

## GUIDELINES & POLICY

### Eucharist

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#### PURPOSE

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The purpose of this SOP is to outline the standardized procedures for the preparation, administration, and distribution of the Eucharist within the parish, ensuring reverence, consistency, and adherence to the liturgical norms of the Catholic Church. This document also aims to provide guidelines for special cases, such as home communion for the homebound and the celebration of Children's First Holy Communion.

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#### SCOPE

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This SOP applies to all clergy, Extraordinary Ministers of Holy Communion (EMHC), pastoral staff, and volunteers involved in the preparation and distribution of the Eucharist during Mass, Eucharistic adoration, Children's First Holy Communion, and Home Communion visits. It covers the following:

1. Preparation of the Eucharist during liturgical celebrations.
  2. Administration of Holy Communion within the church.
  3. Distribution of the Eucharist to homebound individuals.
  4. Special preparations and procedures for Children's First Holy Communion
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#### ROLES & RESPONSIBILITIES

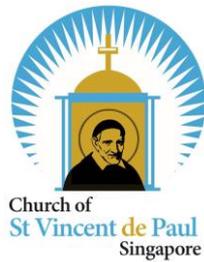
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##### Clergy

- Celebrate the Mass and consecrate the Eucharist.
- Oversee the administration of Holy Communion during Mass, Children's First Holy Communion, and to the homebound.
- Ensure proper training and commissioning of EMHCs.
- Provide catechetical support for children preparing for their First Holy Communion.

##### Extraordinary Ministers of Holy Communion (EMHC)

- Assist the clergy in distributing the Eucharist during Mass and to the homebound.
- Follow proper liturgical norms and maintain reverence when handling the Eucharist.



### **Parish Office Staff**

- Process registrations for Children's First Holy Communion and Home Communion.
- Maintain a database of recipients and schedules for EMHCs.
- Ensure all necessary materials (e.g., pyxes, liturgical books, catechetical materials) are available and in good condition.

### **Pastoral Ministry**

- Oversee the logistics and scheduling for Home Communion visits and Children's First Holy Communion.
- Coordinate training sessions for EMHCs and catechists.
- Address issues or concerns related to the distribution of the Eucharist.

### **Catechists**

- Prepare children for their First Holy Communion through catechetical instruction.
- Ensure that children understand the significance of the Eucharist and proper reception.
- Organize rehearsals and provide support during the First Holy Communion ceremony.

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## **STEP BY STEP PROCESS**

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### **1. Preparation of the Eucharist during liturgical celebrations.**

#### **Role of the Sacristan/s**

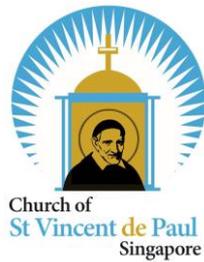
- Arrive early to prepare the altar and ensure that all necessary liturgical items are in place.
- Set up the credence table with the chalice, ciborium, paten, purificators, and other required items.
- Ensure sufficient hosts and wine are available for consecration.
- Check that the tabernacle contains a reserve of consecrated hosts for the sick, homebound, and Children's First Holy Communion, if required.
- Coordinate with the clergy and EMHCs to ensure a smooth celebration of the Eucharist

#### **Preparation for Mass**

- Verify that all liturgical books and materials are ready.
- Confirm that EMHCs are present and aware of their responsibilities.
- Assist in setting up any additional items needed for First Holy Communion or homebound distribution.

### **2. Administration of Holy Communion within the church**

#### **Distribution of the Eucharist During Mass**



- Clergy distribute the consecrated hosts to the faithful, assisted by EMHCs if needed.
- EMHCs should approach the altar after the Agnus Dei.
- Receive the Eucharist reverently from the celebrant before distributing to the congregation.
- Ensure that any remaining consecrated hosts are returned to the tabernacle reverently.

### **3. Children's First Holy Communion Preparation**

#### **Determine the Date:**

- Catechetical Coordinator collaborate with the parish priest to confirm the date and time for the First Holy Communion mass.

#### **Catechism Timeline:**

- Outline a catechetical preparation program for L3 students

#### **Catechetical Instruction:**

- Organize weekly catechism classes focusing on the Eucharist and the Mass.
- Teach the significance of the Real Presence of Christ and proper reception of Holy Communion.
- Include activities such as prayer sessions, role-playing the Mass, and scripture study.

#### **Parental Involvement:**

- Conduct parent meetings to explain the preparation process and encourage their active participation.
- Provide materials for parents to guide their children in faith at home.

#### **Rehearsals:**

- Schedule a rehearsal for the First Holy Communion Mass, teaching children how to process, receive, and exit reverently.

#### **First Reconciliation:**

- Arrange for children to receive the Sacrament of Reconciliation before their First Holy Communion.

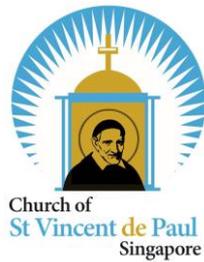
### **Administrative Processes**

#### **a) Data Management:**

- Catechetical Coordinator & Level Lead to maintain a database of all children registered, including parent contact details.
- Parish Secretary to maintain sacramental records
- Level Lead to record progress.
  - ✚ Baptism
  - ✚ Reconciliation
  - ✚ Attendance

#### **b) Materials:**

- Distribute textbooks, prayer cards, and First Holy Communion attire guidelines.



**c) Volunteers:**

- Request official photographers for the First Holy Communion Mass

Rehearsals

**d) Mass order Walkthrough:**

- Conduct a rehearsal with the children and their families to ensure familiarity with the ceremony structure (processional, receiving the Eucharist, etc.).

**e) Liturgical Roles:**

- Assign roles for readers, gift bearers

### **First Holy Communion Day**

**a) Pre-ceremony Preparation:**

- Reserve designated seating (front pews) for children and families.

**b) The First Holy Communion Mass:**

- Begin with a procession led by the children.
- Celebrate the Mass with the parish priest emphasizing the importance of the Eucharist.
- Allow children to receive their First Communion in an orderly manner.

**c) Post-Ceremony Follow-Up**

- Certificates: Prepare and distribute FHC certificates signed by the parish priest.
- Thanksgiving: Organize a brief gathering for thanksgiving with refreshments (optional).
- Record Keeping: Update parish sacramental registers with FHC details.

## **4. Home Communion Visits**

### **Planning & Preparation**

**Define Criteria:**

- Establish eligibility criteria for Home Communion (e.g., homebound due to age, illness, or disability).
- Confirm that recipients are baptized Catholics and, if possible, in a state of grace (e.g., having received Reconciliation recently).

**Appoint Coordinators:**

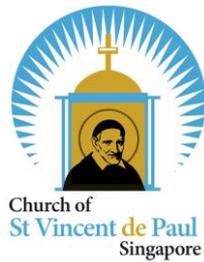
- Assign a parish priest or pastoral coordinator to oversee the ministry.
- Recruit and train Extraordinary Ministers of Holy Communion (EMHC) or pastoral visitors.

**Collect Information:**

- Full name and contact details of the recipient.
- Address and specific instructions for home visits.
- Health condition or reason for requiring Home Communion.
- Only related family members are allowed to register on behalf of communicant.

**Submission:**

- The submitted online form will be processed by the Parish Office/Pastoral Care Ministry, which will then assign an Extraordinary Minister of Holy Communion.



- EMHCs collect the Eucharist in a pyx after Mass, with a commissioning prayer.

#### **At the recipient's home:**

- Begin with a short liturgy, including Scripture reading and prayers.
- Administer the Eucharist reverently.
- Offer time for prayer or conversation, ensuring pastoral care.
- Return unused consecrated hosts to the tabernacle promptly after the visit.

#### **Post-Ceremony Procedures:**

- Clean and store all vessels appropriately.
- Update the parish database to reflect completed Home Communion visits or First Holy Communion ceremonies.
- Address any issues or irregularities observed during the distribution of the Eucharist.

#### **Post-Visit:**

- Return any unused consecrated hosts to the tabernacle at the church promptly.

### **Family Members Collecting the Eucharist on Behalf of a Homebound Loved One**

In special cases, immediate family members may request permission to bring Holy Communion to a loved one who is genuinely unable to attend Mass (e.g., due to chronic illness, immobility, or end-of-life care). The following process must be followed:

#### **Application Process:**

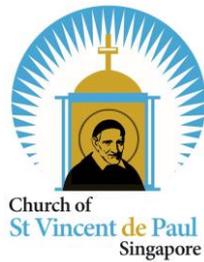
- Requests must be made directly to the Parish Office using the designated application form.
- Only immediate family members (e.g., spouse, child, sibling) may apply on behalf of the communicant.
- Each applicant must undergo an interview and briefing by the Parish Priest or appointed clergy.
- The applicant must be a practicing Catholic in good standing, respectful of the sacred nature of the Eucharist.

#### **Approval and Registration:**

- Upon approval, the applicant will be issued an official Communion Minister Pass.
- Their name will be recorded in a controlled list kept at the Sacristy.
- Only individuals whose names are listed will be authorized to receive the consecrated host after Mass.

#### **Procedure for Collecting the Eucharist:**

- The approved family member must present their Pass at the Sacristy before or after Mass.
- The Sacristan or Extraordinary Minister of Holy Communion (EMHC) will verify their name against the approved list.



- The Eucharist must be carried in a properly blessed pyx, and the individual must proceed directly to the home of the communicant.

### **Spiritual and Liturgical Responsibility:**

- A short Communion service is to be conducted at the recipient's home, including prayers, Scripture reading, and reverent distribution of the Eucharist.
- Family members must treat the Eucharist with the utmost reverence and care.
- Any unused consecrated hosts must be returned to the church without delay.

### **Ongoing Oversight:**

- The list of approved family ministers will be reviewed and updated regularly by the Parish Office.
- If the communicant's condition changes or the need no longer exists, the privilege may be withdrawn.
- Any misuse or mishandling will result in immediate revocation of permission.

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## **DATA PROTECTION POLICY**

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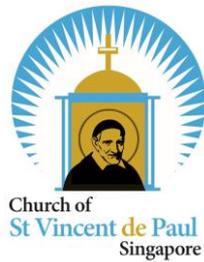
### **Purpose of Data Collection:**

The collection of data related to the Eucharist serves the following purposes:

- To facilitate the administration and distribution of the Eucharist within the parish.
- To manage the registration and preparation of Children's First Holy Communion candidates.
- To coordinate and schedule Home Communion visits for the homebound.
- To maintain sacramental records accurately and securely.
- To ensure proper communication between clergy, Extraordinary Ministers of Holy Communion (EMHCs), pastoral staff, and registered individuals.

### **Storage & Security**

- All data collected, including personal details of children, parents, homebound recipients, and EMHCs, will be securely stored in electronic and/or physical formats.
- Electronic data will be stored in a password-protected database with access restricted to authorized parish personnel.
- Physical records will be kept in locked filing cabinets within the parish office.
- Regular security reviews will be conducted to ensure compliance with data protection standards.



## **Data Sharing**

- Data collected will be used solely for the administration of Eucharistic services and will not be shared with external parties without explicit consent.
- Only authorized clergy, pastoral staff, and EMHCs will have access to relevant data necessary for fulfilling their roles.
- Data sharing within the parish will be conducted responsibly, ensuring minimal exposure to sensitive information.
- In cases of legal or canonical requirements, data may be shared with diocesan authorities in compliance with church regulations.

## **Retention**

- Data related to Children's First Holy Communion will be retained for five (5) years after the sacrament has been administered.
- Home Communion recipient data will be reviewed annually, and records of inactive recipients will be archived securely.
- Sacramental records, including First Holy Communion and Home Communion logs, will be retained permanently in accordance with church requirements.
- Personal data that is no longer required will be securely deleted or shredded to prevent unauthorized access.

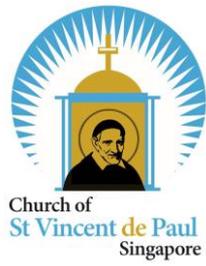
## **Responsibilities**

- Parish Office Staff: Responsible for maintaining the database, ensuring secure storage, and processing registrations.
- Catechetical Coordinator & Level Leads: Manage Children's First Holy Communion records, including progress tracking.
- Pastoral Ministry: Oversees the Home Communion program and ensures compliance with data protection measures.
- Clergy & EMHCs: Handle data sensitively and ensure the confidentiality of information provided for sacramental administration.

## **Compliance & Review**

This policy complies with applicable data protection laws and the guidelines set by The Roman Catholic Archdiocese of Singapore. The policy will be reviewed annually or as needed to ensure ongoing compliance and to address any changes in legal or organizational requirements.

Non-compliance with this policy by volunteers or staff may result in disciplinary action.



## Contact Information

For inquiries, concerns, or requests regarding personal data, please email to [dpo.svdp@catholic.org.sg](mailto:dpo.svdp@catholic.org.sg)

Dated: 14 July 2025

Approved **By:** Rev Fr Paul Lim - Parish Priest