

# **Extraordinary Minister of Holy Communion Sign-in Forms**



***All Saints Catholic Church  
2443 Mt. Vernon Road  
Dunwoody, Georgia 30350***

The contents of this manual were largely obtained from the Archdiocese of Atlanta.

Dear Extraordinary Minister,

Our parish is deeply grateful for your decision to be an Extraordinary Minister. Your service and dedication are important parts of our parish life. It is a privilege to be in the sanctuary as our Savior, Jesus Christ, becomes truly present, body, blood, soul and divinity, just as He was at the Last Supper and Calvary, and therefore Extraordinary Ministers are chosen from those who display a desire for a more intimate union with Our Lord and God, Jesus Christ.

Saint Thomas Aquinas said, "The celebration of the Holy Mass is as valuable as the death of Jesus on the Cross." The primary duty of an Extraordinary Ministers is to assist the priest, as a representative of the people of the parish, in a visible manner, as the mystery of Calvary unfolds on the Altar and to extend His presence in distribution of holy communion to those at mass and those who are unable to attend in person. What an honor to serve our Lord at this most praiseworthy gift of love.

The place of the Extraordinary Minister in liturgical celebrations, and with those who are unable to join us in person, remains one of prominence and distinction. All actions of the Extraordinary Minister are woven from signs and symbols whose meaning is rooted in the works of creation and in human culture, specified by events in the Old Testament and fully revealed in the person and work of Jesus Christ in the Gospels. Accordingly, Extraordinary Ministers have a solemn responsibility to do their assigned duties with dignity and reverence.

The purpose for this manual is to give you direction for distributing communion during our parish masses, and to be a guide to help you in taking communion to those who are unable to be with us in person. Along the way, you will learn most matters concerning the Rite of Communion and many matters concerning liturgical worship. We pray that you will strive to grasp their spiritual meaning.

We remain yours in Christ,

*Msgr. Hugh Marren*  
Reverend Monsignor Hugh M. Marren

*Rev. Dan Rogaczewski*  
Parochial Vicar

*Deacon Ed Krise*  
Deacon Ed Krise

*Deacon Rick Medina*  
Deacon Rick Medina

## **Dress**

Extraordinary ministers should dress in a way that is dignified and shows respect for the Blessed Sacrament and the function they are carrying out. Clothes should be clean and neat, and reflect the importance of the Blessed Sacrament, generally by being more formal. Any clothing that exposes the legs, upper arms, or other inappropriate parts of the anatomy should not be worn, nor should any clothing bearing prominent logos or slogans. Clothing should not be distracting; the focus of the communicant should be on the Blessed Sacrament, not on the person or his/her dress.

## **Actions before Mass**

There is no formal scheduling for extraordinary ministers who serve during weekend masses. The exact number of ordinary ministers of Holy Communion (i.e. priest and deacons) celebrating mass determines the number of extraordinary ministers that are needed for each mass. For most masses, a priest and deacon serve as ordinary ministers; therefore four (4) EMHC are need for all weekend masses, with the exception of the Sunday 10:30am mass which requires 11 EMHC.

Upon arrival to the church (20 minutes early), all extraordinary ministers attending mass should review the EMHC Sign-in Book (located on the center round table in the narthex) to determine if they are needed to serve. If needed, the EMHC should sign-in to serve at that mass. Serving as an extraordinary minister is offered to those who arrive to mass first. Extraordinary ministers are encouraged to assume the role and sign-up without hesitation. The Usher will review the book 5 minutes prior to the start of mass and (in what should be rare situations) inform the lector if additional extraordinary ministers are need. Extraordinary ministers already seated, but not signed up should immediately proceed to the narthex and sign-in. The intent is to prevent the need for the usher to signal the need for extraordinary ministers during the Liturgy of the Eucharist. Please be proactive in signing-up upon arrival to church.

Once all spaces for the given mass have been filled, no more extraordinary ministers are needed (for that mass). Once mass begins and the number of ordinary ministers is apparent, the number of extraordinary ministers who distribute Holy Communion may need to be increased or decreased accordingly. It is best to determine how many celebrants will be participating before mass begins. It is important to arrive at the church 20 minutes early, not only to sign-in but to also prayerfully prepare for serving as an extraordinary minister. The extraordinary minister who signs in on the line designated as EMHC #1 servers as the team leader and is responsible for helping the usher identify additional EMHC, determining the number of ordinary ministers present, adjusting the number of EMHC needed, completing the EMHC Sign-in and Assessment form, and providing feedback to other extraordinary ministers after mass.

## **Actions during the Mass**

During the mass, the extraordinary minister sits with their family and the rest of the faithful, and should participate fully in the mass, listening to the readings, and joining the community in prayer. If possible, extraordinary ministers should sit in the front pews and close to the aisle as a way to easily move to position prior to approaching the altar.

## **Approaching the Altar**

Extraordinary ministers should line up in two lines (hands in prayer formation) in front of the altar (just after the offering of peace and before the Lamb of God). They are not to approach the altar until after all of the priests and deacons have received both species of communion. Immediately after the priest(s) and deacons have consumed Holy Communion, the extraordinary ministers will reverence the altar with a profound bow (30 degree bending of the torso) and walk to their position behind the altar. There is no

need to wait for a single from the priest to approach the altar. The path taken should be around the outer edge of the sanctuary; extraordinary ministers should step-up to the sanctuary from behind the ambo (left side) and lectern (right side) of the altar. Extraordinary ministers should stand shoulder-to-shoulder behind the altar facing the congregation.

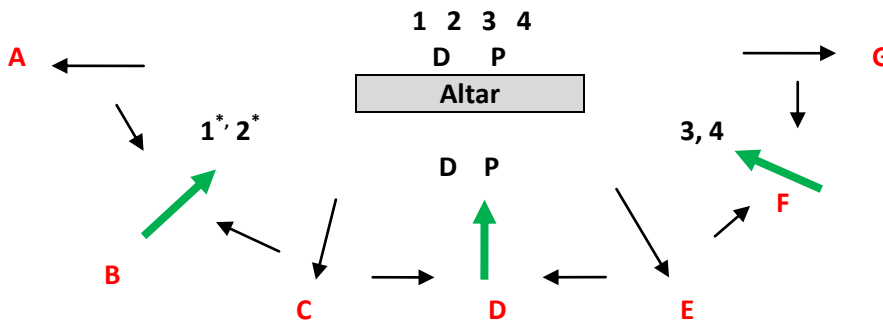
**Receiving Holy Communion when 1 Species is offered**

Extraordinary ministers should remain in a line standing shoulder-to-shoulder to receive Holy Communion. The priest will distribute Holy Communion by starting on his left (EMHC position #1) while facing the line of 4 or (in the absence of a deacon) 5 extraordinary ministers.

Receiving a Vessel when 1 Species is Offered

Once the priest finish distributing the sacred body, the priest (and deacon) will hand a ciboria to each of the extraordinary ministers. The priest will begin at the right of the line (position 3 and 4) while the deacon will begin from the left of the line (position 1 and 2). Once all of the extraordinary ministers have received a ciboria (along with the priest and deacon), they should move in unison to their position around the edge of the sanctuary (figure 1). Extraordinary ministers should know where their station is before mass. Extraordinary ministers should only step down off the sanctuary (to distribute Holy Communion) if the priest steps down to administer Holy Communion. The figures below illustrate the locations where priests, deacons, and extraordinary ministers should stand to distribute Holy Communion when 1 species is offered.

Figure 1: Positions for ministers of HC when 1 species is offered (e.g. 5pm, 8:45am) masses.



Upon request by the usher, and after finishing the distribution of communion at their assigned location on the altar, the extraordinary minister assigned to position 1\* will be escorted by an usher to the back of church and administer communion those unable to approach the altar. The lead usher will designate a peer usher to escort the extraordinary minister. If an usher is no available, the extraordinary minister should proceed on their own. The path taken is by exiting the sanctuary at aisle A and proceeding to the back of church and then around the back to the center aisle. Upon arrival to the back of church, an usher will identify individuals who requested communion while seated. The return path for the altar server and extraordinary minister is down the center aisle (D), reverence the altar (simple bow), then onto the sanctuary from behind the ambo.

Note:

1. When only 1 priest is celebrating mass and there is no deacon present, then a 5<sup>th</sup> extraordinary minister is needed. The extraordinary minister in position 5 assumes the location normally occupied by the deacon to distribute communion.
2. When 1 species is distributed AND 2 priest are celebrating the mass, the deacon moves to position 2\*, and extraordinary minister assigned to position 2 remains seated in the pew.
3. Every effort should be made prior to mass to make the necessary adjustments to the number of EMHC needed based on the number of ordinary ministers celebrating the mass.
4. During the Sunday 5:00pm mass, it is necessary (due to the Lifeteen band) that EMHC assigned to position 3 step down from the sanctuary and stand in front of the first row of pews.
5. It is never appropriate for an extraordinary minister to obtain hosts from the tabernacle.

### Receiving Holy Communion when 2 Species are offered

Extraordinary ministers should remain in a line standing shoulder-to-shoulder to receive Holy Communion. The priest will distribute Holy Communion by starting on his left (EMHC position #1) while facing the line of 11 extraordinary ministers. When both species are offered (e.g. Sunday 10:30am mass), then the deacon will follow the priest and offer the precious blood to the extraordinary ministers.

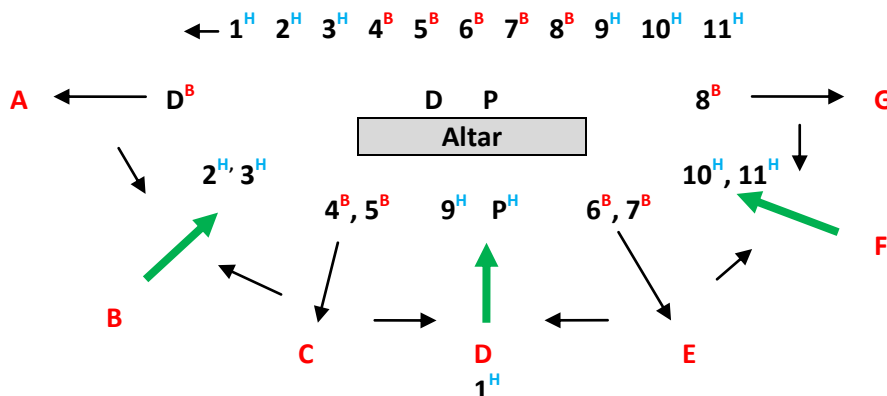
#### Receiving a Vessel when 2 Species are Offered

Once the priest and deacon finish distributing the sacred body and precious blood, the priest and deacon will hand a ciboria or cup to each of the extraordinary ministers.

1. The priest will begin at the left of the line (EMHC position 1) and hand a ciboria to extraordinary ministers in positions 1, 2, and 3, and a cup to those in position 4 and 5.
2. The deacon will begin from the right of the line (EMHC position 11) and hand a cup to the extraordinary ministers in position 6, 7, and 8, and a ciboria to those in position 9, 10, and 11.
3. The priest will obtain the pyx containing gluten-free host from the altar, extraordinary should not obtain this pyx from the altar.

Once all of the extraordinary ministers have received a ciboria, they will all move together-in unison with the priest and deacon-to their assigned position around the edge of the sanctuary (figure 2). Extraordinary ministers should know where their station is before mass. Extraordinary ministers should only step down off the sanctuary (to distribute Holy Communion) if the priest steps down to administer Holy Communion.

Figure 2: Positions for ministers of HC when 2 species are offered (e.g. weekend 10:30am mass).



During the Sunday 10:30am mass, an extraordinary minister will always go to the back of church to distribute communion. As all the extraordinary ministers begin to walk to their position on the altar, the extraordinary minister in position 1 will be immediately be escorted by an usher to (and from) the back of church. The lead usher will designate a peer usher to escort the extraordinary minister. If an usher is not available, the extraordinary minister should proceed on their own. The path taken is by exiting the sanctuary at aisle A and proceeding to the back of church and then around the back to the center aisle. Upon arrival to the back of church, the extraordinary minister should stand between the last two pews and administer communion to those seated in the cry room and standing in the back of church. Prior to returning to the altar, the usher will direct the extraordinary minister to individuals who requested communion while seated. The return path for the altar server and extraordinary minister is down the center aisle (D), reverence the altar (simple bow), then onto the sanctuary from behind the ambo.

Notes:

1. When both species are distributed and only 1 priest is celebrating mass, and the deacon is absent, then a 12<sup>th</sup> extraordinary minister is needed. The extraordinary minister in position 5 assumes the location normally occupied by the deacon to distribute the precious blood.
2. When both species are distributed AND 2 priest are celebrating mass, the extraordinary ministers assigned to 9<sup>H</sup> remains seated in the pew.
3. Every effort should be made prior to mass to make the necessary adjustments to the number of EMHC needed based on the number of ordinary ministers celebrating the mass.
4. The priest will obtain the pyx containing gluten-free host from the altar, extraordinary should not obtain this pyx from the altar.
5. The precious blood should never leave the altar. Do not take the cup to those seated in the pews. Communicants must approach the altar to receive the precious blood.
6. It is never appropriate for an extraordinary minister to obtain the sacred body from the tabernacle.

Notes:

1. Only one species is offered on Holy Days of Obligation and other Holy Days. A one page form is used for EMHC to sign-in when serving. Below is a list of the Holy Days where one species is offered and 4 EMHC are needed. EMHC are asked to use a sign-in form (located in the sign-in book) to indicate their intention to serve during the mass they attend.

The Feast of Mary, the Mother of God (January 1)	Ascension Thursday (40 days after Easter)
Ash Wednesday (date varies)	Assumption of the Blessed Virgin Mary (Aug 15)
Holy Thursday (date varies)	All Saints Day (November 1)
Good Friday (date varies)	Feast of the Immaculate Conception (December 8)
Holy Saturday Vigil (date varies)**	Christmas (December 25)

2. Due to the small gathering of communicants on weekday and holiday (Memorial day, Fourth of July, Labor Day, Thanksgiving Day, masses, extraordinary ministers do not need to sign-in. Instead, they are asked to assess the need during mass by observing how many ciboria the priest uses during mass. The number of ciboria (minus 1 for the priest) determines the number of extraordinary ministers needed at mass.

**Extraordinary Minister Sign-in and Assessment form**

Sat/Sun Date: \_\_\_\_\_

**Saturday 5:00pm Weekend Mass**

Priest		Deacon	
EMHC #1*		EMHC #3	
EMHC #2		EMHC #4	
Priest #2		EMHC #5	

Assessment Notes: EMHC #1\* to document deviations from procedures

**Sunday 7::30am Weekend Mass**

Priest		Deacon	
EMHC #1*		EMHC #3	
EMHC #2		EMHC #4	
Priest #2		EMHC #5	

Assessment Notes: EMHC #1\* to document deviations from procedures

**Sunday 8::45am Weekend Mass**

Priest		Deacon	
EMHC #1*		EMHC #3	
EMHC #2		EMHC #4	
Priest #		EMHC #5	

Assessment Notes: EMHC #1\* to document deviations from procedures

**Home Bound Extraordinary Ministers**

Location 1*		Location 8	
Location 2		Location 9	
Location 3		Location 10	
Location 4		Location 11	
Location 5		Location 12	
Location 6		Location 13	
Location 7		Location 14	

The number of EMHC need to serve the homebound varies each week.

**Extraordinary Minister Sign-in and Assessment form**

Sat/Sun Date: \_\_\_\_\_

Sunday 10:30am Weekend Mass			
Priest		Deacon	
EMHC #1*		EMHC #7	
EMHC #2		EMHC #8	
EMHC #3		EMHC #9	
EMHC #4		EMHC #10	
EMHC #5		EMHC #11	
EMHC #6			
Priest #2		EMHC #12	
Assessment Notes: EMHC #1* to document deviations from procedures			
Sunday 12::15pm Weekend Mass			
Priest		Deacon	
EMHC #1*		EMHC #3	
EMHC #2		EMHC #4	
Priest #2		EMHC #5	
Assessment Notes: EMHC #1* to document deviations from procedures			
Sunday 5::00pm Weekend Mass			
Priest		Deacon	
EMHC #1*		EMHC #3	
EMHC #2		EMHC #4	
Priest #2		EMHC #5	
Assessment Notes: EMHC #1* to document deviations from procedures			



**Extraordinary Minister Sign-in and Assessment form**

**Holy Day Date:** \_\_\_\_\_

Use this section when 1 species is offered			
Priest		Deacon	
EMHC #1*		EMHC #3	
EMHC #2		EMHC #4	
Priest #2		EMHC #5	
Assessment Notes: EMHC #1* to document deviations from procedures			
Use this section when both species are offered			
Priest		Deacon	
EMHC #1*		EMHC #7	
EMHC #2		EMHC #8	
EMHC #3		EMHC #9	
EMHC #4		EMHC #10	
EMHC #5		EMHC #11	
EMHC #6			
Priest #2		EMHC #12	
Assessment Notes: EMHC #1* to document deviations from procedures			