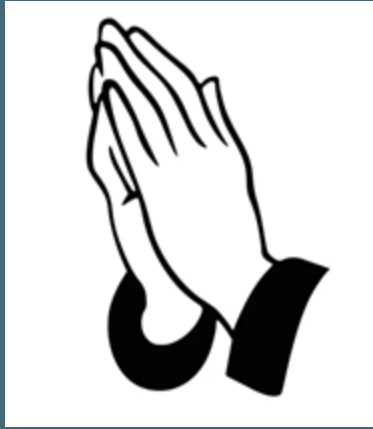
1. What is the role of the Altar Serves?
2. What is the role of the Lectors?
3. What is the role of Extraordinary Minister?
4. What is the role of a Sacristan?
5. What is the role of the Choir?



# MINISTRY OF ALTAR SERVERS

- Extraordinary ministers who fulfill the role of an officially instituted acolyte
- Instituted for service at the altar
- Assist the priest and deacon
- Prepare the altar and the sacred vessels
- Distribute Holy Eucharist, if necessary
- GENERAL INSTRUCTION OF THE ROMAN MISSAL, 98  
SNESS





## Posture & Attentiveness

- Always keep their hands in the **prayer position** when not holding items or otherwise engaged.
- Extending the hands outward is an expressly priestly mannerism and should be reserved for the priest celebrant alone.
- Holding hands during the Our Father is NOT a requirement of the liturgy and should be kept in the prayer position.
- **Sit with proper posture**, neither fidgeting nor seeming bored..
- If the server seems disinterested, the congregation will be impacted



## Manner of Dress

- Wear your “Sunday Best”
- Sneakers, tennis shoes, and flip flops **should NOT** be worn under your vestments.



## [What it Means to be an Altar Server?](https://www.youtube.com/watch?v=OWIMugHDgvQ)

<https://www.youtube.com/watch?v=OWIMugHDgvQ>

## LECTORS

- Mostly **extraordinary ministers** who fulfill the duties ordinarily held by instituted lectors who proclaim the reading from sacred scripture, except the gospel
- **Announce the intentions** for the universal prayer
- **Recite the psalm** in the absence of the psalmist
- The church requires that those laypersons who assume this responsibility **“are truly suited to carrying out this function and carefully prepared, so that by their hearing the readings from the sacred texts, the faithful may conceive in their hearts a sweet and living affection for sacred scripture.”** (CF. GENERAL INSTRUCTION OF THE ROMAN MISSAL, 99-101)





# PREPARING FOR MASS

- Be prepared for the proclamation of the readings at Mass or other liturgies of the parish.
- Begin preparation well in advance of arriving at the church for Mass.
- Lector's Workbook
- Lectionary



## Lectionary



- Contains the **readings from the Bible** that are used at Mass or liturgies
- **Make sure the readings are correct.** Consult the ordo, if needed.
- If there are several options, check with the priest to determine which readings to use.
- Occasionally the priest may have certain readings he wishes to use for the homily

**Silence.**

- Liturgy of the Word favors meditation
- Brief periods of silence should be observed
  - Before the liturgy of the Word
  - After the First and Second Reading
  - At the Conclusion of the Homily

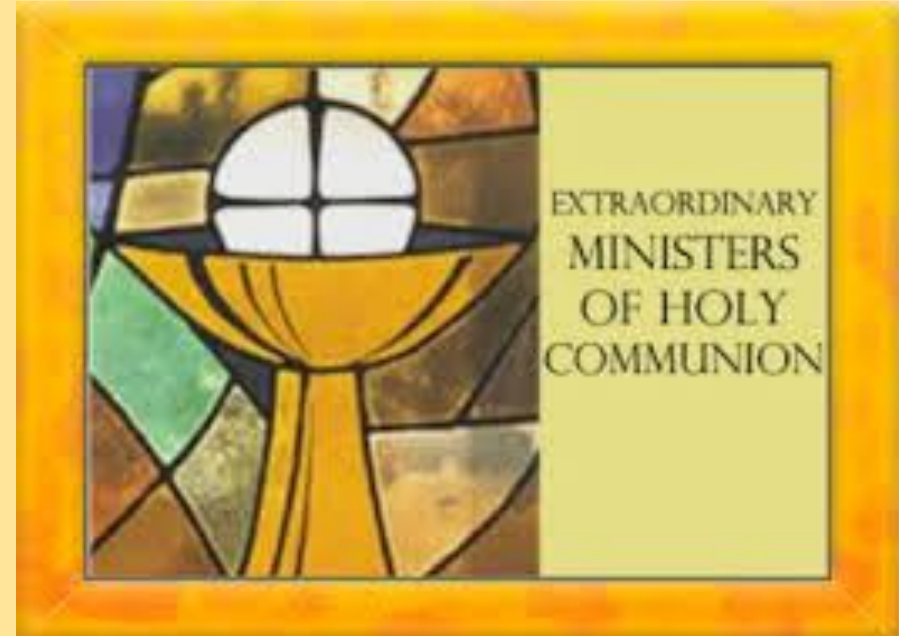


## [Lector Training Video](#)

<https://www.youtube.com/watch?v=k2Bg9OB31k8>

# EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- No such thing as an Extraordinary Eucharistic Minister.
- The layperson who distributes Holy Communion alongside with the priest is called the "Extraordinary Minister of Holy Communion."
- The term "Ordinary" refers to someone who is ordained.



# RATIONALE FOR EXTRAORDINARY MINISTERS - CaNON LAW

**Canon 230 §3:** Laypersons can serve as Extraordinary Ministers of Holy Communion (EMHC) and perform certain duties when needed and when ministers are lacking.

**Canon 910 §1-2:** The ordinary minister of Holy Communion is a bishop, priest, or deacon. EMHCs can be acolytes or other laypersons designated according to Canon 230 §3.

**Redemptionis Sacramentum (2004):** EMHCs should only be used out of true necessity, as their role is supplementary and provisional. Prayers should be offered for more priestly vocations when EMHCs are needed.

**Roman Missal Notes:** EMHCs may assist when ordinary ministers are unavailable due to congregation size or celebrant incapacity. Proper preparation is essential, and the number of EMHCs should be limited to what is necessary for reverent distribution.

**Guidance:** EMHCs must follow the guidance of the diocesan bishop in all matters.<sup>15</sup>

# RATIONALE FOR EXTRAORDINARY MINISTERS - CaNON LAW

- Emphasizes the importance of good formation for ministers.
- Extraordinary ministers of Holy Communion must receive adequate spiritual, theological, and practical training to serve with knowledge and reverence.
- All extraordinary ministers should adhere to the guidance of the diocesan bishop.



## Requirement of a Eucharistic Minister

- be a fully initiated Catholic (have received the sacrament of Confirmation)
- be in good standing with the Catholic Church (i.e., Sacramentally Married if not single, not civilly “remarried” if divorced, etc.)
- be a registered member of your parish.
- be of good moral standing and cultivate devotion to the Holy Eucharist and distinguish yourself by Christian life, faith and morals; striving to be worthy of this great office
- participate regularly in the sacramental life of the church and act as an example to the other faithful by piety and reverence for this Most Holy Sacrament of the Altar
- be at least 16 years old
- be duly instructed
- act as an example to the other faithful by piety and reverence for The Eucharist.



# MANNERS OF LIFE

- Extraordinary Ministers of Holy Communion become "**public persons**" by accepting this ministry.
- Like a priest, they are often evaluated even outside of church.
- Although their role is primarily during liturgy or when bringing Communion to the sick, the title is associated with them at all times.
- Therefore, **they should live a life that reflects the Eucharistic mystery** they are entrusted to handle.

# MANUAL FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- **Preparation for Mass:**
  - Extraordinary Ministers should prepare by meditating on the Mass readings, praying, and regularly participating in the Sacrament of Reconciliation.
  - They should thank God for the opportunity to serve and may use prayers found in the manual's appendix.
- **Scheduling:**
  - The parish secretary assigns ministers to serve at Mass.
  - Inform the office in advance if you are unavailable on certain dates.
  - If unable to attend a scheduled Mass after the schedule is published, it is your responsibility to find a substitute.
- **Coordination with Clergy:**
  - Visiting priests or deacons may take precedence in distributing Communion, even if unannounced.
  - Coordinate with the appropriate number of ministers before Mass and adjust accordingly.

# ATTIRE



## General Guidelines:

- The General Instruction of the Roman Missal suggests "albs or other lawfully approved attire" for ministers, including cassock and surplice for men.

## Parish Practice:

- "Sunday Best" is recommended for Extraordinary Ministers of Holy Communion.
- Attire should reflect respect for the ministry, including proper grooming.
- Suggested attire includes suits, ties, clean trousers, skirts, or slacks with appropriate tops.
- Shoulders should be covered, and skirts should be below the knee.

## Prohibited Attire:

- No jeans or shorts are allowed.
- Avoid wearing distracting jewelry or clothing.

# Distribution of the Body of Christ



## **Guidelines from U.S. Bishops:**

- The only permissible form for distributing Holy Communion is to say "The Body of Christ" for the consecrated bread and "The Blood of Christ" for the consecrated wine.
- No additional words or changes to this formula are allowed.

## **Distribution Process:**

- Hold the consecrated host reverently between yourself and the communicant.
- Look the communicant in the eye, smile, and say, "The Body of Christ."
- Wait for the communicant to say "Amen" before placing the host in their hand or on their tongue, according to their preference.



# Blessing for Non communicants

## **Blessing for Non-Communicants:**

- If someone approaches with arms crossed for a blessing, you may trace the cross on their forehead and say, "Christ's blessing on you."
- Alternatively, to avoid touching the head, place your hand on their shoulder and say, "May God bless you" or "Christ's blessing on you."

## **If You Run Out of Hosts:**

- Ask the next person in line to wait.
- Obtain more hosts from another Extraordinary Minister or the priest.

## **After Distributing the Eucharist:**

- Place your ciborium on the altar or hand it to the priest.
- Step to the side behind the ambo and wait for the tabernacle door to close.
- Bow deeply as the priest genuflects, then return to your pew after his simple bow.

# Distribution of Precious Blood



## **Distribution of the Chalice:**

- Hold the chalice reverently, make eye contact, and say, "The Blood of Christ."
- Wait for the communicant to respond with "Amen" before handing them the chalice.
- Ensure the communicant has a good grip on the chalice before releasing it.

## **Handling the Chalice:**

- Be careful when the communicant returns the chalice; the exchange should be firm but gentle to avoid spills.
- Be particularly vigilant with younger children.
- After the chalice is returned, wipe the area where the communicant drank and turn the chalice a quarter turn.

## **If You Run Out of Precious Blood:**

- Place the purificator over your chalice and step back, or
- Go to the sanctuary, place your chalice and purificator on the altar, and wait for Communion to conclude.

# Intinction of the Blessed Sacrament

- **Intinction refers to dipping the sacred host into the chalice.**
- Only a priest, deacon, or bishop is allowed to perform intinction.
- Communicants are **NOT** permitted to intinct the host themselves or receive the intincted host in their hand.





# Accidents



## Handling Accidents:

- **STAY CALM. DO NOT PANIC** if accidents occur; your reaction will influence parishioners' reactions.

## If the Precious Body is Dropped:

- Pick up the host and consume it yourself.
- If uncomfortable consuming it, hold it until after Communion and then take it directly to the priest.

## If the Precious Blood is Spilled:

- Remain calm and stop serving.
- Place the purificator over the spill and position yourself over it.
- Have another Extraordinary Minister notify the priest for cleanup.

# What do I do if i see someone receive and not consume?

## **Responsibility for the Blessed Sacrament:**

- Defend the Blessed Sacrament from profanation and scandal.
- Alert an usher or address the person directly if necessary.
- Request that they consume the Blessed Sacrament or return it to you.
- Stay until the Sacrament is consumed or returned.
- If in doubt, notify the priest.



# When should I approach the sanctuary?



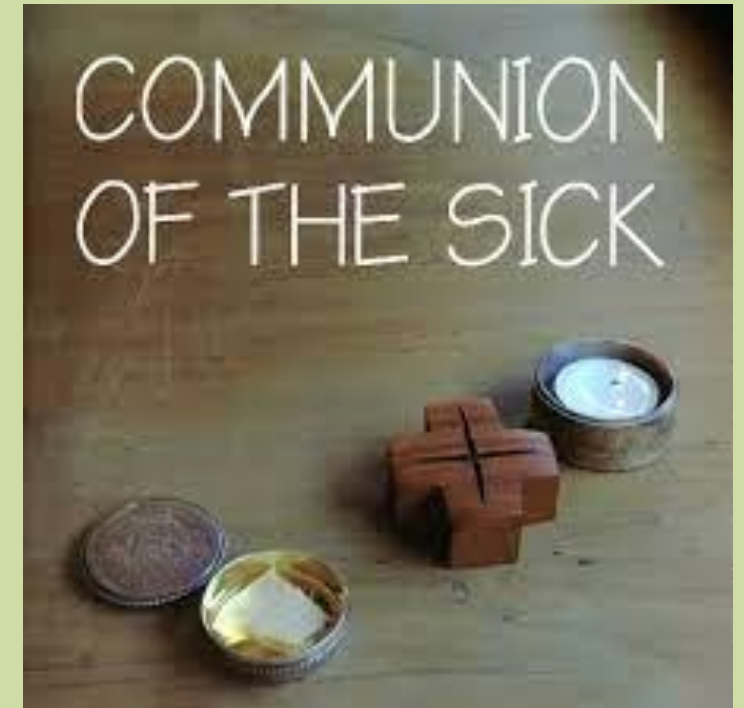
## **Approaching the Altar:**

- Approach the altar after the priest has received from the chalice.
- Wait for a bell indicating it's time to approach.
- If no bell is heard, follow the altar servers lining up for Holy Communion or during the "Lamb of God" song.

# Can I go to the store before bringing holy communion?

## Administering Communion to the Sick:

- When an ordained minister is absent or impeded, a priest, deacon, or Extraordinary Minister should go directly from the place where the Sacrament is reserved to the sick person's home.
- Avoid any profane business to prevent profanation and ensure reverence for the Body of Christ.
- It is improper to go to the tabernacle before Mass to obtain the Blessed Sacrament for a pyx and carry it throughout Mass.
- Always use the prescribed rite for administering Communion to the sick as outlined in the Roman Ritual.



# DSJ Trainings



| <b>Volunteers Roles</b>                | <b>DSJ Safe Environment Training</b>            | <b>Fingerprinting</b> |
|--|---|-----------------------|
| Lectors / Ushers                       | Protecting God's Children                       | Yes                   |
| Eucharistic Ministers                  | Protecting God's Children                       | Yes                   |
| Eucharistic Ministers to the Homebound | Protecting God's Children and Vulnerable Adults | Yes                   |
| Altar Servers Under 18                 | Healthy Relationships 2.0                       | No                    |
| Altar Servers Over 18                  | Protecting God's Children                       | Yes                   |

**Safe Environment Training is mandatory for diocesan clergy, employees and active volunteers working with youth or vulnerable adults. Safe Environment Training must be completed during the employee onboarding process or prior to volunteer participation. Training must be renewed every three (3) years thereafter for all clergy, employees and active volunteers.**

**The [VIRTUS® online training course](#) – Protecting God's Children – provides flexible accessibility and is available in English, Spanish, Vietnamese and Korean languages.**



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