



**GUIDELINES and PROTOCOLS for
EXTRAORDINARY MINISTERS OF THE EUCHARIST**

***Serving* Landmark Hospital**

1285 Creekside Pkwy, Naples, FL 34108



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 SICK at the HOSPITAL
GUIDELINES AND PROCEDURES
EXTRAORDINARY MINISTERS OF THE EUCHARIST

Saint John the Evangelist Catholic Church is responsible for taking the Eucharist to Landmark Hospital, 1285 Creekside Pkwy, Naples, FL 34108

Our Mission: *It is our mission to bring spiritual strength, healing grace and peace to our patients through the power of the Eucharist. Through visitation and prayer we help our patients to experience spirituality and faith by discovering the power of our Lord.*

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. Hospital EMEs are to attend Mass at Saint John the Evangelist on their scheduled day of visitation and should plan on going **directly to the hospital after Mass.**

Quietly enter the Sacristy to obtain unconsecrated hosts from the Hospital/Homebound cabinet. The unconsecrated hosts should be placed in a pyx which should be placed 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 and retrieve your pyx holding the Eucharist. Ideally the pyx should be carried in a burse or a case, kept on your person and kept safe. Never leave the Eucharist unattended. Taking the Eucharist to the sick is a most sacred duty and we need to be reverent of the Blessed Sacrament.

(The pyxides belong to SJE and are there for use by all the Extraordinary Ministers of the Eucharist. Please let the Hospital Coordinator know if you will be borrowing a pyx.)

PROPER ATTIRE: What we wear as EMEs speaks, without words, about the respect and reverence we have for the Eucharist that we hold and carry. Appropriate attire for your hospital visit is the same as for Mass EMEs.

Visitation Guidelines and Procedures:

MATERIALS NEEDED:

- Pyx (Burse is optional)
- Generic ID badge issued by Landmark Hospital-at receptionist desk, 1st floor (required) SJE name badge (optional)
- *Communion of the Sick* book
- Rosaries (in the Homebound/Hospital cabinet in Sacristy)
- 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
- Recent SJE Bulletin (optional)
- "Magnificat" or "Give Us This Day" provides daily scripture
- Holy water (optional)
- Pen/pencil
- List of patients /room number requesting visit. Obtained from SJE Hosp. Ministry Coordinator

ENTERING THE HOSPITAL: Begin your visitation by entering the hospital through the *main* entrance and proceed to the reception desk within the first floor lobby. The receptionist will ask you to sign the "guest book". The receptionist will then give you a generic hospital badge. A receptionist will be at the front desk between the hours of 7am and 11pm, 7 days a week. The receptionist will call the patient floor to let them know you have arrived. Press the top floor button(3) in the elevator and turn right when you get off the elevator. The nurse's station is on the right. *We cannot visit patients without a list of patients/room numbers.*

In order to respect the privacy of the patient, it is requested that you not visit patients before 9am and after 7pm on your scheduled day.

AREAS TO VISIT: The patient rooms of Landmark are located on the THIRD (Top) FLOOR ONLY. The patient floor is divided into 50 private rooms; some are intensive care rooms. It is very important that you introduce yourself (name, title and church) to the **nurses and or unit secretary** caring for your patients before entering their room.

At this time, it is strongly requested that you **do not** enter isolation rooms. This is for YOUR protection as well as for the protection of the patient. Be watchful of signs located outside the patient's room indicative of isolation precautions.

Communion is not to be given to patients that are fasting indicated by NPO(nothing by mouth) as well as patients that have difficulty swallowing. Please be watchful of signs indicating these situations outside and within the patient's room. If you have any concerns as to their medical status and ability to receive Holy Communion, please make sure you check with the patient's nurse. Patients also should not receive Holy Communion if they have tubes in their mouth and/or nose.

THE VISIT: When visiting your patients please be aware of their privacy. **Confidentiality is crucial.** Do not make other patients, fellow parishioners, friends and other visitors aware of a patient's situation. If medical personnel wish to receive Communion it is requested that an empty room or place away from public traffic be used as a place to receive Communion

Keep in mind that you should not enter a room if the door is completely closed and/or if the curtain is closed and also refrain from entering when a doctor or nurse is with the patient. Visit other patients on the floor and then go back to the rooms that you were not able to enter to see if the situation has changed. Please do not enter a room without knocking to let them know you are entering.

Sanitize your hands with the antibacterial lotion upon entering and leaving the room at the minimum. *(Hand sanitizing lotion is readily available so take advantage of using it frequently for your protection and for those you are visiting.)*

Introduce yourself using your name, your "title" of Extraordinary Minister of the Eucharist or Eucharistic Minister and the name of our church and ask the patient if he/she would like to receive Communion. Ask the patient to give you their name to verify their identity if possible or check their hospital ID band on their wrist. This may be a good time to verify that they are Catholic.

Communicate with the patients, stay with them, talk to them to create a friendly accepting atmosphere. Ask that they mute or minimize the volume on the TV during the visit.

The decision to receive or not to receive the Eucharist is to be made by the patient. No one is to be told that they should or should not receive Communion. If a patient does not want Communion and would rather not be bothered, leave the room with a pleasant attitude and you may say "God Bless You". Some patients will want prayers only. In whatever setting you find yourself visiting your patients, be mindful of the importance of praying with the person who is ill. Do not be afraid to ask the patient if they would like to pray. The Holy Spirit will guide you! It is a good practice to ask the patient if they would like to have a visit from one of our priests. If so, call the parish office 239 566 8740 with the referral.

Recognize the needs of the patients who would like a short visit. Be sensitive to the proper time to depart. If the patient appears to be in discomfort, sleepy or unaware of surroundings make the visit short and discern whether this is the right time to give Holy Communion...perhaps say a prayer instead. If the person cannot receive but is in need of a visit you can say prayers and make the sign of the cross on their forehead with your thumb with or without Holy water and say "May the Lord's presence bring you comfort and peace".

If the patient can receive Communion, at the minimum, the Lord's Prayer and the Lamb of God should always be said before receiving Communion.

If your patient does want Communion and there are others visiting the patient, invite them to participate in the prayers and ask Catholic visitors if they would like to receive Communion. You may break the Hosts in half if there are other communicants in the room beside the patient.

Be sure to leave our SJE prayer card and ask if the patient would like a rosary. If the patient is asleep or out of the room, leave the "I was here today..." card on the bedside table with your first name and date. It is very important that they know you were there and they were not overlooked.

THE RITE:

Begin with the Sign of the Cross. It is a common call to prayer. 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 hospital Extraordinary Ministers of the Eucharist, should follow:

The Ordinary Rite of Communion of the Sick (Communion in Ordinary Circumstances): This Rite is simply outlined in the book "Communion of the Sick". This narrative serves as a synopsis of the Rite. It is best that you carry the book with you on your visits; however the Lord's Prayer, the Lamb of God and Communion should be carried out without referring to the book at that time.

*Legend: **A:** Action **R:** Recite*

INTRODUCTORY RITE

Greeting

A: Make the Sign of the Cross with or without the sprinkling of Holy water

R: "The peace of the Lord be with you."

Penitential Act: (recite C)

R: "By your Paschal Mystery, you have won for us salvation; Lord have mercy. May almighty God have mercy on us, forgive us our sins, and bring us to everlasting life. AMEN"

LITURGY OF THE WORD

A: Reading of the Word: Gospel of the day or readings listed in the book

A: Response: Brief silence and brief discussion of the reading

A: Universal prayer – You may ask the patient to state their intentions so that you can pray for them; using the various Universal prayers on page 39 of your book or you can read the SJE "Patient's Prayer" to them.

LITURGY OF HOLY COMMUNION

The Lord's Prayer

R: The **Lord's Prayer** (ALWAYS recited with the patient before Communion) while holding or touching their hand, if they are accepting of this.

A: Take the Host out of the pyx and hold the Blessed Sacrament up to show all who are in attendance. Continue to hold the Host up as you say:

Lamb of God

R: This is Jesus, Behold the **Lamb of God**; behold him who takes away the sins of the world. Blessed are those called to the supper of the Lamb. (ALWAYS said before Communion)

Communion

A: All who are to receive Communion need to recite:

R: Lord, I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed".

A: We approach the patient showing the Blessed Sacrament and say:

R: "***The Body of Christ***".

A: The patient receives. The minister places the Host in the palm of their hand or on their tongue.

A: If there are others in the room, we serve each one showing the Blessed Sacrament and say:

R: "***The Body of Christ***". They receive. The minister places the Host in the palm of their hand or on their tongue. (*Please watch to ensure they have consumed the Host.*)

Silent Prayer

There should be a time for silent prayer. Wait for the patient to acknowledge to you that they have completed their prayers and are ready to continue with your visit. If they continue to pray for a long period of time, use your judgment as to whether you should touch them gently to let them know you are still there. Perhaps it is time to just say, "God bless you" and leave quietly. You can also say a prayer from the many listed in the book on pages 18-20.

Prayer after Communion (optional)

CONCLUDING RITE

Blessing

Make the sign of the Cross on yourself and recite either A or B on page 21 or recite your own blessing. You can use the Holy Water at this time by making the Cross with your thumb over their forehead.

COMPLETING YOUR VISITS: Since Landmark is a long term care hospital (minimum 25 day stay) it would be appropriate and important to ask the patient if he/she would like a minister to continue to visit/bring Communion in the future. Please email this information to the Hospital Ministry Coordinator. After completing your visits you may want to backtrack to visit the patients that you missed. When finished you may decide to visit the hospital's chapel (floor 2) to pray for the patients and *before leaving the chapel* consume any remaining Hosts by saying the "Our Father". The pyx with the Hosts should not be kept overnight in your home or any other place.

Once you have left the chapel return to the first floor reception desk. Sign out of the Landmark Hospital "guest" book and return your ID badge to the receptionist. You will find our SJE white notebook containing the "EME Landmark Communion Log" at the reception desk. Please place the date of the visit, your name, the number of patients visited, the number of patients that received Communion and additional Communion given to medical personnel and the patient's visitors/family members who are Catholic. This information will be tallied quarterly and submitted to Fr. John, Pastor of St. John the Evangelist and to Jimmy Dascani, Chief Executive Officer, Landmark Hospital.

WHAT IF...

The person who is ill 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 the patient does ask to see a priest, contact the parish office at 566-8740 and leave their name and hospital room number.

The person who is ill or a member of the family request they receive the Sacrament of the Anointing of the Sick: Only a priest can administer the Sacrament of the Anointing of the Sick.

You receive a request to visit and give Communion to a dying patient: As an Extraordinary Minister of the Eucharist you may be called upon to give Communion to a dying patient IF the patient is able to physically take the Host. Perhaps this will be the last time the patient receives Communion in this life. This is called Viaticum. If the patient is unable to take Communion, pray and bless the patient with Holy Water or hold a Host over the patient and make the sign of the Cross with the Host. Then place the Host back in the pyx. Ideally, a priest will be called to perform the Viaticum but there are rare circumstances where you may be called upon to be there for the patient and family. Make sure to ask the Catholic family members if they would like to receive Communion.

Non-Catholics request to receive: Generally, they should not receive. You can offer to pray with the person and give a blessing to them by making the Sign of the Cross on their forehead. This is not the same as the blessing that only an ordained priest or deacon could give.

The sick person cannot consume the Host and spits it out: Use toweling, Kleenex or a handkerchief to pick up the piece of Host and securely wrap it then take it with you until you finish your visitations. NEVER CONSUME THIS 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 receiving to help them consume the Host. Do not leave the room until the patient 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 toweling, handkerchief or Kleenex 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 cloth or you can pour the water onto 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 acknowledgment 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 patient has just finished eating or is in the middle of eating a meal: People who are ill do not need to abstain from food or drink before receiving Communion.

A visitor in the hospital approaches you and asks that you visit and offer Communion to his friend: According to HIPAA Law (Health Insurance Portability & Accountability Act of 1996), we cannot accept a referral from a friend or a visitor unless that visitor is a family member. We can accept referrals through our parish office, the Landmark Hospital Administration and medical personnel of the hospital. *We cannot visit patients without attaining a list of Catholic patients that request a visit.*

Your patient does not speak English: The first step is to seek out a nurse to see if there is a translator on the floor. If there is not, you can attempt to communicate with the patient by showing the Host to the patient. If the patient does not understand then it is best to say a blessing over them and leave. **Spanish Translation of:** "I am a Eucharistic Minister from St. John the Evangelist Catholic Church. Would you like to receive Communion today?"

"Yo soy un ministro de la Eucaristia de San Juan el Evangelista Iglesia Catholica. Te gustaria recibir la communion hoy?"

I have this translation printed (large print) on a piece of paper so that patients can read it.

Sometimes it works....sometimes it doesn't! Ideally it would be best for us to learn to say this in case the patients cannot read. One minister has the translation on her cell phone. I have tried this and I cannot get it to recite loud enough or clear enough for many of the elderly patients to hear it.

Whatever works...so that we can serve our Spanish speaking patients! So many of them are in need of our Lord's presence.

Your patient asks for your assistance: It is a natural tendency to want to help people if they are in need. Be careful in lending assistance as you are not part of the medical staff. Do not try to move a patient. Other than offering them water, the best way you can help is to get assistance from a nurse or other staff member.

SCHEDULING: A schedule is emailed to all hospital ministers numerous times during the year when changes to the schedule are noted. *At this time*, we are scheduled to bring Holy Communion to the patients of Landmark Hospital on Wednesday and Sunday.

You have made a commitment to serve by bringing Holy Communion to the sick...you have taken on a serious responsibility to fulfill! We greatly appreciate your dedication of your time, your talent and treasure! PLEASE DO NOT VISIT IF YOU ARE ILL...EVEN IF YOU JUST DO NOT FEEL WELL....PLEASE DO NOT VISIT THE PATIENTS. A MINOR ILLNESS CAN BE A DANGER TO OUR INFIRMED PATIENTS.

Each minister is responsible to fulfill the assignments or arrange for substitutes if necessary. It is your responsibility to find a replacement if you are unable to serve.

When known in advance, please inform the SJE Hospital Ministry Coordinator of the days/months that you will be unavailable to serve so that you will not be scheduled for that particular time and the schedule can be adjusted.

Each minister has the liberty of knowing the phone number and email addresses of the other ministers. Please work among yourselves if you wish to "swap" days but let the SJE Hospital Ministry Coordinator know of the change.

Please contact the SJE Hospital Ministry Coordinator of any changes in the schedule for any reason. Referrals are often made through the Parish office/ Landmark Hospital Administration. It is important for me to know if there is a minister available to help with these referrals.

SUMMARY:

I hope this handbook is helpful as you minister to our sick patients at Landmark Hospital. It is meant to supply you with the specific protocol that Landmark Hospital and our Pastor require but also it is to be used as a guide. Every patient, every situation and every day that we visit is unique. Most often we do not see the same patients from visit to visit and the hospital setting by itself can be a challenge! As Fr. John said, we must be reverent to our Lord and our mission by upholding the Rite of Communion but we also must use our common sense and wisdom that our Lord has given us. We are blessed to be a part of this special ministry and we are blessed by the guidance of the Holy Spirit as we visit our patients.

With gratitude and may God richly bless you,



Mary Ellen Metro,
SJE Hospital Ministry Coordinator

Resource List:

Archdiocese of Atlanta, Georgia EMHC manual

Archdiocese of Santa Fe, New Mexico

Archdiocese of Venice, Florida

“Communion of the Sick”

Spirit of Christ Catholic Church, Arvada Colorado

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

United States Conference of Catholic Bishops

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.