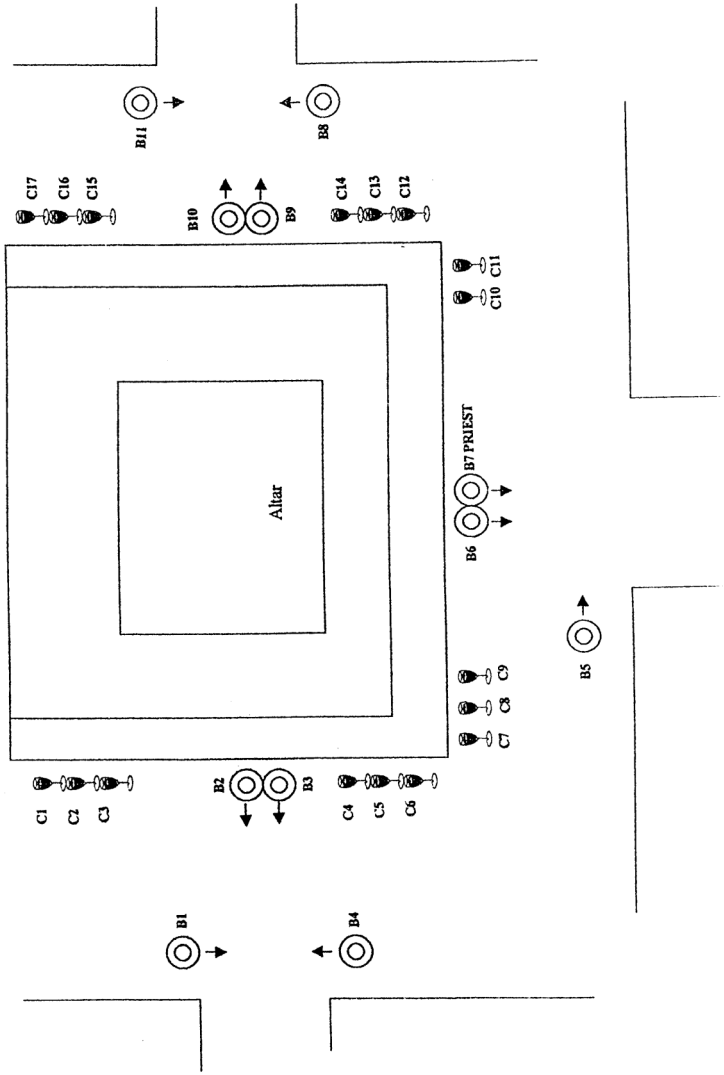


Transfiguration
Catholic Church

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

November 2011

SPECIAL MINISTERS OF THE EUCHARIST

OVERVIEW

The communion into which Jesus invites us is a personal communion, a communion of persons. It is your ministry to make this moment as personal as possible.

A primary qualification for Extraordinary Ministers of the Eucharist is that they be interested in, caring about, and at ease with other people -- without regard for status in the community or for distinctions of class, sex, age, or race. All who gather at the table of the Lord do so as sisters and brothers in the Lord, and must be welcomed there as such. The Minister should also be already visible in the parish community making Christ present through other ministries.

Develop a devotion to the Eucharistic presence of Christ, knowing the Christ of the Eucharist, not just knowing *about* the Eucharist. Educate yourself about the practice of celebrating Eucharist -- its several aspects: memorial, sign of unity, sacrifice, meal, thanksgiving.

Extraordinary Ministers of the Eucharist are exercising the role of hosts and servants at the Eucharistic Banquet, so full participation in the celebration is necessary. Sing with the people -- Pray with the people -- Worship with the people. If on a particular day, you don't feel like participating fully, decline to serve.

2. Purifying Cups.

(a & b will be done in the Chapel)

a. Partially fill the cup with water and rotate to rinse out the cup.

b. After consuming the water, wipe the interior of the cup with a purificator

c. **Please wash your hands after Vessel Purification in the Chapel.**

c. Spray the cup with soap solution in orange spray bottles in the sacristy. Then rinse in water found in basin in sacristy OR you may have soapy water in the basin and rinse the cups in the sink and then dry. Then wipe with flour sack towel.

Take special care to remove all finger prints and stains.

e. Place the purificator UNFOLDED, in the cleaning basket, in the sacristy.

d. Place your chalice on the Credence Table after the 8:00 a.m., 10:00 a.m. & Noon Masses. After the 5:00 p.m. & 6:00 p.m. Masses, please leave the Chalices in the Work Sacristy.

Post-Distribution Procedures

Go to the Chapel immediately after serving to consume the leftover Sacred Body of Christ and Precious Blood. Quiet reverence should be observed while in the chapel and especially when consuming. After all the Sacred Body of Christ and Precious Blood have been consumed, you will then proceed immediately to purify and cleanse the plates and cups in the Chapel. If you cannot commit to do this, please speak with the Director of Liturgy. **ALL** ministers must remain in the Chapel until all the Sacred Body of Christ and the Precious Blood have been consumed.

PURIFYING VESSELS PROCEDURES

Purifying and cleaning is done with a reverent attitude and silence. A Welcoming Minister should be stationed at the door to ensure that only respectful entry is allowed.

1. Purifying Plates.

   (a & b will be done in Chapel)

   a. With your fingers, brush all crumbs into cups. These will be consumed after water has been added to the cup.
   b. Wipe the plate with a purificator and then place the purificator in the cleaning basket, when you get into the Work Sacristy.
   c. Spray the plate with alcohol (found in the spray bottle) And then dry with paper towels. Please leave the plates in the Sacristy.

Pre-distribution Procedures

1. Appearance: Your behavior and dress should be reasonable. Dress as if you were going to a party. This does not necessarily mean coat and tie, or skirt, but does exclude jeans, halters, shorts, cut-offs, dirty or ragged sneakers, sweat clothes/jogging outfits, or shirts/sweaters with messages on them. Females straps on dresses or tops must cover shoulder. No spaghetti straps!

2. Scheduling: You will receive an e-mail with your schedule. During that period you will be scheduled to serve 3 or 4 times. You can also view your schedule on our website: www.transfiguration.com . The Masses you will be scheduled for are based upon the Mass time preferences you indicated on your sign up form. If your Mass attendance shifts to a different time, notify the Liturgy Department either via e-mail, website or phone so that future schedules can be adjusted.

3. Attendance: You are expected to serve when scheduled. If you cannot attend when scheduled, you are expected to get a substitute. Substitute contact information can also be found on the website. You will be issued a password to access that information. Please notify the Liturgy Department via e-mail (kmontag@transfiguration.com) with your name, your substitute and Mass time. If you cannot get a substitute, or in an extreme emergency notify the Liturgy Administrator at 770-977-1442, (after hours, enter extension 117 for voice mail). Repeated absences without obtaining a substitute or notifying the parish office will be taken as an indication that you are no longer interested in this ministry, and you will be removed from this ministry.

4. Roll Call. Check in with the Mass Coordinator (they're the ones with the clipboard in the foyer) prior to 15 minutes before Mass. You will be assigned a communion station number. Please be careful to memorize your assigned location! If you are late, you will be replaced and reported as absent. If you are not scheduled, you can check in with the Mass Coordinator at 10-15 minutes before Mass to see if a substitute is needed.

5. You will be given a wallet-sized cheat-sheet that indicates line-up positions and distribution stations. Please keep this card with you at all times so that you can remember the locations of both. There is also a duplicate layout posted in the work sacristy.

6. Hygiene. Please be sure to wash your hands with hand sanitizer (provided) prior to reporting to your station. When you are distributing, particularly with people who receive the host on their tongue, you are placing your hand right under their nose! Please avoid wearing perfume/cologne as many people are sensitive to these.

7. Place. After roll call, Ministers are to be seated among members of the community.

8. Approaching the Table. As soon as the Sign of Peace begins, you will line up on either side of the Altar. The Altar Servers will be first and you should line up behind them in the correct position. On the Font side; Novice Server, Sacramentary Server then Cup 7, 8, 9, Bread 5, 6, 1, 2, 3, 4... then
Cups 1, 2, 3, 4, 5, 6. On the Tabernacle side; Table Servers then Cups 10, 11, Bread 8, 9, 10, 11, Servant Bread, then Cups 17, 16, 15, 14, 13, 12, and Servant Cup. All cup ministers should pick up their purificator from the Credence Table or one of the Mass Coordinators before taking their place in line. Please leave adequate space between one another. Once in line, there should be no talking.

9. Communication of Extraordinary Ministers. After the Priest communes, the Priest and Deacon/DC will step down to distribute the Sacred Body of Christ to the Altar Servers and the Extraordinary Ministers. When they return to the Altar area, you will step up to the Altar to receive the Precious Blood from the Priest or the Deacon/DC or Extraordinary Minister of Holy Communion. After you've communed they will hand you a plate or cup. Proceed to the step above your assigned station.

10. Stepping down to begin service. The Bread Ministers will signal when it is time to step down and serve. They will not begin service until there is at least one Cup Minister to serve with them. After a Bread and Cup have stepped down to begin service, all subsequent Ministers will begin service as soon as they reach their assigned station.

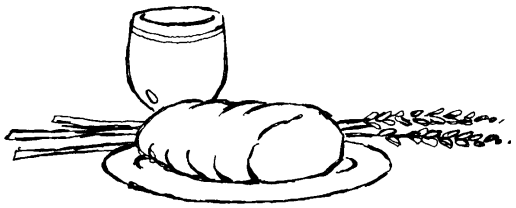
wipe the cup after each drink. Then rotate the cup one quarter turn to a new drinking position.

Wiping the cup with a purificator is not a symbolic action but is to clean the edge of the cup for sanitary reasons. Do not unfold the purificator -- otherwise the cloth is more visible than the Precious Blood itself. The purificator should hang over your index finger and be held under the cup. Communion by intinction (dipping Sacred Body of Christ into the Precious Blood) is not normative to be the Lord's command to "Take and eat" and separately "Take and drink." It is appropriate for the priest to advise the parish that we do not practice intinction, but you are to overlook the intinction in order to preclude embarrassment of the Communicant. If there is intinction, advise the priest after the Mass.

When a cup is exhausted (1/2 inch of Precious Blood left), you are finished serving.

If service is essentially completed, take the cup, covered by a purificator, not stuffed, to the Chapel and consume the remaining Precious Blood.

Never leave your Communion station without looking carefully to see that all in your section have been served, or without a glance in the immediate area to ensure the Precious Blood has not been spilled. In the event of a spill, traffic at that one point is stopped immediately so that the Cup Minister may clean the floor with a purificator. If the spill is major, the Precious Blood is diluted by water and absorbed by a purificator or a cotton towel this will be handled by the Mass Coordinator or one of their assistants. The purificator or towel is then taken to the Work Sacristy and placed in the purificator cleaning basket. Obtain a fresh purificator and continue serving.



When your service is ended and if you still have many Hosts on your plate, turn to the Deacon or DC at the altar to see if additional Hosts are needed at other stations, **DO NOT STEP ON TO THE ALTAR OR WALK BEHIND OR IN FRONT OF THE OTHER MINISTERS**. Do not stand beside Ministers still serving, i.e., do not increase the number of Communion stations. Should the Ministers still serving run out of the Sacred Body of Christ, you will turn to the Deacon or DC on the Altar to replenish your supply. If unneeded, take your plate to the Chapel and consume the remaining Sacred Body of Christ.

If all stations run out of the Sacred Body of Christ and the tabernacle is exhausted, the Presider will consecrate more Bread. Distribution of Communion will pause during the consecration.

CUP MINISTERS

Stand far enough away from the Bread Ministers to avoid congestion -- at least four feet. Cups 1 and 17 should be serving in front of the altar server stooll.

Hold the Precious Blood at eye level midpoint between you and the Communicant. Look the person in the eye and proclaim clearly, "The Blood of Christ". Speak to that person -- not to the air or to the cup. Never use their names unless you are at a gathering where you know the name of every person present. Allow the person time to say "Amen!" before moving the cup toward him or her. (Spanish "La Sangre de Cristo" or other language may be used if understood by the Communicant.) You may say "Amen" if the Communicant fails to. You are not the dispenser of God's gifts, but the sharer. "Receive the Blood of Christ" or other presentation is not appropriate. This is not a time for timidity. Keep your voice level loud enough for the Communicant to hear but not so loud as to distract those receiving from other ministers. Try to keep focused, in spite of the repetition, on each statement of "The Blood of Christ" as an expression of faith.

Present the Precious Blood in such a way that Communicants can easily take the cup into their own hands. Although care is necessary for very young people, do not hang on to the cup, or bend it over. Make sure you have a purificator (cloth only -- paper towels are always forbidden) to

DISTRIBUTION PROCEDURES

An important principle for Extraordinary Ministers of the Eucharist is do not rush. Communicate reverence and dignity at all times without being artificially stiff. Don't draw attention to yourself by dramatic or hurried movements.

This is not a ministry for efficiency experts, nor for those who are unable to look another in the eye with comfort or to touch another person with ease. Nothing is more important in this ministry than the ability to focus your attention on the person to whom you are ministering. The meeting of Minister and Communicant is only for a moment. If you are looking down the approaching line or scanning the congregation instead of giving full attention to the person before you, half the value of the encounter will be lost. You must be able to disregard everything and everyone else in that moment, to look at the Communicant before you with undivided attention. The look should be one of warmth and friendliness. You are greeting a brother or sister in Christ. Be relaxed. Smile!

Refuse no one. If you suspect that a person has never received Communion before, try to remember their face and consult the priest immediately after the Mass.

Do not show by your facial or bodily expression any sign of disappointment or rejection if people pass you by. Some people still prefer an ordained minister. Also, no one is obliged to partake of both species.

Do not take Communion to someone confined to their seat; that is a job for the Mass Coordinator and their designated assistants.

Communion cannot be given to someone to take to a homebound person. Communion to the sick is handled through our Ministry of Caring. Have them contact the parish office and arrangements will be made.

Bread Ministers

Bread #'s 1, 4, 5, 8 & 11 (by the chairs or pew) BE SURE you stand **back from the aisle a distance equal to three chair widths and as close to the chairs as possible so the people have room to move to the cups** and can move freely for receiving Communion.

If a worshipper approaches you carrying a small child or if an adult approaches with their arms crossed over their chest (or some other posture that indicates that they do not intend to receive communion), you need to bless them. This is done by making the sign of the cross on their forehead or placing your hand on their forehead or shoulder and saying, "God bless you".

If you are in doubt about distributing the Eucharist to a child in line, ask the parent if the child can receive Eucharist.

Pick up a piece of the Sacred Body of Christ and hold it at eye level, midpoint between you and the Communicant to permit a clear choice by the Communicant for Communion on the tongue or in the hand. Look the person in the eye and proclaim clearly, "The Body of Christ". Speak to that person -- not to the air or to the Host. Never use their names unless you are at a gathering where you know the name of every person present. Allow the person time to say "Amen!" before moving the Bread toward him or her. (Spanish "El Cuerpo de Cristo" or other language may be used if understood by the Communicant.) You may say "Amen" if the communicant fails to.

You are not the dispenser of God's gifts, but the sharer. "Receive the Body of Christ" or other presentation is not appropriate. This is not a time for timidity. Keep your voice level loud enough for the Communicant to hear but not so loud as to distract those receiving from other ministers. Try to keep focused, in spite of the repetition, on each statement of "The Body of Christ" as an expression of faith.

Allow the Communicant the opportunity to indicate the manner in which he or she wishes to receive. Respect each Communicant's wish regarding receiving the Sacred Body Of Christ in the hand or on the tongue.

1. For Communion on the tongue, accommodate the Communicant's needs with dexterity, taking care to place the Sacred Body of Christ on the tongue without touching the tongue or mouth with your fingers.
2. For Communion in the hand, lower the Sacred Body of Christ and position it firmly into the cupped hands of the Communicant.
3. When communicating small children, please DO NOT crouch down to serve them. Instead, bend at the waist and present the Sacred Body or the Precious Blood midway between both of you, having direct eye contact.

Watch each communicant! If the communicant does not consume the Sacred Body of Christ and begins to move away, you should step forward, place your hand gently on the communicant's arm and ask, "Will you please consume the Host now?" If the communicant seems hesitant or confused, ask, "Will you please eat the Bread now?" If the communicant still does not consume it, ask, "Will you please return the Bread to me?" If the communicant refuses to consume or return the Sacred Body of Christ and leaves, signal the Mass Coordinator to handle the situation.

If you drop the Sacred Body of Christ, pick it up immediately and eat it yourself. If the Sacred Body of Christ has been "contaminated" in some way, place it on the edge of your plate and notify the Deacon or Mass Coordinator when you are finished serving. They will use the proper procedure for disposal. We do NOT just throw away consecrated bread that cannot be consumed.

Never leave your Communion station without looking carefully in the immediate area to ensure the Sacred Body of Christ has not been dropped on the floor.