

## **Guidelines for Distribution of Holy Communion by Eucharistic Ministers at Joanne's Hospice House in Bonita Springs, FL**

### **A. At Church**

1. Arrive at least 15 minutes before 8:00 AM weekday or any AM Sunday Mass.
2. Place pyx on table located behind altar.
  - a. Pyx must be marked as to how many Eucharist hosts are to be reserved.
  - b. Your name should be on the back of your pyx to help you identify it.
3. Sign register book with your name and location of assignment (Joanne's House).
4. Line up on the left side of the altar when the priest calls you receive your filled pix.
5. Leave immediately after Mass to distribute communion.

### **B. At Joanne's Hospice House**

1. Wear St. Leo EM badge for identification.
2. Sign in at Reception desk and introduce yourself as EM from St. Leo's Catholic Church
3. Receptionist will print a copy of Catholic residents for you to visit.
4. **IMPORTANT:** Before distribution of Communion, please check at Nurse's station and ask:
  - a. If resident is capable of swallowing Eucharistic host
  - b. If fluids can be given should the resident ask for water after reception of communion
5. Wash hands or use anti-bacterial sanitizer before seeing each resident.
6. Always knock at the door before entering the room, introduce yourself and ask if resident wishes to pray and/or receive communion (for texts of suggested prayers, see attached page)
7. Should resident ask for confession and/or anointing of the sick, call the parish office at 239-992-0901.

### **C. Before you leave the Hospice**

1. Consume all undistributed hosts.
2. In the event that a host or a particle of it is dropped, or otherwise unable to be swallowed by the patient, put the host or remaining particle in a cup and dissolve in water. Pour the water under a tree.
3. Make sure to return the list to Receptionist prior to leaving the hospice as the names must be kept confidential to satisfy the HIPAA laws.

*Thank you for your dedicated service to the suffering members of our community on behalf of St. Leo Parish. May God reward you with his countless blessings for your kindness and commitment. Fr. Jarek*

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