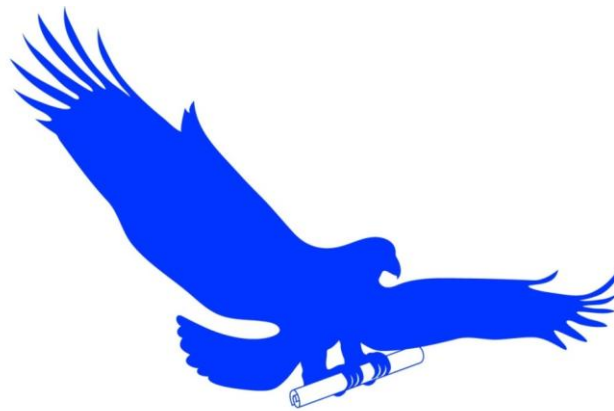




**GUIDELINES and PROTOCOLS for
EXTRAORDINARY MINISTERS OF THE EUCHARIST
Serving the HOMEBOUND and CARE FACILITIES**



SAINT JOHN *the* EVANGELIST
CATHOLIC CHURCH



Dear Extraordinary Ministers of the Eucharist,

It is with great pleasure that I present to you the new Extraordinary Ministers of the Eucharist Handbook. This work is the fruit of much collaboration with the leaders who help organize this invaluable ministry to the People of God. Your participation is crucial and gives witness as you reach out to others with the Real Presence of the Lord. There is such a high dignity in the apostolate in which you share. I cannot think of any greater gift than for one to take Christ and gift him to others. Those who come to our church or those who are housebound or in nursing homes or in hospitals, witness you, a person of love and service, giving them that greatest gift ever – Jesus.

This Handbook offers a comprehensive overview to what is involved in this wonderful ministry. It offers helpful suggestions to assist you. The love and care that is shown in your ministry helps to bring us all together as the Body of Christ. It is my hope that all of us can work together collaboratively to make our ministry evermore fruitful.

With gratitude, I assure you of my prayers and good wishes as we continue together to serve the Lord.

Sincerely in Christ,

Fr. John J. Ludden
Pastor

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ADMINISTERING TO THE **HOMEBOUND**
GUIDELINES AND PROCEDURES
EXTRAORDINARY MINISTERS OF THE EUCHARIST

Saint John the Evangelist Catholic Church is responsible for taking the Eucharist to those who are unable to attend Mass. Our visits are made to private residences as well as the following facilities:

- The Aristocrat
- Bentley Village Assisted Living and Care Center
- Emeritus
- Harbor Memory Care
- Imperial
- Juniper Village

Our Mission: *It is our mission to bring spiritual healing to those who are unable to attend Mass through the power of the Eucharist. In bringing Communion to the sick and the homebound, the Extraordinary Minister of the Eucharist represents Christ and manifests faith and charity on behalf of the entire church community.*

Minister Preparation:

PRAYER/MASS: As with all ministries, the most important way to prepare to serve is through prayer. How you pray is not as important as that you pray. Homebound Extraordinary Ministers of the Eucharist are to attend the morning Mass at St. John the Evangelist on their scheduled day of visitation. This maintains the link between the parish liturgical celebration and the individual.

Try to arrive at church at least fifteen minutes prior to the start of Mass. Quietly enter the Sacristy. Sign in the Homebound Ministry Book. Obtain the unconsecrated Hosts from the Hospital/Homebound cabinet. Take a few extra Hosts in case any of the people you visit have family members/friends with them who may like to receive as well. The unconsecrated hosts should be placed in a pyx which you must then place upon the altar PRIOR to the beginning of Mass. After Mass is completed and the priest has left the altar, you may go up on the altar, bow/genuflect before the Tabernacle (optional), and retrieve your pyx holding the Eucharist. Be sure that you take the pyx that belongs to you as sometimes there are multiple Extraordinary Ministers of the Eucharist making visits that day. Ideally the pyx should be carried in a burse or case, kept safe and on your person. Never leave the Eucharist unattended. ***Go directly to the facility or private home*** that you are visiting. The Sacrament must never be taken home overnight to be distributed the next day. The Eucharistic Minister should consume any consecrated hosts that cannot be distributed that same day. Taking the Eucharist to the sick is a most sacred duty and we need to be reverent of the Blessed Sacrament.

(If you have borrowed a pyx from the Hospital/Homebound cabinet in the Sacristy, please return the pyx after your visit. The pyxides are there for use by all of the Extraordinary Ministers of the Eucharist)

PROPER ATTIRE: What we wear as Extraordinary Ministers of the Eucharist speaks, without words, about the respect and reverence we have for the Eucharist that we hold and carry. Appropriate attire for your homebound visits is the same as for Mass Extraordinary Ministers of the Eucharist.

Visitation Guidelines and Procedures:

MATERIALS NEEDED:

- Pyx (Burse is optional)
- SJE name badge (optional)
- *Communion of the Sick* book
- *The Magnificat*, (to read the Gospel), optional
- Most recent bulletin
- Prayer Cards (in the Homebound/Hospital cabinet in the Sacristy), optional
 - "I was here today" cards for patients who are asleep or out of their room
- Pen/pencil

Additional and optional materials for Assisted Living/Homebound:

- Small white cloth
- 2 battery operated candles
- Holy water
- Crucifix

ENTERING THE ASSISTED LIVING FACILITY: First and foremost, be sure to sign in at the front desk, including your time of arrival. Wash your hands with the hand sanitizer (most facilities have these at or near the front desk). It is recommended that you keep hand sanitizer with you so that you can wash your hands between visits. Depending on the facility, you may proceed to a location where the residents will gather for a group communal service. In this case, you may want to take a white cloth or handkerchief to arrange on a table and place a crucifix on it along with the pyx. You may also want to take a couple of battery operated candles and some Holy Water. The nurse/aides are usually helpful with making sure that the Catholic residents are reminded of the service and assist those who may need help in getting to the service. After the communal service you should visit any individuals in their rooms who were not present. Depending on the facility, you may need to visit a memory care unit. These have special codes to enter and exit. You may also hold a communal service in these units/visit residents in their private rooms. If you are new to the facility, you will be trained by an Extraordinary Minister of the Eucharist who is familiar with the procedures at that particular facility.

When you have completed your visits, be sure to sign out at the front desk.

ENTERING THE CARE CENTER: Sign in at the front desk and wash your hands. Be sure to carry sanitizer with you so that you can wash your hands between visits. The Activities Director will provide you with a list of all of the Catholics who are currently residing in the Care Center. Most of your visits will be one-on-one with the residents in their rooms. Sometimes a few of them may be together in an activity or sitting near the nurse's station and if so, you may seat them close to one another in a quiet spot and give them Holy Communion at the same time.

Before administering Communion to anyone, it is important to check with the nurse each time you visit the facility. Show him/her the list and ask if it is alright to give Communion to everyone. Sometimes a resident is on a pureed diet and is only able to receive a small piece of the Host. Sometimes a person may be fasting for blood work so they are not allowed to receive that day. The nurse can also tell you whether or not a resident is in his/her room or out of the building for an appointment.

You should not enter an isolation room. If there is a sign on the door that asks visitors to check with the nurse's station before entering, please do so. If a door is closed, knock quietly and enter. Announce yourself before approaching the resident. If he/she is sleeping, using the restroom, or speaking with a staff member, return after visiting others.

Many residents will be in therapy or activities. You may go to the therapy room to give them communion but use your own judgment. It may not be the best time to interrupt their session. It is better to return to their rooms later to administer the Sacrament. Once you visit a facility a few times, you will become familiar with the individuals' schedules and can plan your visits accordingly.

Remember to sign out at the front desk before exiting the building.

If you are a new Homebound Extraordinary Minister of the Eucharist, you will be accompanied by an EME who is familiar with that particular facility for your first visit.

ENTERING A PRIVATE HOME: When you are assigned to visit a parishioner in his/her home, you will contact them by phone to introduce yourself and to set up a mutually agreed upon time. Remember that your visits should occur after a Mass so that you can take Communion directly to the home. Visits should be at least once a week and ideally, the same time and day each week. When talking to the person you are assigned to, make sure that you obtain the code to enter their neighborhood, if applicable. Ask them if anyone else will be there at the time of your visit who may want to receive so you can be sure to have a host for them as well. It is recommended that you call the person you are visiting shortly before you go to remind him/her that you are coming. Be sure that you give them your phone number so that they can contact you if necessary. If you are a new Homebound Extraordinary Minister of the Eucharist, a trained EME will accompany you to make certain that you feel comfortable with where you are going and the proper procedure to follow.

THE VISIT: When visiting the residents, please be aware of their privacy. **Confidentiality is crucial.** Do not make other residents, fellow parishioners, friends and other visitors aware of a resident's situation.

Sanitize your hands before entering the room. Address the person by name and introduce yourself using your name and let them know that you are an Extraordinary Minister of the Eucharist from St. John the Evangelist Catholic Church.

Communicate with the residents, stay with them and talk to them to create a friendly atmosphere. It is important to be sensitive to their needs and always respect their dignity. Ask that they mute or minimize the volume on the TV during the visit.

Ask the resident if he/she would like to receive Holy Communion. The decision to receive the Eucharist is to be made by the resident. No one is to be told that they should or should not receive Communion. If a resident does not want Communion, ask if he/she would like to say a prayer with you. If the resident does not want to, leave the room with a pleasant attitude and you may say, "God bless you." Be sure to say a silent prayer for that person. In whatever setting you find yourself when making your visits, remember that you are a disciple of Christ and that your manner and demeanor should reflect this. Each resident is different. Some may want to talk for awhile and others may not. Each day is different, depending on how the resident is feeling. It is important to use your own judgment as to the length of time you spend on any given day. Bear in mind that in some cases, you may be that person's only visitor. It is important that your visit be a pleasant experience and one that will hopefully bring each resident a little closer to Christ.

SPIRITUAL COMMUNION:

In a Care Facility, some of the elderly/sick residents may not be able to communicate with you. In many cases, they can hear you and are aware of your presence even though it may not seem that way. Assume that they know that you are praying for them and treat them with kindness and love. Let them know that God is with them and loves them and that they are not alone. If they are physically unable to receive the Eucharist, it is appropriate to make a **Spiritual Communion** by extending your hand over their forehead and reciting:

I believe that you, Jesus, are in the most holy sacrament.

I love you and desire you. Come into my heart and never leave me.

May Christ be in your heart and mind to bring you peace and take away all fears and answer all your hopes and bless you by spiritually nourishing your heart with His Body and Blood.

THE RITE:

Begin with the Sign of the Cross. It is a common call to prayer. Be sure to speak loudly if your resident is hard of hearing. Otherwise, a quiet and soothing voice is best. See the book, "Communion of the Sick" which provides the rites, prayers, reading and intercessions that can be used and adapted as appropriate. This book is to be used as a guide. We, as Homebound Extraordinary Ministers of the Eucharist, should follow:

The Ordinary Rite of Communion of the Sick (Communion in Ordinary Circumstances)

Introductory Rites

- Greeting
- Sprinkling of Holy Water (optional)
- Penitential Act (recite C)

Liturgy of the Word

- Reading of the Word - various scriptures in the book or read the Gospel of the day
- Response
- Universal prayer - petitions of the resident

Liturgy of Holy Communion

- The Lord's Prayer (ALWAYS said before Communion)
- Behold the Lamb of God...(ALWAYS said before Communion)
- Communion
- Silent Prayer
- Prayer after Communion

Concluding Rite

- Blessing
- Special prayer of your choice - this can be a favorite prayer - one that is uplifting and gives a message of hope, faith and trust in God's Divine Will

Be sure to leave a church bulletin with the resident.

If you feel that the above Rite may be too long, you can use the Rite on pages 25 -29. If that may be too much for the resident, at the very least, the Lord's Prayer, Behold the Lamb of God..., and a Hail Mary after Communion should be said.

COMPLETING YOUR VISITS: After completing your visits in a facility, go back to visit any residents that you may have missed. Find a quiet place to pray for all of the residents and staff and consume any Hosts that you did not use. Sign out before exiting the building. If you are visiting a private home, you may take some quiet time in your car to pray and consume any Hosts that were not used.

WHAT IF...

The person you are visiting says they need to go to confession before they receive

Communion: Extraordinary Ministers of the Eucharist do not hear confessions. This Sacrament is only to be administered by an ordained priest. If a patient does ask to see a priest, for whatever the reason, contact the parish office at 239- 566-8740 and leave that person's name, facility and room number, or home address.

The person or a member of the family requests that they receive the Sacrament of the Anointing of the Sick:

Only a priest can administer the Sacrament of the Anointing of the Sick.

You have to give Communion to a dying resident: This may very well be the last time that the patient receives Communion in his life. This is called Viaticum. If the person is unable to take Communion, pray and bless the patient by holding your hand above his/her head and ask for God's blessing. You can tell the person that God loves him and that Jesus is waiting for him to go home. Make sure to ask the Catholic family members if they would like to receive Communion. Suggest to the family that a priest may be called to administer the Sacrament of the Anointing of the Sick.

Non-Catholics request to receive: Generally, they should not receive. You can offer to pray with the person and give a blessing to him by extending your hand over his forehead.

The resident cannot consume the Host and spits it out: Use a towel, tissue, or a handkerchief to pick up the piece of Host and securely wrap it. Take it with you until you finish your visitations. NEVER CONSUME THE HOST. Bury the host in the ground.

The person cannot consume a whole Host: You may always break the host into small pieces if necessary. It may be helpful to offer water after they receive or in some cases, a thickened liquid is better. Do not leave the room until the person has consumed the host.

You drop a Host: You can either consume it, or, if you are not comfortable doing this, you can wrap it in a towel, handkerchief or tissue, take it with you, and bury it in the ground.

There are crumbs of the Host left in the pyx: An empty pyx should always be purified after each use. Simply pour a little water into the pyx, consume it and then dry the pyx with a clean cloth. You can also pour the water into the ground, never down a drain.

The person has a mental illness or may be under heavy medication and does not appear to understand: Use your good judgment. If there is some acknowledgement from the person about what is happening and they want to receive, err on the side of giving them Communion but ensure that they consume the Host before you leave them.

The resident has just finished eating or is in the middle of a meal: People who are ill or elderly do not need to abstain from food or drink before receiving Communion.

A visitor in the facility approaches you and asks that you visit and offer Communion to his friend: According to HIPAA Law, we cannot accept a referral from a friend or visitor unless that person is a family member. We can accept referrals through our parish office and medical or administrative personnel at the facility.

Your resident does not speak English: The first step is to seek out a nurse or aide to see if there is someone who may be able to translate for you. If there is not, you can attempt to communicate with the person by showing her the Host. If she still does not understand, it is best to administer a blessing over her and leave.

Your resident asks for assistance: It is a natural tendency to want to help people that are in need. Never attempt to move a resident or assist her in transferring from a chair to bed, use the restroom, etc. Always call a nurse or aide to assist the resident.

SCHEDULING: You have made a commitment to serve by bringing Holy Communion to those who are unable to attend Mass...you have taken on a serious responsibility to fulfill. We greatly appreciate your dedication of your time, talent and treasure. PLEASE DO NOT VISIT IF YOU ARE ILL...EVEN IF YOU JUST DO NOT FEEL WELL. A MINOR ILLNESS CAN BE A DANGER TO OUR ELDERLY AND INFIRM RESIDENTS.

When known in advance, please inform the SJE Homebound Ministry Coordinators of the days/months when you will be unable to serve so that we can find a replacement for you. You may contact them at lisa@sjecc.com or eileen@sjecc.com. If you know of another Homebound EME who may be able to take your place, feel free to contact them yourself but please let the Homebound Coordinators know of the change.

SUMMARY:

This handbook will hopefully help you to fulfill your duties as an Extraordinary Minister of the Eucharist to the Homebound. Remember that each situation is different and this resource is to be used as a guide to assist you in your service to God and the Homebound members of our Catholic community.

The Eucharist is "strength for those who journey in hope through this life and who desire to dwell with God in the life to come." It is an honor and a privilege to be able to administer this gift to those who otherwise may not have the opportunity to receive it. Thank you for your service to this ministry. God bless you.

Closing Thought from Pope Francis:

The Lord distributes for us the bread which is His Body, he makes himself a gift. In the Eucharist the Lord makes us travel His path, that of service of sharing, of gift, and what little we have, what little we are, if shared, becomes wealth because of the power of God, which is that of love, descends into our poverty to transform it.

Let us ask ourselves then, am I worshipping Christ as though He is really present in the Eucharist. Do I let myself be transformed by Him? Do I let the Lord who gives Himself to me, guide me to come out more and more from behind my little fence, to go out and not be afraid to give, to share, to love Him and others?

Brothers and Sisters: discipleship, communion, sharing. Let us pray that the participation in the Eucharist leads us to always follow the Lord every day, to be instruments of communion, to share what we are with Him and with our neighbor. Then our lives will be truly fruitful. Amen.

RESOURCE LIST:

Archdiocese of Atlanta, Georgia - EMHC Manual

Archdiocese of Boston, Massachusetts

Archdiocese of Santa Fe, New Mexico

Archdiocese of Venice, Florida

“Communion of the Sick”

United States Conference of Catholic Bishops

The Very Reverend John J. Ludden, Pastor, Saint John the Evangelist Catholic Church, Naples, Florida

Website:

Pope Francis’ Homily for the Solemnity of Corpus Christi - Zenit.org

GLOSSARY

Ablution

A cleansing of the hands which purifies and thus prepares the priest for entering the presence of God.

Altar

A table on which the sacrifice of the Mass is offered. It is the center of importance in the place where the Mass is celebrated.

Ambo

Elevated place where the Liturgy of the Word or sacred scripture is proclaimed during Mass; may also be used for the homily.

Black Mass

Ritual characterized by the inversion of the Traditional Latin Mass celebrated by the Roman Catholic Church. The ritual denounces Jesus Christ through the destruction of the Eucharist.

Blessed Sacrament

The consecrated Hosts and Precious Blood, in which Catholics truly believe **is** the risen Christ.

Bread and Wine: The elements used in the celebration of the Eucharist (unleavened bread and natural pure wine) Note: After the Eucharistic Prayer the bread and wine is referred to as the consecrated Body and Blood of Christ.

Burse

I. Square cloth envelope of the liturgical color of the day, in which the *corporal* may be placed when not in use.

II. A small pouch; usually with a cord which goes around the neck used for carrying a *pyx* enroute to the homebound, hospital or care facilities.

Chalice

Sacred vessel used by priest in which wine, after Consecration, becomes the Precious Blood.

Ciborium (single) Ciboria (plural)

A covered container, commonly gold or gold-plated, used to hold the consecrated Hosts for serving the faithful.

Corporal

A square white linen cloth on which the Host and Chalice are placed during Mass. It is also used under the monstrance at Benediction or under the Blessed Sacrament at any time. When serving the faithful, this towel can be utilized to wipe up spilled wine from the Sacred Cup.

Credence Table

A small table on the left side of the altar. On it are usually placed the cruets, basin, and finger towel. The chalice, paten, corporal, and pall used in the Mass may also be placed there until the Offertory of the Mass.

Cruet

Glass vessels which contain the water and wine used during the consecration of the Mass. They are presented as offerings of the faithful at the Offertory. The cruets are also used for a priest's ablution after the Offertory and the ablution of the chalice after Communion.

Extraordinary Minister of the Eucharist

An "extra", but ordinary lay person, who has been commissioned to assist the priest, the ordinary **ordained** minister, in the distribution of the Holy Eucharist to all the faithful where a shortage of ordained clergy makes it impossible for them alone to distribute the faithful in a reasonable way. Thus it is a **privilege** that we are among **the chosen**.

Eucharistic Prayer

The prayer of thanksgiving and sanctification. It is the center and high point of the celebration. During the Eucharistic Prayer, the Church believes that the bread and wine become the Body and Blood of Jesus Christ.

Holy Communion

After saying a preparatory prayer, the celebrant (or other designated ministers) serves Communion (the consecrated bread and wine) to himself, the Priest, and the other ministers at the altar, and then Communion is distributed to the congregation.

Host

A small wafer of unleavened bread, which is consecrated during the Mass so as to become the Body of Christ.

Self Intinction

The Eucharistic practice of partly dipping the consecrated bread, or *Host*, into the consecrated wine before consumption by the communicant. This is not an accepted practice in the Roman Catholic Church. However, we cannot discourage the communicant from doing this.

Lay Ministers

These are ministries within the church that are carried out by laypersons; including altar servers, extraordinary ministers of the Eucharist and lectors.

Liturgical Colors

Colors used for vestments and altar coverings to denote special times in the liturgical year. **Green** is used in ordinary time, **red** denotes solemn feast days, **purple** denotes penitential times and **white** is used for joyful occasions including Nativity of our Lord, Easter and some saints' feast days.

Liturgy of the Eucharist

The section of the celebration when the gifts of bread and wine are prepared and the Eucharistic Prayer is proclaimed by the celebrant, which becomes the Blessed Sacrament.

Luna

Round glass case within which is kept a large consecrated Host so that it may be inserted into the center of the monstrance.

Monstrance

Sacred Vessel which holds the *luna* with a consecrated Host for adoration and benediction.

Ordinary Minister of Holy Communion

A bishop, priest or deacon who by virtue of their office ordinarily distributes Holy Communion.

Pall

Square of stiff material covered by linen which is used to cover the chalice and paten during Mass to prevent dust from settling in or anything from falling into it.

Paten

A small metal plate on which *Hosts* are consecrated during Mass. Can also be used as a ciborium, if needed.

Precious Blood

The true Presence of Jesus Christ under the appearance of wine.

Purificator

A small piece of white linen, marked with a cross in the center, used by the priest in the celebration of Mass. It is folded in three layers and used by the priest to purify his fingers, the chalice and paten after Holy Communion.

Pyx (singular) Pyxides (plural)

A small round metal case (usually gold-plated) used to store and carry consecrated Host(s) outside of the church to bring the Holy Eucharist to those unable to attend Mass. It is usually carried in the *burse*.

Sacred Cup

A vessel which is used to hold the *Precious Blood of Jesus*. Sacred vessels must be made out of certain materials, and are to be blessed according to the rites of the Church.

Sacristy

A room attached to a church, where the clergy vest for ecclesiastical functions. The sacristy affords storage for sacred vessels, vestments, and other articles and ministries needed for the Liturgy.

Sanctuary

The elevated portion of the church where the clergy and other ministers perform their proper functions in the worship of God. The sanctuary symbolizes heaven. The altar and ambo are placed within the sanctuary.

Sanctuary Lamp

A fixture containing a candle or an oil lamp, usually suspended by a chain or affixed to the wall. It is located near the tabernacle. When lit, it indicates the presence of the Blessed Sacrament in the tabernacle.

Tabernacle

A liturgical furnishing used to house the Eucharist outside of Mass. This provides a location where the Eucharist can be kept for the adoration of the faithful and for later use (e.g., distribution to the sick). "The tabernacle in which the Eucharist is regularly reserved is to be immovable, made of solid or opaque material, and locked so that the danger of profanation may be entirely avoided".

Washing of Hands

An expression of the desire for inward purification. The celebrant washes his hands in symbolic cleansing to prepare himself just as the gifts have been prepared as an offering to the Lord.

United States Conference of Catholic Bishops

<http://www.usccb.org/>

A reliable pastoral resource used most often for all Catholic matters.

Viaticum:

The real "Last Rites" are simply and powerfully the administration of Holy Communion with the special prayers for the dying. This Communion is called Viaticum, which means "nourishment for the journey." It is a powerful prayer and brings great peace and consolation to someone facing her/his final travel into the embrace of God's love. Most often priests administer Viaticum, however in some circumstances the Extraordinary Minister of the Eucharist may be called upon to give the final Holy Eucharist to a dying patient.