

GUIDELINES FOR LAY EUCHARISTIC MINISTERS

1. Eucharistic Ministers must be adult confirmed communicants in good standing, be carefully chosen and trained, and be specially licensed. A candidate is to be recommended by the cleric in charge of the congregation to the Bishop of the diocese to be licensed. This license is given only at the request of, and the recommendation of, the Member of the Clergy in charge of the Congregation in which the lay Eucharistic Minister will be serving.
2. Eucharistic Ministers are licensed on a triennial basis. All licenses expire on the First Sunday of Advent in Year C. Those applying for renewal at that time or at any time after that before the next renewal date will be licensed until the First Sunday of Advent in Year C. Applications for triennial renewal should be sent by November 1, in order to provide adequate time for processing.
3. Eucharistic Ministers of the elements at Holy Communion (Title III, Canon 4.3-4.8).
 - a. Eucharistic Ministers at Holy Communion are to function only in the absence of a sufficient number of ordained clergy.
 - b. Since this is a very special ministry, any congregation may have up to 8 Eucharistic Ministers of the Elements for 150 communicants or less and an additional 4 Eucharistic Ministers for each additional 150 communicants.
4. Eucharistic Visitors to the sick and confined (Title III, Canon 3, 5(a)2)).
 - a. Since this is a very special ministry, any congregation may have up to 2 Eucharistic Visitors to the sick and confined for every 100 communicants. A congregation with under 100 may have up to 2 such ministers.
 - b. The Priest-in-Charge of a congregation should supervise the work of the Eucharistic Visitors.
 - c. The administration of the Sacrament to the person visited should take place immediately after the principal service of the week. Following the communion of the people, the Eucharistic Visitors gather in the sight of all and are commended for this Ministry with following or similar words:

In the name of this congregation, I send you forth bearing these Holy gifts, that those to whom you go may share with us in the Communion of Christ's body and blood. We who are many are One body, because we share one bread, one cup.

- d. A suitable container in which to carry the two vessels for the bread and wine, corporals, and purificators is to be supplied. It is important that these vessels be of sufficient size and dignity to the occasion. Miniaturized "doll-sized" vessels are to be avoided, as they have a tendency to trivialize the sacrament. The container is to be returned to the church along with any unconsumed elements immediately following the visit.
 - e. The people to whom Holy Communion is to be administered are to be notified in advance and the time of the visit clearly set.
 - f. It is desirable that other parishioners, relative, and friends also Be present to communicate with the person visited.
 - g. Persons who receive the ministrations of a Eucharistic Visitor should also be visited regularly by the clergy of the congregation.
 - h. Only the orders of the rites entitled "**Distribution of Holy Communion by Lay Eucharistic Ministers**", **Rite I and Rite II**, are to be used.
 - i. All communions will be recorded in the Church Service Register.
5. Clergy in charge of congregations are asked to submit not more than number of persons specified in the two categories of Lay Eucharistic Ministers, one person may licensed for either category or both.