

Extraordinary Ministers of Holy Communion

1. Scheduled Ministers, please arrive at least 10 minutes before Mass and sign in at the computer kiosk. **If unable to serve as Minister, it is your responsibility to request a sub using Ministry Scheduler Pro (MSP).**
Note: If you are not scheduled but are available to serve, please check the computer kiosk to see if there are any unfilled sub requests where you can fill in, and if so, go ahead and replace the requestor with yourself.
2. Participate in Mass during the Liturgy of the Word as usual.
3. During the Sign of Peace, ministers should exchange with a small number of people nearby, then come forward, bow toward the Altar, visit the hand-sanitizing station, and then stand behind the Celebrant around the back edge of the carpet **but not directly in front of the Tabernacle**. All ministers of the Host are to stand closest to the Celebrant's chair.
4. If there are fewer Ministers than needed in the sanctuary, please come forward to fill in. All Ministers are to be in the sanctuary **before the "Lamb of God" begins**.
5. After the Celebrant receives Holy Communion, the Deacon, if present, or the Sacristan will receive Eucharist from him, then distribute Precious Blood to other Ministers after Priest distributes the Blessed Sacrament. As the Celebrant and Deacon/Sacristan come to you, remember to bow to the Body and the Blood before receiving; do not just bow straight ahead or to the Altar.
6. After distributing Communion to the ministers, the Priest will hand the Chalices and Communion Bowls to each Minister, with the Ministers of the Cup receiving their vessels first. Proceed to the appropriate Communion station, starting from the far right (ambo side), and stand on the floor in the designated spots.
7. As each recipient comes forward, Ministers should say, "The Body of Christ" or "The Blood of Christ".

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8. *Ministers of the Host* - If more Consecrated Hosts are needed, you may get a few if there is another Minister next to you, or go to the Ciborium on the Altar and remove what you need. After all in your line* have received Holy Communion, proceed to Altar and **hand your Communion Bowl to Celebrant**, waiting on the Priest if necessary. Then go back down the sanctuary stairs, turn around and bow to the Altar, then return to your seat.

(*) Caveat for Host Ministers – the minister on the choir side may be needed to take Holy Communion to the back of the church for those not able to come up to the Altar. You will be informed of this by a minister of Hospitality, and they will lead you back.

Ministers of the Cup – After all in your line have received Holy Communion, you may fill in a spot where another minister has run out of the Precious Blood, but otherwise we are not *adding* additional ministers at existing stations to avoid congestion. If your Chalice has any remaining Precious Blood, turn and face the Altar to consume it. (If there is a large amount of the Precious Blood left in your Chalice, you may move to credence table and ask another Minister for help. ***The consumption of the Precious Blood is to be done in Church around the Altar, not in the work Sacristy***). Then return your cup to the chalice tray on the credence table and put your purificator in the small tray beside it. Then go back down the sanctuary stairs, turn around and bow to the Altar, then return to your seat.

9. Please keep in mind whenever you are holding one of the sacred vessels, *even if it might appear empty at the end of distribution*, until it has been purified with water it **will** contain remnants of the Body or the Blood of Christ in the form of crumbs or small droplets. Therefore, because you are still holding the Body or the Blood, you do not bow to the Altar at any time while holding the vessel.