

# **GUIDELINES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION**

*“If you are the body and member of Christ, then it is your sacrament that is placed on the table of the Lord; it is your sacrament that you receive. To that which you are you respond “Amen” (“yes it is true”) and by responding to it you assent to it. For you hear the word, the Body of Christ and respond “Amen”. Be then a member of the Body of Christ that your Amen may be true.” ~St. Augustine*

As an Extraordinary Minister of Holy Communion (referred to as minister throughout this document), you have an important role in the liturgy for you are bringing the Body and Blood of Christ to the community. This is a ministry and not just the distribution of bread and wine. It is a ministry that through your eyes, your hands, your words and your touch you bring Christ, through the Eucharist, to each person to whom you minister. Prayer and preparation are essential so that you are ready to minister to those who come to you.

These guidelines are intended to offer you some practical suggestions for your ministry.

## **Before Mass**

- 1) Prepare yourself through prayer for the ministry that you will do.
- 2) Be mindful of your attire. The way you are dressed should not detract from the liturgy.
- 3) Check your name off on the schedule posted in the Hospitality Room and make certain that all ministers needed are present. All ministers are invited to join the Presider in the back of church for prayer prior to the beginning of Mass. After the prayer, the ministers return to their place in the assembly.

## **Preparing for the Eucharist**

- 1) As the sign of peace begins, all ministers should move immediately to the altar. The ministers stand behind the altar on the floor (not on the altar platform) while the priest prepares the vessels and receives communion. The stewards should be in the center of the line directly behind the presider and the two people next to them are cup ministers. The presider will fill all of the vessels (#37 Norms).
- 2) The presider receives before the ministers. After the presider has concluded his own Communion, he distributes Communion to the ministers (#38 Norms). Ministers are not to remove vessels from the altar (#40 Norms).

Once the presider has received, he will turn around and face the Eucharistic Ministers.

- a) At that time, the stewards and two cup ministers (who are standing right next to the stewards) are to step up onto the altar platform. The presider will minister the Body of Christ to those four ministers.
- b) The presider will then minister the Cup to the two cup ministers who will turn to the stewards and minister the Cup to them.
- c) Once the stewards have received the Cup, the Cup ministers will move to the side of the altar platform (one by the Presider's chair and one by the ambo).
- d) The Presider will hand each steward a Paten. The stewards will minister the Body to the remaining ministers.
- e) After receiving the Body, the minister will receive from the cup. Those who are on the left will move to the cup minister who is standing by the presider's chair and those on the right will move to the cup minister who is standing by the Ambo.
- f) Once the ministers have received both species, they will proceed to the altar. The presider will give them the appropriate vessel (cup or paten). The ministers will then move to their places (but remain on the altar platform).

At the 10:00 and 5:00 Sunday Masses, the third bread minister should be at the end of the line, receive the Eucharist and proceed for their vessel (after all cups have been distributed).

- g) When the presider has finished distributing all vessels, he will move to his station and all Ministers should step off of the platform to their station.

### **Ministering the Eucharist**

- 1) The Minister serving the Body (usually the Eucharistic Steward) holds up the Body and proclaims, "The Body of Christ". The Minister places the Body in the hand or, when the communicant desires, on the tongue.

The Minister serving the Blood holds up the cup and proclaims, "The Blood of Christ". The Minister presents the cup to the communicant who takes the cup and receives. After the person receives, the Minister wipes the area where the lips touched and rotates the cup to a new position.

It should be noted that it is not permissible for a person to dip the host he or she has received into the chalice. If for some reason the communicant is not able or willing to drink from the cup, then that person should receive only under the form of bread.

A blessing is offered to the children or adults who do not receive. The Minister should say, "May God bless you." No gesture accompanies this formula.

- 2) Serve with joy in your heart. It is okay to be pleasant and smile. Maintain eye contact with those you are serving.
- 3) When you have finished ministering at your station:
  - a) Bread Ministers should move to help at another station if there is still a line. When your communion station is finished, kindly return your paten directly to the credence table if it has no remaining hosts in it. If there are hosts remaining, place the paten with remaining hosts on the altar, and then go to the credence table to assist with consuming the Precious Blood (when necessary). The presider will consolidate all the consecrated hosts into the ciborium at the altar, and he will return the ciborium to the tabernacle. If a minister of the Body of Christ should bring his or her paten with remaining hosts to the altar after the presider has already arrived back at the altar, that Minister should kindly wait for the presider to consolidate the hosts into the ciborium, and then that Minister should bring the empty patens to the credence table while the presider returns the ciborium to the tabernacle.
  - b) Cup Ministers should move to help at another station if there is still a line. If there is no line, move to the space by the credence table.
  - c) All Ministers should remain by the credence table to help consume any Precious Blood that is remaining. Please try to stand completely behind the screen, so as not to distract the congregation by having the group of ministers visible. This should be done reverently and quietly. Purificators should be placed in the basket available. Once the remaining Precious Blood is consumed, all Ministers should return to their seat in the assembly. The priest will remain to purify the vessels.

Clean purificators are kept in the drawer at the southeast end of the large counter in the center of the Sacristy. The drawer is marked "Purificators".