**HOLY FAMILY CHURCH**

**Flushing, New York**

**EXTRAORDINARY MINISTERS OF HOLY COMMUNION [EMHC]: PROCEDURES FOR SERVING AT HOLY MASS**

**SCHEDULE**

            The Extraordinary Ministers of Holy Communion schedule will be published at least TWO weeks in advance by the schedule maker, who will also provide a contact list to all the EMHC ministers. At present, Extraordinary Ministers of Holy Communion are assigned to the Mass of their choice. If your choice changes, you must notify the schedule maker.

            It is the responsibility of the Extraordinary Minister of Holy Communion to find a replacement if he/she is unable to serve. Every EMHC should be prepared to serve at any Mass they attend.

**DRESS CODE**

            Extraordinary Ministers of Holy Communion must dress in a manner consistent with the dignity of the service they offer. Please always be mindful that you are handling the Eucharist. Please carefully read and observe the following dress code if you are assisting at Holy Mass as an Extraordinary Minister of Holy Communion. We ask that all those serving in liturgical ministries to come to church dressed in a way that makes one prepared to serve, even when not scheduled, so as to be able to serve if needed. Modest and respectful dress is the norm to be observed. The Church is air conditioned so that all the faithful will be comfortable in dressing appropriately for Holy Mass. The dress code may require a person to dress for Mass differently than he or she might for the rest of the day. We kindly ask that you make this special effort as a part of your public service in the sanctuary and out of respect for assisting with the distribution of Holy Communion.

*DRESS CODE FOR WOMEN:*

·Dresses (at least knee-length) or Suits.

·Blouses/tops and skirts (at least knee-length) or full-length slacks.

·Nice shoes with socks or hose.

\*No short skirts, low cut tops, tight clothing of any kind, shorts, halter tops or play clothes.  Capri pants are also not appropriate as the length and casual style vary by make. No slits in the skirt. Backs, midriffs and shoulders are to be covered. No athletic shoes or flip flops. Please wear a shrug, sweater or jacket over sleeveless attire.

*DRESS CODE FOR MEN:*

·Suits with collared dress shirt and tie or sport coat and tie are optimum.

·Collared dress shirt and dress slacks with business casual shoes and socks as a minimum.

\*No jeans, shorts, Tee-shirts, sports uniforms, athletic shoes.

*Dress Code for Weekday Masses*

            The dignity of the service being offered by the Extraordinary Minister of Holy Communion remains the same for all Masses (for instance, the priest vests the same at all Masses). Therefore, the minimum of “business casual” provided above (shirts/blouses with collars, full length slacks, nice shoes, etc.) worn with modesty and respect remain the standard to follow for all service in the Sanctuary.

**PRIOR TO THE MASS**

            Extraordinary Ministers of Holy Communion should report to the sacristy for their scheduled Mass at least TEN minutes before the beginning of their assigned Mass. At this point, EMHCs should choose stations for the distribution of Holy Communion. Please refrain from discussions regarding choosing the stations when you are on the Altar. There are FOUR stations for the distribution of Holy Communion: TWO at the front of the Altar in the center aisle and TWO in the center aisle at the Break.

            Special Note: When serving at a Mass where the Adult Choir is singing, one of the TWO EMHCs serving at the Break should first proceed to the Choir Loft to distribute Holy Communion to the Choir, and then return to the Break.

            Extraordinary Ministers of Holy Communion should be in the Opening Procession of the Mass after the Lector and Cross bearer. EMHCs should stop at the First Pew on the Right (facing the Altar), bow, and then move into the pew leaving room for the Lector.

**DISTRIBUTION OF HOLY COMMUNION**

            After the Sign of Peace, the Extraordinary Ministers of Holy Communion should proceed to the Altar, stepping back from the Altar until the Celebrant has received Holy Communion. Then, approach the Altar to receive Holy Communion.

            After receiving Holy Communion, the Celebrant usually will give you the Ciborium and you should proceed to your station. The EMHC, if asked, is allowed to help the Celebrant by opening the Tabernacle and bringing the Ciborium to the Altar.

            Usually, the Celebrant will distribute Holy Communion to the physically challenged sitting in the first pew, but should he choose another station, the EMHC should go to those in the first pew and not wait for them to come to the EMHC.

            A Consecrated Host is held up at the recipient's eye level and the pronouncement "The Body of Christ" is made by the Extraordinary Minister of Holy Communion. You should pause waiting for the response "Amen" and if not forthcoming just place the Hose in their cupped hand or mouth. Do not attempt to correct the recipient. The recipient should approach with their hands cupped if receiving in the hand, otherwise the Host should be placed on their tongue. *If a person approaches with his or her arms crossed on their chest, it indicates that they are not receiving Holy Communion.*

            When you have finished the distribution of Holy Communion in your Line, pause to see if anyone will come over to you. If not, check your companion's Ciborium to see if they have enough Hosts to finish their line before leaving your station to return to the Altar. Place the Ciborium in the center of the Altar (Altar Stone) or hand it to the Celebrant, bow or genuflect to the Altar and return to your seat.

            Special Note: One EMHC may take the Ciborium from another EMHC and bring them to the Altar. Do not combine the Ciboria as you bring them to the Altar. If asked, you can help the Celebrant to consolidate the Ciboria, return them to the Tabernacle, and then bow or genuflect to the Tabernacle, close and lock the Tabernacle and if it is the last Mass (Saturday, 5:00 PM, Sunday, 12:00 Noon or 5:00PM) remove the key from the Tabernacle and place it on the Altar, and then return to your seat.

**PROCESSION AT THE END OF MASS**

After the Cross Bearer has taken his/her position in the center aisle, the Lector and the Extraordinary Ministers of Holy Communion should exit the pew and face the Altar. Bow with the Celebrant, and then turn and process out to the rear of the Church. ***Please refrain from greeting people as you process out to the rear of the church.***

**PROCEDURES FOR TAKING HOLY COMMUNION TO THE HOMEBOUND AT THE 10:30 AM AND 12:00 NOON SUNDAY MASSES**

            Leave the Pyx on the Altar and inform the Celebrant as to the number of Consecrated Hosts you need. ***Please DO NOT bring the Pyx when you come to receive Holy Communion during the distribution of Holy Communion.***

After the PRAYER AFTER COMMUNION, Extraordinary Ministers of Holy Communion who are bringing Holy Communion to the Sick and Homebound will go up to the base of the Sanctuary, stand facing the Altar. One of them would go up and take the Pyxes from the Altar and give it to the other EMHCs standing at the base of the Sanctuary. The Celebrant will give them a Blessing, and will Dismiss them, and then they will go directly to their Communion call. They DO NOT wait for the Closing Blessing and Dismissal.

***PLEASE REMEMBER: ON WEEKDAYS OR SUNDAYS, IF YOU ARE BRINGING HOLY COMMUNION TO THE SICK AND HOMEBOUND, AFTER RECEIVING/TAKING THE PYX CONTAINING HOLY COMMUNION, PLEASE GO DIRECTLY TO YOUR COMMUNION CALL. PLEASE DO NOT ENGAGE IN CONVERSATION OR DO ERRANDS ONTHE WAY TO THE COMMUNION CALL. THANK YOU.***