**Procedures for Extraordinary Ministers of Holy Communion**

**August 2025**

When signing in before Mass in the Sacristy, you will pick the position you prefer that is available: indicate if you want a plate on the Mary or Joseph side or the center. When Communion is offered under both species, do the same for the cup. Note that when the Precious Blood is offered to everyone, the deacon (when present) will be one of the ministers of the Cup, and an extraordinary minister who is distributing the Body of Christ will stand beside the priest celebrant in the center.

During the Sign of Peace, come forward toward the altar as usual, with both/all ministers gathering in front of the door near the baptismal font, without blocking the view of anyone in the assembly. As each arrives, use the sanitizer bottle on the small table near the font and then back up near the door, especially if there are more than two extraordinary ministers.

As soon as the priest finishes consuming the Body and Blood of Christ, while the deacon is consuming, come forward by the handrail and stand along the right side of the altar, in front of the chairs in which the priest and deacon sit. If both species are being offered, the extraordinary minister(s) of the Cup should go up first, followed by the plate ministers; otherwise, the plate ministers will go up and stand in front of the chairs on the right side. If necessary due to the number of EMs, it is OK to stand on a step.

After receiving the cup, the cup minister will turn to offer the Precious Blood to other EMs. Different priests have different ways of handing us our vessels, and we should not hand the cup to an EM already holding a ciborium. This means occasionally a plate minister may not be able receive the Precious Blood. Note that EMs do not take the Body and Blood from the altar but wait for the priest or deacon to hand you your plate or cup.

The EMs will follow the priest and deacon as they descend to the main floor, heading to their assigned spots (based on the signup sheet), with the plate ministers leading the way and the cup minister(s) last when Communion is offered under both species. Do not wait for the clergy to give Communion to the disabled.

After Communion, all ministers will walk up to the front of the altar to place their respective vessels on the Corporal(s) on the altar and return to the main landing, moving to the side on which they are seated, and stand respectfully by the doors near the piano or the baptismal font until the Body of Christ has been reposed in the tabernacle.

When the priest or deacon genuflects at the tabernacle, bow reverently and return to your seat. (Do not wait for the purification process to take place.)

**Important Notes:**

Should the Body of Christ be dropped or the Blood of Christ be spilled, immediately stop and signal for an altar server to bring a purificator from the credence table. Place the purificator over the spot and stand in front of it to block the spot from being stepped on. Notify the deacon of the incident and he will purify the spot after Mass.

When waiting on the main floor to go up to the altar to receive Communion or afterwards to return to your seat after the purification, be mindful of people whose view you may be blocking and move closer to the doors, if necessary.

**Common Questions and Answers:**

1. Q. What do I do if someone approaches me with their arms crossed over their chest? A. Lay ministers do not give blessings to someone coming forward during communion. Say something like “May God bless us” or “Jesus loves you.” No hand gesture, signing, or touching is appropriate
2. Q. What do I do if during communion I come in contact with a parishioner’s mouth or feel I have contacted a number of hands? A. Go to the sanitizer on the credence table or beside the baptismal font, whichever is closer. Place your ciborium on the Corporal on the table, sanitize your hands, and return to your place to continue sharing the Eucharist with others.
3. Q. What do I do if I run low on consecrated Hosts?  Should I start breaking them in half?  A. No, go to the priest or another extraordinary minister to get more from him or her, unless s/he or the priest indicates that everyone is running low, in which case you do start breaking them.
4. Q. What do I do if I run out of the consecrated wine?  A. Cover the cup with your purificator and take it to the altar, placing the cup on the Corporal and the purificator beside it. Then stand by the railing and remain there while the others finish distributing Communion and take their vessels up to the altar, moving with them back down to the main floor on whichever side you are seated; stay with the other EMs until all consecrated Hosts are reposed in the Tabernacle, at which time all EMs return to their seats.
5. Q. What do I do if I have some of the Precious Blood left in the cup after everyone has communed? A. If you are comfortable doing so, consume what is left and then head up to the altar to place the cup on the corporal. Otherwise, go up to the altar with the others and place it on the corporal for the priest or deacon to consume.
6. Q. What do I do with the purificator when I take the cup back up to the corporal after Communion? A. Regardless of whether any Precious Blood remains in the cup or not, place the purificator beside the cup; do not cover the cup with it.
7. Q. What do I do if a consecrated Host is dropped? A. Pick up the Host and either consume it or put it in your other hand under the ciborium while you motion to the recipient to wait while you go up to the credence table to get one of the extra purificators there (unless you are able to catch an altar server’s eye to bring you one). Return and put the open purificator over the spot where the Host hit the floor. Keep the dropped Host in your hand until you have finished distributing Communion and then make the priest or deacon aware of it when you approach the altar to return your ciborium. After Mass have the deacon or sacristan wash the spot with a clean purificator and water. Note: the Precious Body and Blood should never be poured down the sacrarium, (the sink that goes to ground in the Sacristy).
8. Q. What do I do if the Precious Blood is spilled? A. Immediately cover the spill with your purificator and go get another one from the credence table (unless you are able to catch an altar server’s eye to bring you one). After Mass have the deacon or sacristan wash the spot with clean purificators and water.