

Guide for Extraordinary Ministers of Holy Communion

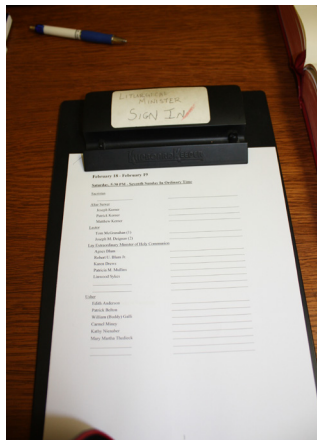
The dress code for Extraordinary Ministers of Holy Communion is jacket and tie for men, business or dress attire for women. Confirmed teens serving in this ministry are asked to dress in an appropriately modest manner. Please, do not wear sneakers, flip-flops or other casual footwear when serving.

Upon arriving at church:

- * Come to the sacristy at least 15 minutes before Mass is to begin. Please be prompt. Your spot will be filled if you have not checked in 10 minutes before Mass begins.
- * Let the sacristan/captain know you are there to serve.
- * Initial the sign-in sheet that is on the clipboard on the vesting cabinet.
- * Choose a position/job and initial the dry-erase board that also is in the sacristy.
- * Once you have signed in, please take a seat among the congregation for the start of Mass.

During Mass:

- * At the conclusion of the Lord's Prayer, offer the Sign of Peace to those immediately around you and then approach the altar, stopping on the wide bottom step to reverence the Altar. A handrail is available on the right side if you need assistance climbing the steps. Go to the credence table, use the hand sanitizer and then move to your place behind the altar. Ministers should be in place behind the Altar by the start of the Lamb of God.
- * Once the Priest has consumed the Body and Blood of Christ, he will turn to face the ministers. The two Ministers of Service will step forward, stand directly in front of the Priest and receive hosts. The Priest will then hand them chalices and they will step to the sides of the altar to serve the other ministers and altar servers.



Vesting table (top)
Sign-in sheet (left)
Dry-erase board (above)



As the priest turns to face the ministers, the Ministers of Service step forward and stand directly in front of the priest to receive Communion.

* The remaining ministers should step forward one at a time, starting with the minister closest to the tabernacle side, to receive the Body of Christ from the priest, with the Altar Servers following the last minister in the line.

* If you choose to partake of the Blood of Christ, go to the Minister of Service on whichever side of the Altar is closest to the position where you will stand for the distribution of Communion to the congregation.

* Proceed carefully down the altar steps to begin the distribution of Communion.

* Communicants can receive the Body of Christ either by hand or by mouth.

* Intinction by members of the congregation is not allowed.

If someone attempts to dip a consecrated host into a chalice containing the Precious Blood, step back and cover the chalice with the purificator or your hand.

If someone does dip the host, use the purificator to follow the host up to the communicant's mouth so none of the Precious Blood drips on the floor.

Do not, however, get into an argument or cause a scene over attempted intinction; this could cause a greater spill of the Precious Blood.

* Please offer Communion of both species to those in the handicap seats before taking your position.

* If, as a Minister of the Body of Christ, you find yourself running out of consecrated hosts during Communion, you can begin breaking the remaining hosts in your ciborium or you can turn to a nearby minister to see if that minister has enough to share. If, however, you have run out, go to the tabernacle, open the door and remove the lidded ciborium within. Place the lid on the Altar cloth in front of the tabernacle and return to your place with that ciborium to continue distributing Communion.

* If, as a Minister of the Precious Blood, you find your chalice is emptied before the end of Communion, take the chalice to the sacristy by exiting through the nearest side door.



Reception of the Body of Christ by hand



Reception of the Body of Christ by mouth



The tabernacle holds a reserve of consecrated hosts.

Place the chalice next to the sacrarium for cleansing after Mass. Place the purificator over the chalice, even if it has been emptied during Communion. Then return to your seat in the church.

* Ministers in the Commons: If there are consecrated hosts left in your ciborium, place it on the tabernacle side altar and then return to your seat in the church. If the ciborium is empty, take it into the sacristy and place it next to the sacrarium to be cleansed after Mass. The chalice minister should stand by the side door and replace any other chalice minister whose chalice has been depleted before Communion is over.



Sacrarium and plastic linens tub

Once the distribution of Communion is complete:

* Ministers of the Body of Christ: If your ciborium is empty after Communion, take it to the sacristy and place it next to the sacrarium for cleansing after Mass.

* Those ministers whose ciboria still contain consecrated hosts should go to the tabernacle. Only two ministers need to stay at the tabernacle to combine the remaining consecrated hosts with any that already reside in the tabernacle; other ministers should place their ciboria on the side Altar and return to their seats.

Open the tabernacle if it is not already open. Genuflect before the open tabernacle, then one minister should take the lidded ciborium from the tabernacle, remove the lid and place the consecrated hosts in it. If there are more consecrated hosts than will fit into one ciborium, place the lid back on the now-full ciborium and return it to the tabernacle. Then place any remaining consecrated hosts in another ciborium and place it on top of the lidded ciborium in the tabernacle. The sacristan will cover that ciborium with a lid after Mass. Never place a ciborium on top of consecrated hosts in an open ciborium.

Once all the consecrated hosts have been placed in the tabernacle, genuflect, close the tabernacle, reverently pick up the empty ciboria, take them to sacristy and place them next to the sacrarium for cleansing after Mass. Return to your seat in the church using the side door closest to your place.



Any consecrated hosts remaining after Communion should be placed in the lidded ciborium that resides in the tabernacle.



After placing remaining consecrated hosts in the tabernacle, genuflect and then close and lock the tabernacle door.

* **Ministers of the Precious Blood:** If your chalice still contains the Precious Blood, take it to the sacristy by existing through the nearest side door. Once in the sacristy, either consume the Precious Blood or place a purificator over the chalice so that it can be consumed before the chalice is cleansed after Mass.

Mishaps during Communion:

* **If the Body of Christ is dropped** during the distribution of Communion, reverently pick it up and either consume it or place it in the palm of your hand and consume it after Communion is over.

* **If the host is seriously soiled** (such as if it has fallen from a communicant's mouth or has fallen to the floor and has been stepped on), the host – according to “Guide for Extraordinary Ministers of Holy Communion” by Kenneth A. Riley and Paul Turner – should be taken to the sacristy and be “completely dissolved in water before being poured down the sacrarium.”

* **If the Precious Blood has become contaminated** in some way during the distribution of Communion, return to the sacristy, fill the chalice with water to completely dilute the consecrated wine and then pour it into the sacrarium so that no one will unknowingly drink from the contaminated chalice.

* **If the Precious Blood is spilled**, use a purificator to absorb the spill. Then mark the spot with another purificator until the floor can be wiped down after Mass with clear water (no soap) and a clean cloth. If only one purificator is available, place it over the spot until Mass is over, then ask someone to make sure no one steps on it until the floor can be cleansed as mentioned above.

Water from the linens should be wrung out into the sacrarium, and all the linens used to wipe up the spill should then be placed in the clear tray next to the sacrarium to be washed by the people in the linens ministry.

Cleansing the vessels after Mass:

* Chalices and ciboria used during the distribution of Communion are to be cleansed **once Mass is over**. After Mass, several ministers will be needed to help the sacristan do this.

* Place the soiled purificators in the rectangular plastic linens tub to the left of the sacrarium.

* Any consecrated wine remaining in the chalices should be consumed, unless it has been contaminated (see instructions under Mishaps section).

* Once a chalice has been emptied, put a little water in it, carefully swirl it in the chalice and either consume the water or pour it into the sacrarium. Then the chalice can be washed in hot, soapy water. Do NOT submerge the chalice in the soapy water. Turn it upside down and dip the cup portion into the soapy water.

Use your hand or a dishcloth to wash the cup portion, then thoroughly rinse it in the main sink.

Dry the chalice completely and place it on the vesting table to be used for the next Mass OR place it in its cloth cover and put it in the safe.

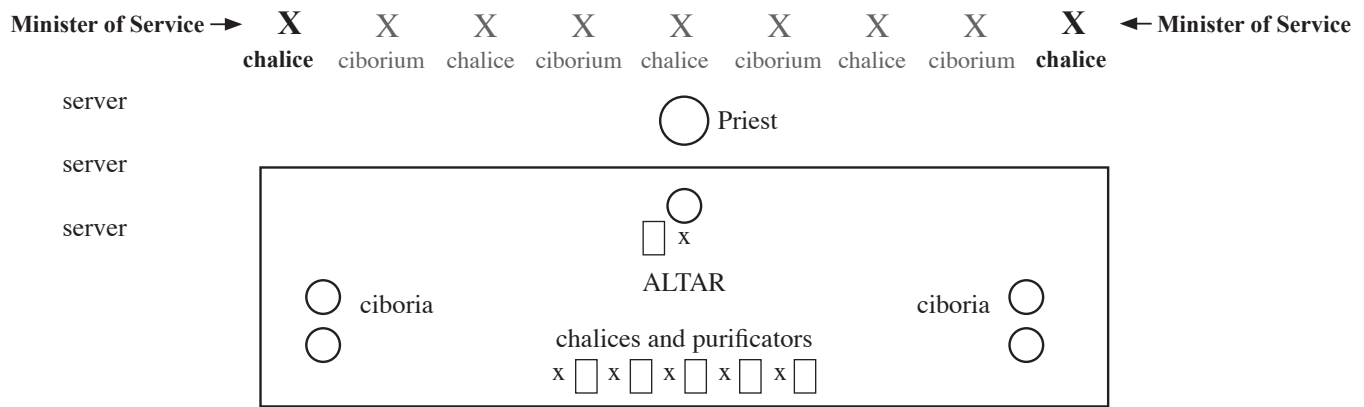
* To cleanse the ciboria, put a little water in each ciborium, swirl it to catch any fragments that might remain and either consume the water or pour it into the sacrarium. Do NOT submerge the flat ciboria in the soapy water; there are felt pads on the bottom of these and the pads will come off in the water.

Other things to know:

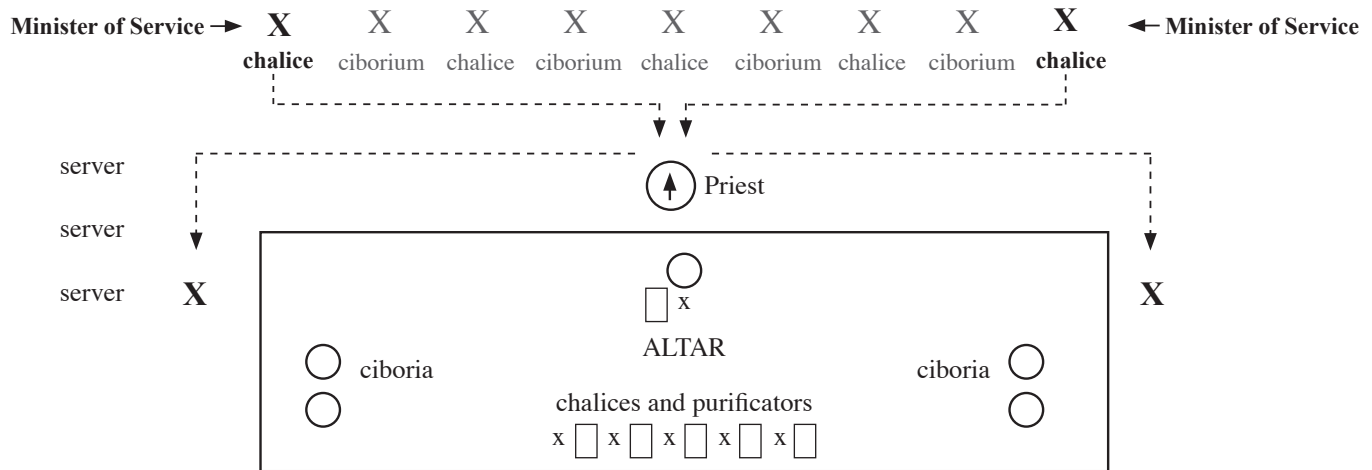
* **If a deacon is assisting at Mass**, he usually will be a Minister of Service and will take the chalice position on the ambo side of the church for sharing the Precious Blood with the congregation.

* **If Mass is being concelebrated** by two or more priests, adjustments will be made prior to Mass on the number of ministers required for that Mass.

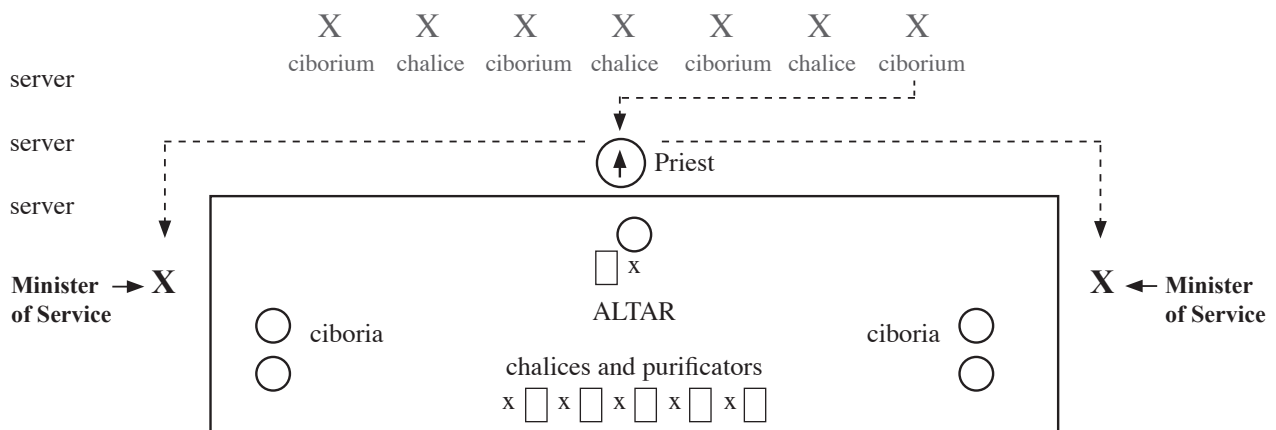
Distribution of Communion to Extraordinary Ministers of Holy Communion



1. All ministers stand behind the altar at the back step. Ministers on either end are Ministers of Service and will be chalice ministers.
2. If necessary, Minister of Service on tabernacle side will go to the tabernacle to get a ciborium of consecrated hosts for Communion.
3. Priest receives Communion.



4. Ministers of Service come forward to receive the Body of Christ, then the Blood of Christ from the Priest.
5. Ministers of Service retain chalices and purificators.
6. Ministers of Service move to either side of the altar and turn to face the remaining ministers.



7. Starting with the minister closest to the tabernacle, remaining ministers move forward one at a time to receive the Body of Christ from the Priest, then the Blood of Christ from either Minister of Service.
8. Ministers pick up a ciborium or chalice and purificator as assigned and go to assigned place for distribution of communion.
9. Altar servers step forward to receive Communion following ministers and then return to their places.