

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. 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 together by the Celebrant's chair.
3. 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**.
4. 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. Also, wait to bow until **after** the person just prior to you has received.
5. 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 (**SEE PAGE 4**) and wait on the bottom step. When all ministers are in place and the priest gets to the bottom step, all will step down together to the floor in the designated spots.
6. As each recipient comes forward, Ministers should say, "The Body of Christ" or "The Blood of Christ".

PLEASE FAMILIARIZE YOURSELF WITH PAGE 3, THE PROCEDURES FOR DISTRIBUTION TO THOSE WHO CANNOT APPROACH THE ALTAR.

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7. *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 you are finished distributing Holy Communion, proceed to Altar and **hand your Communion Bowl to Celebrant**, waiting on the Priest if necessary. *Please do not leave your bowl unattended on the Altar!* Then go back down the sanctuary stairs, turn around and bow to the Altar, then return to your seat.

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.

NOTE: If some of the Precious Blood is spilled, immediately cover the spill with your purificator. Then excuse yourself to go and retrieve the priest's purificator, and continue. After communion, make sure soak up the Precious Blood with the purificator, then put a little water over the spot. Soak that up with the same or another purificator. Put the purificator(s) in the laundry bag. (Large spills are essentially cleaned up with the same reverence, though you may use towels.)

8. 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.
9. Also, keep in mind, if you are on or near the Altar, as soon as the Ciborium is being processed back to the Tabernacle, we are all to STOP and face the Tabernacle out of reverence. Once the ciborium is fully reposed, then we can continue doing whatever we were doing.

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PROCEDURES FOR DISTRIBUTION TO THOSE WHO CANNOT APPROACH THE ALTAR.

It can be a challenge to smoothly distribute Communion to those who cannot approach the altar. We have tried various methods but what follows seems to be the most efficient.

- The host minister on the server/choir/chair-section aisle (**this should be the Sacristan**), along with a cup minister, will minister to those in that chair section after their line is complete.
- They will then minister to those who sit along the back of the church and elsewhere.
- **NOTE** that the hospitality ministers will be purposefully trying to keep people from the middle sections from floating over into the Sacristan's line so that they can finish their line as quickly as possible.

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COMMUNION STATIONS

