GUIDELINES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION (effective 09/01/14)

THE ROLE OF THE MINISTER

Extraordinary Ministers of Holy Communion, or Eucharistic Ministers, are lay ministers whose role is distinct from that of the Priest or Deacon who are the regular or Ordinary Ministers of Holy Communion. Remember you have been called upon to administer the Body and Blood of Christ. As a Minister of Holy Communion you will be assisting the Presider at this most sacred banquet.

Eucharistic Ministers are appointed to administer the Eucharist to the people present at all parish Masses (Sunday, weekday and funerals) and/or to the sick, elderly and homebound members of the parish. The emphasis is on service to the members of our faith community.

Ministers of Communion are registered members of the parish, male or female, at least 16 years of age and fully initiated members of the church (i.e., having received the Sacrament of Baptism, Holy Communion and Confirmation). These are the following responsibilities of a Eucharistic minister, as assigned, during the Mass:

- Mass Captain (Sacristan) prepares the bread, wine and sacred vessels; and, verifies sufficient ministers are present to serve at the Mass.
- Lead Bread goes to the tabernacle and brings the ciboria to the Presider.
- Bread Ministers and Cup Ministers distribute the consecrated Body and Blood of Christ during Mass.

Dress appropriately. Remember that you represent the St. Anthony Catholic community. Women: A dress or blouse & skirt of modest length; or, long pants. Men: A shirt and long slacks. No shorts or jeans. Any questions, please ask.

What if I’m scheduled to serve as a Minister of Communion and I don’t show up?

You will be missed! We do understand that sometimes you cannot be with us due to illness, a family emergency, vacation plans, etc. Please contact another minister

- from the phone roster sent with each 3-month schedule, or,
- the e-mail list eminister@lists.stanthonytigard.org

to exchange weekends with you or serve as a replacement. Other ministers are usually quite gracious about helping out. Then, note the change of ministers on the schedule in the check-in area so that the Mass Captain (Sacristan) will see that someone else is serving in your place. When all else fails, contact your Mass Captain or the Liturgy and Music Director.

BEFORE MASS

The Mass Captain (Sacristan) arrives 30 minutes before Mass and in the sacristy

- prepares the hosts
  - people’s host and large presider host in the large silver bowl
  - ciboria(s) in tabernacle plus empty ciboria(s) on credence table (example: 1 ciboria in tabernacle; 2 to 4 empty ciborias on the credence table. NOTE: each ciboria holds 200 hosts)

- prepares the wine
  - a small amount in the small glass decanter for the Priest/Presider chalice only (1/3 in. max.)
  - poured in each of the communion cups (approx. 1/2 to 2/3 full in a min. 4 cups to max. 8 cups) and placed on a tray. Place the cups and tray on the credence table before Mass.

- places the appropriate number of purificators on the credence table for the Priest/Presider and cup ministers
- and the remaining sacred vessels such as chalice, ciborias, water cruets, bowl/pitcher/towel on the credence table

- takes the bowl of hosts and decanter of wine to the back of the church and places on small table (collection baskets are on the shelf below).

All scheduled Eucharistic Ministers

- should arrive 15 minutes before the Mass and check-in with the Mass Captain. If you have not signed in five (5) minutes before Mass, a replacement will be found.
- Sign-in at the podium toward the rear of the church (near the Parent’s Room/Cry Room window). The schedule is in the binder.
PRIOR TO DISTRIBUTION OF HOLY COMMUNION

During the Lamb of God, all Eucharistic Ministers approach the sanctuary to the right of the pulpit and Presider’s chair in front of the Chapel. Hand sanitizer is located on the credence table for your use.

- The Bread Ministers gather around the altar. (see the diagram below for placement.)
- The Lead Bread minister
  - proceeds to the Tabernacle. Open the door of the Tabernacle and genuflect or bow.
  - Remove the ciboria(s) and leave the door open. Bring the ciboria(s) to the Altar.
- The Deacon or the Bread Minister brings the empty ciboria(s) with lids to the altar.
- The Priest/Presider and/or Deacon will prepare the ciboria(s).
- When another priest celebrant and/or deacon is not present, a Bread minister assists the Priest/Presider dividing the hosts between the ciboria, as needed.
- The Cup Ministers proceed to the credence table to pick up a purificator.
  - Place the purificator over your arm. (Note: This will indicate to the Priest/Presider and/or Deacon who receives the cup.)
  - Take your place around the altar. (See the diagram below for placement.)

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CHURCH SANCTUARY

DISTRIBUTION OF THE BODY AND BLOOD OF CHRIST

The Priest/Presider receives the Body and Blood of Christ. If a Deacon is present, the Priest/Presider will distribute the Body and Blood of Christ to the Deacon.

The Priest/Presider will distribute the Body of Christ to all of the ministers in the sanctuary. NOTE: The cantor and musician will join the Eucharistic Ministers. After the cantor/musicians receive, the communion hymn will begin.

The Priest/Presider will distribute the cup to those ministers holding a purificator beginning with those on the right side of the altar and the Middle Ministers. If a Deacon is present he will receive from the cup first. A cup minister will then distribute the Precious Blood to the Bread minister and/or Cup ministers closest to them.

The Priest/Presider and/or Deacon will distribute the ciboria(s) to the Bread ministers. Then, all proceed to their communion stations.

* Low Gluten Hosts are available upon request. A pyx containing a low gluten host will be placed on the corporal on the Altar prior to Mass by the person who will receive the host. The Priest/Presider with distribute the pyx/with host to the person. Contact the Pastor, Vicar or Liturgy and Music Director for more information.
DISTRIBUTION OF THE BODY AND BLOOD OF CHRIST (continued)

The Priest/Presider, Deacon and each Eucharistic Minister proceed to his or her communion stations.
- Cup Minister(s) should fill in the communion station closest to the exit doors first.
- If a choir is present, the Lead Bread Minister and a Cup Organ Minister remain in the sanctuary to offer communion to the choir and then proceed to the two open front communion stations.

At larger liturgies, Middle Bread and Cup Ministers will depart the sanctuary first and proceed together down the center aisle to their stations. Each minister proceeds down the steps slowly towards their communion station pausing briefly for one other minister to join them. They will be followed by the Priest/Presider, Deacon and Cup and Bread ministers who will remain in the front of the church.

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When the Eucharistic Minister distributes communion look each person in the eye and say: The Body of Christ or The Blood of Christ. The person receiving says “Amen”. The minister will place the Body of Christ either in one’s hand or on the tongue. If the recipient receives the consecrated host in his or her hand, they must consume it. Make sure the recipient does not grab the Body of Christ. Note: If a child or adult crosses his or her arms over their chest, please give them a blessing.

* People with disabilities who are seated in the front and/or side seating as well as elsewhere in the church will receive communion from the Presider, and/or a Bread and a Cup Pulpit Minister. A Visiting Priest? A Bread and Cup Minister will distribute communion.

Note: Intinction (to dip the consecrated host into the chalice of consecrated wine) is not a practice in our parish. In the case that someone does not want to consume the Precious Blood but wants to go to the chalice for intinction, then the person must hand the consecrated host to the minister with the chalice. The minister does the the intinction, says “The Body and Blood of Christ” and then places the consecrated host and wine on the person’s tongue.

Note: After the Altar Servers receive communion, they will clear the entire Altar except the Priest/Presider Chalice and lids to the ciboria(s) and place the vessels on the credence table.

If the consecrated bread is dropped on the floor, the minister picks up the consecrated host and consumes it at that moment or sets the host to the side of their bowl to be consumed later.
DISTRIBUTION OF THE BODY AND BLOOD OF CHRIST (continued)

If **consecrated wine is spilled**, use your purificator to wipe it up. Get a clean purificator from the sacristy, if needed, to continue distributing the consecrated wine. Please remain after Mass and rinse the consecrated wine out of the purificator in the sacrarium.

If **... you run out of consecrated hosts** obtain additional hosts from another minister near your communion station whether in the front or the middle of the church. Middle Ministers may invite the person to the front of the church to receive communion.

If **... you run out of consecrated wine**, drape the purificator over the cup and return the cup to the credence table. Then, return to your place in the assembly. Middle ministers, drape the purificator over the cup and remain at your station.

AFTER DISTRIBUTION OF HOLY COMMUNION

After the assembly has received Holy Communion,

- the Priest/Presider returns to the Altar and will place his remaining hosts in the ciborium.
- the **Bread Ministers**
  - return to the sanctuary
  - set the ciboria on the Altar and the Priest/Presider and/or Deacon will place the remaining consecrated hosts in the ciborium
  - then, return to your place in the assembly behind the Presider’s Chair in front of the Chapel.
- the **Cup Ministers**
  - consume the remaining Precious Blood at their communion station, or,
  - bring the communion cup and purificator to the credence table and consume the remaining Precious Blood.
  - place the cup on the tray and the purificator in the basket. NOTE: Do not place the purificator inside of the cup.
  - then, return to your place in the assembly behind the Presider’s Chair in front of the Chapel.
  - The Priest/Presider and/or Deacon will **purify the chalices**.
- **Middle Bread and Cup Ministers** return to the sanctuary together.
- the **Lead Bread Minister**
  - waits at the Altar to receive the ciborium from the Priest/Presider and returns the ciborium to the Tabernacle. (NOTE: Unless a another Priest celebrant or Deacon is present)
  - The minister will genuflect or bow, close the door and leave the key in the Tabernacle.
  - The minister returns to his or her place in the assembly.
- Empty ciboria(s) are placed on the credence table by the Altar Servers.

AFTER MASS

**ALL the Eucharistic Ministers** who served at the Mass

- assist in removing the communion cups and ciboria(s) from the credence table
- clean the vessels after Mass with a soft cloth and soap (NOTE: please do not immerse the chalice in soapy water!)
  - and store the vessels in the sacristy in preparation for the next Mass.
This is also part of the ministry and an opportunity to become acquainted with each other.

Please take a moment after Mass to spend a moment thanking God for your ministry.