

Volume

2

ST. ANNE PARISH, OSWEGO, ILLINOIS

EXTRAORDINARY MINISTERS OF HOLY COMMUNION TRAINING GUIDE



EXTRAORDINARY MINISTERS OF HOLY COMMUNION

2017 Training Guide

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Introduction

“I am the living bread that came down from heaven. Whoever eats this bread will live forever. This bread is my flesh, which I will give for the life of the world.”~ John 6:51

The opportunity for lay persons to become Extraordinary Ministers of Holy Communion first presented itself in the Catholic Church in 1973 (*Immensae Caritatis* of 1973). This allowed lay people who have been appointed by the Bishop for a period of time or, by a Priest or Deacon for a single occasion to assist in the distribution of Holy Communion to the faithful on occasions when there is a shortage of Ordained Clergy and the number of faithful is too great, where unless Extraordinary Ministers assist in the distribution, the celebration would be unduly prolonged.



Figure 1: Tabernacle

As an Extraordinary Minister of Holy Communion it is important to remember the privilege that has been entrusted to you and to conduct yourself accordingly.

“To touch the sacred species and to distribute them with their own hands is a privilege of the ordained, one which indicates an active participation in the ministry of the Eucharist. It is obvious that the Church can grant this faculty to those who are neither priests nor deacons, as is the case with acolytes in the exercise of their ministry, especially if they are destined for future ordination, or with other lay people who are chosen for this to meet a need, but always after adequate preparation” (*Pope John Paul II, Domenicae Cenae, 11*)

The model for genuine ministry is humble service. Christ the Lord exemplified this by serving others, not by being served. Your role as an Extraordinary Minister of Holy Communion does not begin or end when you walk through the doors of the Church. You are called upon to live the Eucharist and your faith outside of the Church walls. Your life as an Extraordinary Minister of Holy Communion should be one of both being and giving the Body and Blood of Christ. Your “Amen” to a life of service should be genuine and complete. When you do this, you will find great joy in the Lord who chooses to be present in those who serve and in the Eucharist that forms you into His Body.

Qualities of an Extraordinary Minister

“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.” ~Colossians 3:17

It is important that those individuals selected to serve as Extraordinary of Holy Communion are chosen carefully. The instruction *Immensae Caritatis* describes them in the following manner:

The faithful who are special Ministers of Communion must be persons whose good qualities of Christian life, faith, and morals recommend them. Let them strive to be worthy of this great office, foster their own devotion to the Eucharist, and show an example to the rest of the faithful by their own devotion and reverence toward the most august sacrament of the Altar. No one is to be chosen whose appointment the faithful might find disquieting. (*Immensae Caritatis*, 1 VI)

The goal is to choose individuals whose exemplary Catholic life and morals will reflect well upon the Church and show the dignity and importance of the Holy Communion.

The Characteristics of the Ideal Extraordinary Minister

To become the ideal Extraordinary Minister, you should strive to achieve the following qualities:

Prayerfulness: *“For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another.” ~Romans 12:4-5*

Extraordinary Ministers are just one piece of the whole of liturgical ministry: Ushers, Altar Servers, Lectors, Musicians and Singers. Pray for all those who are serving as Ministers to God’s people each Sabbath, not just at St. Anne’s, but in other communities.

Attentiveness and Helpfulness: No matter how much you prepare for this ministry, there is always the possibility that on any given Sunday, things arise that you are not prepared for or that may catch you off guard. In those instances, be attentive and

willing to help with whatever needs to be done. By being attentive, embarrassing or confusing moments can possibly be avoided and disruptions to Mass can be minimal.

Humility: *“I...urge you to live in a manner worthy of the call you have received, with all humility and gentleness, with patience, bearing with one another through love...” ~Ephesians 4:1-2*

Remember that you have been blessed and entrusted with the gift of sharing the Body and Blood of Christ with others. Be modest and humble in your approach to this ministry.

Reverence: *“Therefore, we who are receiving the unshakable kingdom have gratitude, with which we should offer worship pleasing to God in reverence and awe.” ~Hebrews 12:28*

Your display of reverence when you Minister the Body and Blood of Christ undoubtedly has an impact on those who receive Communion from you. How you speak the words, your actions, your eye contact and how you conduct yourself all express your reverence.

Teamwork: *"Complete my joy by being of the same mind, with the same love, united in heart thinking one thing. Do nothing out of selfishness or out of vainglory; rather, humbly regard others as more important than yourselves, each looking out not for his own interests, but [also] everyone for those of others." ~Philippians 2:2-4*

Not only is it important that all Extraordinary Ministers work together to ensure that the ministry of Communion is coordinated, but that there is cooperation with the different, yet complimentary, ministries that unify the liturgical celebration.

Knowledge: *"...make every effort to supplement your faith with virtue, virtue with knowledge, knowledge with self-control, self-control with endurance, endurance with devotion..." 2Peter 1:5-6.*

Every Extraordinary Minister of Holy Communion should be knowledgeable about this ministry and about the Eucharist. However, continue to nourish your faith and increase your knowledge by reading devotionals, spending time with God in prayer, cracking open the Word of God, attend workshops and other spiritual formations. There are always opportunities to learn more about this ministry and your faith.

Patience: *"And we urge you, brothers, admonish the idle, encourage the fainthearted, help the weak, be patient with them all." ~1 Thessalonians 5:14*

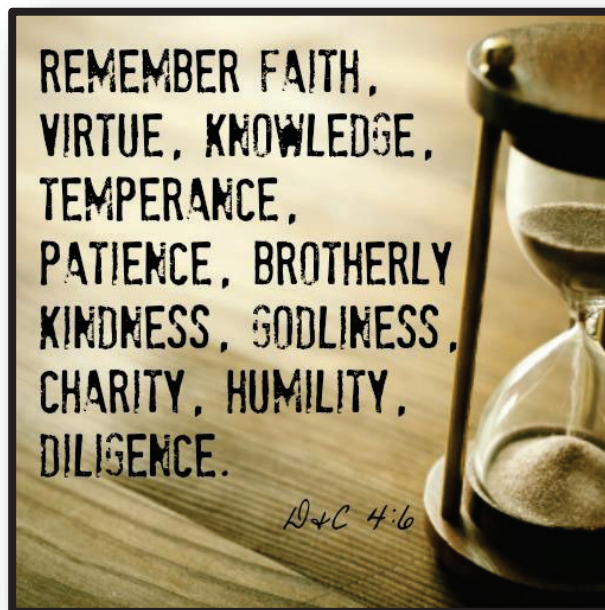
The perfect Extraordinary Minister is not afraid to take extra time and care to Minister Communion to the elderly and the disabled, to small children and to young parents with infants in their arms. It will take a lot of patience on the part of the Eucharistic Minister to make sure that all who are present to seek God experience Him in the same way.

Hospitable: *"Be hospitable to one another without complaint." ~ 1 Peter 4:9*

We should welcome those who approach the Lord's Table. Even though this is not done in words it may be shown through our posture. This means reverent and cordial tone of voice, unhurried, warm smile and eye contact.

This includes being hospitable before Mass

begins, greeting the parishioners as they enter the House of the Lord.



Preparing for Church

It may seem that your “duty” as an Extraordinary Minister does not begin until you enter the doors of the Church, but nothing could be further from the truth. The fact is, your preparation begins before you even get in your car! Extraordinary Ministers of Holy Communion should show reverence for the Eucharist. That reverence is reflected in their demeanor at Mass (full, active and conscious participation at liturgy – CSL, no. 14), their attire and the manner in which they handle the Eucharist (NDRHC, no. 29).

Attire

A neat and reverential appearance is in keeping with the Minister’s role and belief in the presence of Christ in the Eucharist. The Extraordinary Minister’s attire should not detract from that role. The focus of the communicant should be on the Blessed Sacrament, not on the person distributing Communion or his or her dress.

You may not realize it, but you are setting an example for the assembly, especially the young adults. It is important to dress with respect for the ministry in which you are privileged to share. Preferred attire may include the following:

- **Women:** Dress, pant suit, skirt, dress slacks, blouse, sweater, blazer or cardigan
- **Men:** Suit, sport jacket and dress slacks, dress shirt, tie, sweater or vest

Any clothing that exposes the legs, upper arms, shoulders, or other inappropriate parts of the anatomy should not be worn, nor should any clothing bearing prominent logos or slogans.

Cleanliness

Extraordinary Ministers should see to it that their hands are clean. Nails should be neatly manicured and clean. You should also refrain from using strong or heavy perfumes, colognes, aftershaves and lotions as some people have sensitivities to these scents and because these fragrances often remain on one’s hands and can be transferred to the Eucharist.

Timeliness

It is extremely important that all Extraordinary Ministers arrive at Church **NO LATER THAN 15 MINUTES PRIOR TO THEIR SCHEDULED MASS.** You must visit the Minister’s Room to sign in. It is essential to know if all the Sacred Vessels have been prepared and if any substitutes are needed. If you have not arrived for your scheduled Mass within 10 minutes of the time Mass is scheduled to begin, a substitute may be asked to replace you in your absence.

It is understood that emergencies can lead to unexpected absences, but the perfect Extraordinary Minister never assumes that someone else will cover for a foreseen absence. Arranging a substitute when unable to Minister is a mark of courtesy to the assembly and the other Ministers. Please try to secure a substitute prior to Mass by working with the Coordinator of Eucharistic Ministers. The Ministry Scheduler Pro App or your online MSP account makes it easy to put a request in for a substitute at any time prior to Mass. By doing this, it allows other who are serving to see how many positions need to be covered.

Prior to Mass

You have now arrived at Church. Of course, it is not as easy as just showing up and handing out Communion. There are several steps that each Extraordinary Minister must perform before Mass begins. These steps are important, so make sure that you don't skip any!

Checking In

The first thing you must do when you arrive at Church is visit the Minister's Room and initial next to your name on the sign-in sheet. The sign-in sheet for the current period should be hanging on the cork board. If you are substituting for another Minister, be sure to initial the sign-in sheet next to the name of the person for whom you are substituting.

If you are not scheduled for Mass, but are available to substitute should a scheduled Minister(s) fail to arrive timely, please check with the Ministers to see if you are needed. Let them know where you will be seated in the event that you are needed.

Please note, if you have not signed in, you will not be considered as having arrived and you may be replaced, even though you have arrived at Church and are ready to serve.



Also, you should adorn yourself with the medal (inset above) for Extraordinary Ministers.

Credence & Gift Credence & Gift Table

Check

The first Extraordinary Minister to arrive at Church is in charge of checking that everything is ready and is in the correct place on both the Credence Table in the Sanctuary and the Gift Table by the baptismal font. Also, the first Minister should check the Tabernacle to see how many Ciborium or Ciboria are present. If there is more than one Ciborium in the Tabernacle, the number of Ciborium on the Credence Table should be reduced. Depending on the Mass time, there should be a total of 6 Ciboria at the 5:00p.m. at 7:30a.m. Masses and a total of 7 Ciboria at the 9:15a.m. and 11a.m. Masses. This total includes any Ciboria in the Tabernacle and the large Ciborium used by the Priest.

Credence Table: On the Credence Table, the Ancillary Cups should be filled with wine, usually $\frac{1}{4}$ to $\frac{1}{2}$ cup full, depending on the Mass time and time of year. For example, at a summer time 7:30 a.m. Mass, the Ancillary Cups may only need to be filled $\frac{1}{4}$ of the way, since there are less Parishioners at this Mass.

Responsibilities of the First Extraordinary Minister

The first Extraordinary Minister to arrive for Mass will be responsible for verifying that all Ministers have arrived and are accounted for on the sign-in sheet.

It is also the responsibility of the first Extraordinary Minister to check to see if there will be a Deacon serving at Mass. This information can be found on the monthly calendar located in the Sacristy.

If no Deacon is available to serve, the first Extraordinary Minister may be required to perform some of the Deacon's responsibilities during Mass, or may assign this task to another Extraordinary Minister. They will be referred to as the "assigned Minister" later in this section.

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There should be a Purificator for each of the



Figure 2: Main Credence Table: Sacramentary, Lavabo, Lavabo Towel, Water Cruet, Ciboria, Chalice and tray used for Homebound Communion Pyx

Ancillary Cups,
including the Priest's Chalice (**total of 6**).

Additionally, there must be 2 Corporals on the Credence Table for the 5p.m. and 7:30am Masses. The Corporals stay on the Altar after the 7:30 a.m. Mass for the 9:15 a.m. and 11:00 a.m. Masses.

The number of Ciboria for each Mass is listed below. Please note that the first Minister may need to adjust the number of Ciboria on the Credence Table to reflect these totals, depending on the number of Ciboria in the Tabernacle.

5:00 p.m. and 7:30 a.m.

4 Ciboria + the Priest's large Ciborium

9:15 a.m. and 11:00 a.m.

6 Ciboria + the Priest's large Ciborium



Figure 3 (inset): Side Credence Table: 5 Ancillary Cups and 6 Purificators

Other items that should also be found on the Credence Table are the Water Cruet, which should be partially filled with water, a Towel, for the Priest to wipe his hands after they have been purified, and the Lavabo, which is used to capture the water when it is poured over the Priest's hands during Mass. Additionally, a platter to hold the Pyx' for each of the Homebound Communion Ministers present at Mass will be available on the Credence Table for the Deacon or Priest to fill.

The picture below and inset demonstrates a properly prepared Credence Table for the 9:15 a.m. and 11:00 a.m. Masses. For the 5:00 p.m. and 7:30 a.m. Masses, one less Ciborium, ancillary cup and Purificator are used. The 2

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Corporals should be placed on the Chalice at the 5:00 p.m. and 7:30 a.m. Masses.

Gift Table: The Gift Table should hold the Large Ciborium and the Wine Cruet. The large Ciborium should be filled with un-consecrated Host and one large Host for the Priest, which should be placed on top. The wine cruet should be partially filled (about $\frac{1}{4}$) with un-consecrated wine. Both the large Ciborium and the wine cruet should be covered with a Purificator to prevent outside contaminants.

Greeting the Parishioners

“Do not neglect hospitality, for through it some have unknowingly entertained angels.” Hebrews 13:2

Greeting the Parishioners as they enter Church is such an important part of being an Extraordinary Minister. Saying “Good morning” or “Good Evening” or sincerely welcoming the Parishioners as they arrive creates an inviting atmosphere. It can completely change the mindset of the person who is being greeted.

Although it can be tempting to gather together with the other Extraordinary Ministers, try to take this opportunity to mingle with the incoming Parishioners. Disburse yourselves around the Narthex, giving all who enter to possibility to be greeted. You will be amazed! Week after week of greeting the same Parishioners, you will notice that they will begin to greet you when they enter the Church and that you have become part of their worship routine.



Figure P: Gift Table, Large Ciborium and Wine Cruet

Prayer Time

A few minutes prior to Mass beginning, the Priest, Deacon, Altar Servers, Lectors and Extraordinary Ministers gather for prayer. Holding each other's hands, the Priest or Deacon leads the liturgical group in prayer. Allow this moment of prayer to put you at peace and open your ears, your heart and mind to God's guidance.

After the group prayer, pick up a hymnal and line up on either side of the baptismal font with the Lectors. There should be an even number of Extraordinary Ministers on each side of the baptismal font.

During Mass

At this time, the Cantor will tell everyone to silence their cell phones and will announce who will be presiding over the Mass. This is the cue that Mass is about to begin.

Processing into Church

You will be following the Altar Servers in procession and once you reach the front of the Altar, you will line up on each side of the center aisle. When the Priest and Deacon reverence the Altar, this will be your cue to also show reverence and bow in unison. Once the Priest and Deacon have made their way into the Sanctuary, you may disburse and sit with your family. The second pew near the Tabernacle is reserved for Extraordinary Ministers and Lectors.

Participation during Mass

As an Extraordinary Minister, you are called, along with the entire assembly, to full, conscious, active participation in the Eucharistic celebration. Because you are a model for the ritual behavior of the assembly, you should participate in all the ritual gestures of the assembly with strength and reverence and make all verbal and sung ritual responses with faith and enthusiasm.

Approaching the Altar

Depending on whether a Deacon is present at Mass or not will dictate the protocol to follow for assisting in Communion. If you are the First Extraordinary Minister, or if you have volunteered to perform some of the Deacon's responsibilities during Communion, you will need to follow the procedures found in *"When a Deacon IS NOT Present."*

When a Deacon IS Present:

After the Priest has received Communion, and the Deacon is being served, you and the other Extraordinary Ministers should come forward and line up approximately 2 feet from the Sanctuary stairs in front of Ambo. Please do not line up any further than the Ambo...if you are late walking up, go to the end by the Tabernacle. Be sure to leave enough space between you and the stairs for the Priest and Deacon to walk freely in front of you.

The Priest will present each of the Extraordinary Ministers with the Body of Christ and the Deacon will administer the Chalice with the Precious Blood. Don't forget to bow in reverence prior to receiving both species of Communion.

In some cases, a visiting Priest may choose to avoid coming up and down the stairs to provide the vessels. If you see that the Priest is standing at the edge of the Sanctuary and is not making the move down the stairs, please take a step forward and receive the vessel. Ministers, you may need to put your hands on either side of the cup in order to steady it and prevent any spills.

At this point, the Priest and Deacon will distribute the Ciboria and Chalices to you and the others.

Typically, at the 5:00 p.m. and 7:30 p.m. Masses, the first 4 Ministers will be handed the Ciboria and the remaining 4 Ministers will be given the Ancillary Cups. At the 9:15 a.m. and 11:00 a.m. Masses, the first 6 Ministers will each be provided a Ciborium, with the remaining 4 Ministers each receiving an Ancillary Cup. You will then proceed reverently to your assigned Communion station, based on your position in line at the Altar (see the Communion Station layout in later pages).

When a Deacon IS NOT Present:

After the Sign of Peace, the assigned Minister will be responsible for retrieving the consecrated Host from the Tabernacle. When approaching the Tabernacle, it is **important to remember to reverence the Tabernacle** by either bowing or genuflecting prior to opening the door.

The assigned Minister will bring the Ciborium/Ciboria with the consecrated Host to the Altar and hand it to the Priest or he/she will place it on the Altar.

After the Priest has concluded his own Communion, he will distribute the Body of Christ and the Blood of Christ to the assigned Minister. The assigned Minister will then assist the Priest in distributing the Precious Blood. The Priest will distribute the Body of Christ to the remaining Ministers. You and the other Ministers should be lined up approximately 2 feet from the Sanctuary stairs, in front of the Ambo.

The Priest and assigned Minister will then hand over the Sacred Vessels to you and the others. Typically, at the **5:00 p.m. and 7:30 p.m.** the **first 4 Extraordinary Ministers** will be handed the **Ciboria** and the **remaining 4 Ministers** will be given the **Ancillary Cups**. At the **9:15 a.m. and 11:00 a.m.** Masses, the **first 6 Extraordinary Ministers** will each be provided a **Ciborium**, with the **remaining 4 Ministers** each receiving an **Ancillary Cups**. You will then proceed reverently to your assigned Communion station, based on your position in line at the Altar (see the Communion Station layout in later pages).

The assigned Minister will stand where the Deacon would stand and serve the Blood of Christ.

He/she will also be responsible for distributing the Host to the Pastoral Care Ministers (see Homebound Communion) and then directing them to the Altar for the blessing from the Priest.

The assigned Minister will then return the remaining Hosts to the Tabernacle and return to his or her pew.

Distributing Communion

Once you have made your way to your position, the Ushers will “release” each row of communicants to begin the procession to the front of the Church to begin receiving Communion. **It is important that you position yourself a sufficient distance from the other Ministers, particularly if you are serving the Blood of Christ, to avoid congestion and confusion.**

Body of Christ:

If you will be distributing the Body of Christ, be sure to hold the Host above the Ciborium, make direct eye contact with the communicant and in a clear voice say “The Body of Christ”, to which the communicant should respond “Amen.” These are the only words to be used. Nothing should be added or subtracted, not even a name. If a communicant does not say “Amen”, you should say Amen for them.

The Sacred Body is then placed on the hand or on the tongue of the communicant, based on the manner indicated by the communicant. Generally, most communicants choose to receive the Body of Christ in their hand. If a communicant receives the Host in his hand and begins to walk away carrying the Host, stop him and ask that the Host be consumed immediately.

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COMMUNION ON THE TONGUE:

Should the communicant stick their tongue out to receive Communion on the tongue, you will need to place the Host on their tongue by pressing down with your forefinger from above. This makes it easier to avoid contact with the tongue of the communicant. It may also be helpful to hold the Host over the Ciborium when possible to prevent fragments of the Host falling to the ground.

KNEELING BEFORE COMMUNION:

In some cases, a communicant will kneel or genuflect before receiving Communion. Should this occur, allow the communicant to rise before giving Communion. Although this is not the norm, this is an acceptable way to reverence God before receiving Communion.

THOSE WHO ARE UNABLE TO RECEIVE COMMUNION:

In most Churches there will be some people who are unable to receive Holy Communion, or who choose not to. Someone might be unable to receive Communion because they have not yet made their first Communion, are not prepared through fasting, are not in Communion with the Catholic Church or are in a state of serious sin. There can also be many valid personal reasons why a person who is otherwise disposed might choose to abstain from Communion. It is important not to judge the motivation of an individual for not receiving Holy Communion.

Although they are not part of the approved rite of mass, it has become customary for individuals who are not receiving Communion to come forward and ask for a blessing. Often this is indicated by the person approaching the Altar with hands crossed over the chest. If you determine that the person is seeking a blessing, it is appropriate to respond with a

prayer that is clearly distinct from the blessing given by a Priest. It is recommended that you extend your hand in an open gesture and say *"May the Lord bless you today"*

Blood of Christ:

If you will be distributing the Blood of Christ, you should raise the Chalice or Ancillary cup slightly and say in a clear voice, *"The Body of Christ."* Be sure to make direct eye contact as you say these words. The communicant should respond "Amen." Hand the cup to the communicant, who should take it entirely in his

In the case of young children and elderly communicants, you may need to keep your hands on the cup in order to steady it and prevent spills.

or her hands. After he or she drinks from the cup and returns it to you, be sure to wipe the rim of the cup, both inside and out, with the Purificator, using a different area of the Purificator. Before the next communicant steps up, give the cup a quarter turn.

Many communicants will choose not to receive both species. This is the choice of the communicant, not the Minister.

INTINCTION:

After Vatican II, each country had to make a decision on the acceptable methods for receiving Communion. Although intinction is acceptable, it is discouraged at St. Anne's. The main reason is that there provides greater opportunity for the Blood of Christ to drip from the Body of Christ before consumed.

If a communicant attempts intinction, allow it to happen in the moment, but be sure to let the Priest know so that he can explain the reason it is not recommended to the communicant after Mass.

Special Needs

While serving, you may Minister Communion to communicants who have special needs or require help. It is important to acknowledge those who are not able to come forward to receive Communion with the rest of the congregation.

Elderly and Disabled: Many elderly or disabled parishioners will sit at the back of the Church, near the baptismal font. This allows them easy access in and out of the Church and helps them to avoid the restrictions of a pew. Once you have completed serving Communion to those communicants in your assigned station, it is important to look at the back of the Church for signals from the Ushers that there are elderly or disabled parishioners who are not able to make it to the Altar to receive Communion. Check to see if there are other Extraordinary Ministers who are tending to those in the back, and if not, head to the back of the Church to Minister to those who are in need.

Gluten-Free: An increasing number of parishioners are allergic to the gluten found in the Host. In the case of communicants who must receive a gluten-free Host, a special protocol must be followed.

Typically, the parishioner will supply the gluten-free Host and will give it to the Deacon, Sister or Priest prior to Mass. Be prepared though, because there may be an occasion when it is handed to you. The gluten-free Host should be contained in a Pyx. If you are handed the Pyx, you will be responsible making sure it is brought to the Credence Table and placed on the tray with the Ancillary Cups prior to mass beginning.

During Mass, the Pyx will be brought over to the Altar, along with the cups that contain the wine that will be consecrated. The Priest will open the Pyx prior to consecration to expose the Host.

Once consecration has occurred, the Deacon or assigned Minister will either hand the Pyx to Minister closest to the Tabernacle or will place it on the Tabernacle table. The gluten-free communicant will know to approach the Minister nearest the Tabernacle to receive Communion.

If you are the Minister responsible for distributing Communion to the gluten-free communicant, you may need to retrieve the Pyx from the Tabernacle table. Since you will be holding a cup with the Precious Blood, you will need to be careful not to spill any of its contents. When approached, raise the **closed** Pyx, saying "Body of Christ" to the communicant. They should respond "Amen." **Hand the closed Pyx** to the communicant. They will then open the Pyx and consume the Body of Christ. **Do not open or touch the Host as this will contaminate it.**

Accidents

It may seem like your worst nightmare! A communicant spills some of the Precious Blood, a Host falls on the floor, a partially consumed Host drops...these are all possibilities, but **do not panic**, all of these scenarios can be taken care of with minimal disruption.

If a Host falls to the ground: Should a Host fall to the ground during distribution of Holy Communion, you should swiftly pick up the Host and save its consumption until after distribution is over. It should never be put back in the vessel to be given to another communicant.

If a Host falls after it has been partially consumed: In the event that a Host touches

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the lips of the communicant and then drops to the floor, you will need to pick the consecrated Host up immediately. It is not necessary for you to consume the affected Host. When distribution is finished, you may take it to the Sacristy where it can be completely dissolved in the jar of water, which will be poured into the Sacrament once dissolved.

If the Precious Blood is spilled: The first thing to remember is that it is necessary not to rush when distributing the consecrated bread and wine. Take time with each communicant. This is meant to be a prayerful encounter. If some of the Precious Blood is spilled, the area should immediately be covered with your Purificator. You will need to retrieve another Purificator and move to a different spot to avoid traffic through the spill area. As soon as reasonably possible, this area should be cleansed with water and the Purificator should be rinsed and wrung out in the Sacrament. It is important to note that when the Precious Blood is diluted with the water, to the point where it loses the appearance of wine, the Precious Blood ceases to be the Eucharist. However, the resulting water should be treated with respect.

After Distribution

Once you have completed distributing Communion, and have checked that there are no further communicants at the back of the Church needing to be ministered to, you will either head to the Altar to provide the Ciborium to the Priest or Deacon, or walk behind the Sanctuary to place the Ancillary cup on the work table behind the Sanctuary wall.

If you have a Ciborium, stand at the bottom of the stairs in front of the Altar and wait for the Priest, Deacon or assigned Minister to take the Ciborium.

If you have the cup, you will need to consume any remaining Precious Blood immediately after distribution. If there is too much for you to consume on your own, have a fellow Extraordinary Minister help or leave the remaining Precious Blood for the Priest or Deacon. The empty Ancillary Cups should be placed on the tray, along with the Purificator, to await purification.

Purification of Sacred Vessels after Holy Communion

Typically, after the conclusion of the **Communion Rite**, the Sacred Vessels should be purified at the Altar or Credence Table by Priest, Deacon or instituted Acolyte.

If there is a large number of Sacred Vessels to be purified, or if time constraints prevent it, the Priest, Deacon or instituted Acolyte may purify by pouring water into the first Sacred Vessel, swirling the water around in the customary manner, and then pouring it into the next Sacred Vessel to be purified: he then consumes the ablution. The Sacred Vessels may then be washed by the Extraordinary Ministers in the usual way.

In the event there is no Deacon and/or there is a visiting Priest who is unable to purify the Sacred Vessels during Mass, the Extraordinary Ministers will need to purify the vessels in the manner described above. It is important that the purification take place at the Credence Table in order to emphasize that purifying the vessels is not simply “doing the dishes”, but part of the ritual of Mass.

Processing Out of Church

As soon as the recessional hymn begins the Altar servers have made their way to the center aisle, you and the other Ministers should line up on

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either side of the center aisle, in front of the first row of pews.

After the Priest and Deacon have left the Altar, they will bow. At the same time, you and the others should bow in unison, turn and process out of the Church, following the Altar servers. Generally, the Lectors will process after the Extraordinary Ministers and the Priest and Deacon will follow. **Remember to sing!**

After Mass

“Many hands make light work.” ~ Proverb

Now that Mass has ended, it is important to clean up, and if necessary, set up for the following Mass. **All Ministers should check in for cleanup.** In most cases, there will only be the need for 5 or 6 Ministers for clean-up. **DON'T ASSUME SOMEONE ELSE WILL CLEAN UP!** This is part of the ministry of being an Extraordinary Minister...your ministry does not end with the distribution of Holy Communion.

After Mass has ended and you have proceeded out of the Church, head towards the Minister's room. If it is 5:00 p.m. or 11:00 a.m., make sure to bring your Gather Hymnal into the Minister's room and place it in the closet. If it is the 7:30 a.m. or 9:15 a.m. Mass, leave the Gather Hymnals on the bench closest to the main doors.

Also, this is a good time to remove the Extraordinary medal. Please make every effort to remember to leave the medals at Church. If you should forget to return the medal at the end of Mass, please return the medal as soon as possible. The medals are limited, so we can't afford to lose any.

Once the Church has cleared of most of the Parishioners, make your way to the Sacristy. A couple of Ministers will need to visit the

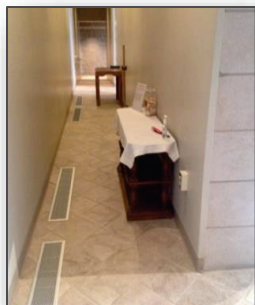


Figure 2: Work Table

Credence Table and work table to remove the tray with the Ancillary Cups, the Chalice, the Ciboria, the large Ciborium, both Cruets and the Lavabo any Purificators and Corporals.

Corporals and Lavabo Towels are only removed after 5 p.m. and 11 a.m. Masses.

Clean Up

Under normal circumstances, the Sacred Vessels will have been purified by the Priest or Deacon.

On the rare occasion when the Sacred Vessels have not been purified, you or another Minister should open the Sacrament; add some water to one of the Ancillary Cups and one of the Ciboria.

Swirl the water around, then empty the water into the next cup and the next Ciborium, until all vessels have had water in them.

When this is completed, consume the water that remains in the last vessels.

Remember to also empty the water Cruet and Lavabo. This should not be done in the Sacrament. **Please do not “run” the water in the Sacrament.** Generally, the Sacrament is only used to catch any water that may spill over the cups and Ciboria as they are being swirled or in the event that there is an accident and the excess water contains Precious Blood.



Figure 3: Sacrament

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All Sacred Vessels, the Cruets and the Lavabo will be rinsed out in the regular sink in the sacristy, **WITHOUT THE USE OF SOAP**. These items will be cleaned thoroughly at the conclusion of Sunday Liturgy by Church staff.

The Ciboria, Chalice and Ancillary Cups should not be submerged. These items should also be dried thoroughly and immediately to avoid tarnish and spotting. The sink area should be dried.

Set Up

After everything has been cleaned, you will either have to put it away (5:00 p.m. and 11:00 a.m.) or set up for the next mass (7:30 a.m. and 9:15 a.m.).

5:00 p.m. Mass

In some cases, the Deacon will set up the Credence Table and Gift Table prior to mass. However, this may also be the responsibility of the First Minister to arrive at Mass.

- 5 Ancillary Cups and 6 Purificators. Cups should be just over a ¼ full of wine
- 4 Ciboria
- 2 Corporals are placed with the Chalice directly on the Credence Table

7:30 a.m. Mass

Set up will be the responsibility of the First Minister to arrive at Mass, unless it has been completed by the Deacon. Help can be enlisted by other Ministers as they arrive.

- 5 Ancillary Cups and 6 Purificators. Cups should be just over a ¼ full of wine
- 4 Ciboria
- 2 Corporals are placed with the Chalice directly on the Credence Table

9:15 a.m. Mass

This mass typically has the greatest attendance.

- 5 Ancillary Cups and 6 Purificators. Cups should be shy of ½ full of wine
- 6 Ciboria

11:00 a.m. Mass

This mass typically has the greatest attendance.

- 5 Ancillary Cups and 6 Purificators. Cups should be shy of ½ full of wine
- 6 Ciboria

The large Ciborium should be filled with unconsecrated Hosts. The amount of unconsecrated Hosts is measured, using a small Ciborium. More than likely, there will be consecrated Host reserved in the Tabernacle. Be sure to check the Tabernacle to determine how many Hosts have already been consecrated prior to filling the large Ciborium. A large Host should be added to the top of the unconsecrated Hosts if Father John is presiding. A medium-sized Host should be used for visiting Priests. This can be verified by checking the “Presiders” schedule found on the counter in the Sacristy.

The wine Cruet should be filled with approximately 1” – 1 ½” of wine.

The wine Cruet and large Ciborium should be placed on the gift table and covered with a Purificator.

The plain water Cruet should be filled about ½ of the way with fresh water.

The Lavabo and Lavabo Towel should be placed on the Credence Table.

Note: The same 2 Corporals will be used for all 3 Sunday Masses. The Purificators should be fresh at each Mass.

Frequently Asked Questions:

***“Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.”
~Colossians 3:23-24***

There are always new and unusual circumstances and situations that come up during Mass and how you handle them is quite important. Here are the answers to a few of the questions that have been asked, or situations that have occurred over the years.

What should I do if a person comes to me in the Communion procession and attempts to dip the consecrated Host?

If someone approaches you and attempts to dip the consecrated Host into the cup you may not be able to prevent this happening. Be sure to inform the Priest after Mass so that he may instruct and educate the communicant on the proper way to receive Communion.

What do I do if a person whom I know to be a non-Catholic comes to me to receive Communion?

If a person whom you know to be a non-Catholic comes in the Communion procession to receive Communion, you should Minister the Communion to the person. After the celebration is over, you may choose to tell the Priest so he can explain the rules regarding the present discipline regarding Communion does not allow inter-Communion. In most cases, the non-Catholics will not be aware of this directive and appreciate being informed.

What should I do if it becomes apparent that there is not enough consecrated Host for the assembly coming to Communion?

If you notice that the number of communicants is greater than the number of Hosts you have in your Ciborium, you should begin breaking the Host into smaller pieces and give each communicant a smaller piece. Remember, we believe that “Christ is whole and entire, exists under the species of bread and under any part of that species, and similarly the whole Christ exists under the species of wine and under its parts.” (*Council of Trent, Decree on the Most Holy Eucharist*).

What should I do if a communicant refuses to receive Communion because it is a partial Host?

Although the Catholic belief is that Christ is present in the Body of Christ, no matter how small, there may be communicants that will refuse to take a partial consecrated Host. If this happens, do not make a scene. Discreetly ask a fellow Minister for a full Host.

If someone approaches with gum in their mouth, what should I do?

We are instructed to distribute the Host to the person and not judge them. It is between them and God. Similarly, if a person approaches with gloves, put the Communion on their gloved hand, or put it directly on the tongue.

Glossary

Altar: Place of Sacrifice; central location for the Liturgy of the Eucharist.

Ambo: Place where the readings from the sacred scripture are proclaimed during mass. May also be used for the homily.

Ancillary Cups: The additional cups used for distribution of the Blood of Christ.

Blessed Sacrament: The consecrated Hosts and Precious Blood, in which Catholics believe that Jesus Christ is truly present.

Burse: 1) Square cloth envelope of the liturgical color of the day, in which the Corporal may be placed when not in use, 2) A small pouch for carrying a *Pyx*, with a cord which goes around the neck.

Chalice: Sacred Vessel in which wine, after Consecration, becomes the Precious Blood.

Chalice Veil: A cloth in the liturgical color of the day which may be placed over the Chalice and paten. The burse may then be placed on top.

Ciborium: The vessel that contains the Hosts that will be used for Communion. It is also used to reserve the Blessed Sacrament in the Tabernacle. May be bowl-like or cup-like and may or may not have a lid. Plural: Ciboria

Corporal: Meaning "Body", the Corporal is a white, square linen cloth, usually starched, on which are placed the vessels containing the bread and wine during Mass. It is folded into a small square large enough to cover the Chalice to protect the contents during Mass.

Credence Table: Table near the Altar on which are located the various Sacred Vessels, the Lavabo bowl and towel, the water cruet, the Ciboria, Chalice and Ancillary Cups. It also holds the Roman Missal.

Cruets: Glass vessels that hold the water and wine for mass.

Extraordinary Minister of Holy Communion: Either an instituted acolyte or a lay person who meets the criteria of CIC can.230.

Host or Communion Host: A small wafer of unleavened bread, which is consecrated during mass and becomes the Body of Christ.

Instituted Acolyte: A man who has been permanently commissioned to assist at the Altar, and who, by virtue of his office, is an Extraordinary Minister of Holy Communion. Usually, he is a seminarian or deacon candidate.

Lavabo: The bowl used to catch the water when the Priest's hands are purified during Mass.

Lavabo Towel: A white terrycloth towel used during the purification of the Priest's hands during Mass.

Lectionary: Book which rests on the Ambo, containing the Scripture readings for mass.

Ordinary Minister of Holy Communion: A Bishop, Priest or Deacon, who by virtue of their office, ordinarily distributes Holy Communion.

Pall: Square or stiff material covered by linen which is used to cover the Chalice and Paten.

Paten: Small metal plate on which Hosts are consecrated during mass.

Precious Blood: A term for the real presence of Jesus Christ under the appearance of wine.

Purificator: This is a triple-folded rectangular white cloth used to purify the Chalice. In setting up the Chalice, the Purificator is placed over the Chalice rim, beneath the paten. The Extraordinary Minister also uses the Purificator to wipe the lip of the Ancillary Cups when serving the Precious Blood. It can be used to catch any drips when pouring from the pitcher in to the Ancillary Cups and Chalice or for clean up in the event of a spill during Mass.

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Pyx: Small metal container used to carry sacred Hosts when Communion is taken to the sick, homebound or to carry Gluten Free hosts; it is typically carried in a Burse with a cord for around the neck.

Sacrarium: A sink-like receptacle in the Sacristy, which drains directly into the ground, rather than into a sewage system. It is used for disposing of water which may have come into contact with sacred items.

Sacred Vessels: Any vessel which is used to hold the Blessed Sacrament. Sacred Vessels must be made out of certain materials, and are to be blessed according to the rites of the Church.

Sacristy: Room where Sacred Vessels are kept and cleaned.

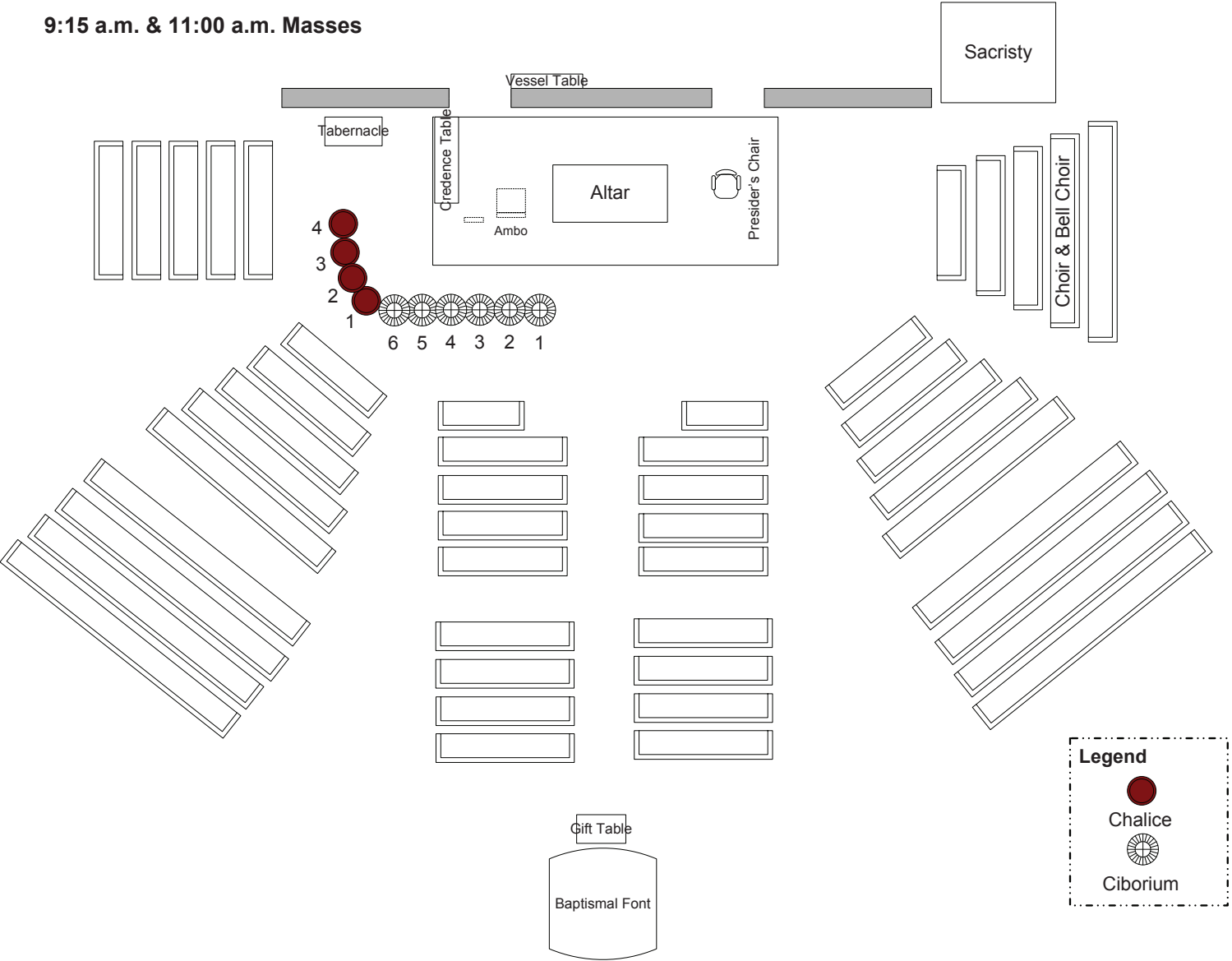
Sanctuary: Area of the Church building set aside for the celebration of the sacred rites. The Altar and Ambo are placed in the Sanctuary.

Sanctuary Lamp: A fixture containing a candle or oil lamp, usually suspended by a chain or affixed to the wall. It is located near the Tabernacle. When lit, it indicates the presence of the Blessed Sacrament in the Tabernacle. It is also known as a Tabernacle Lamp.

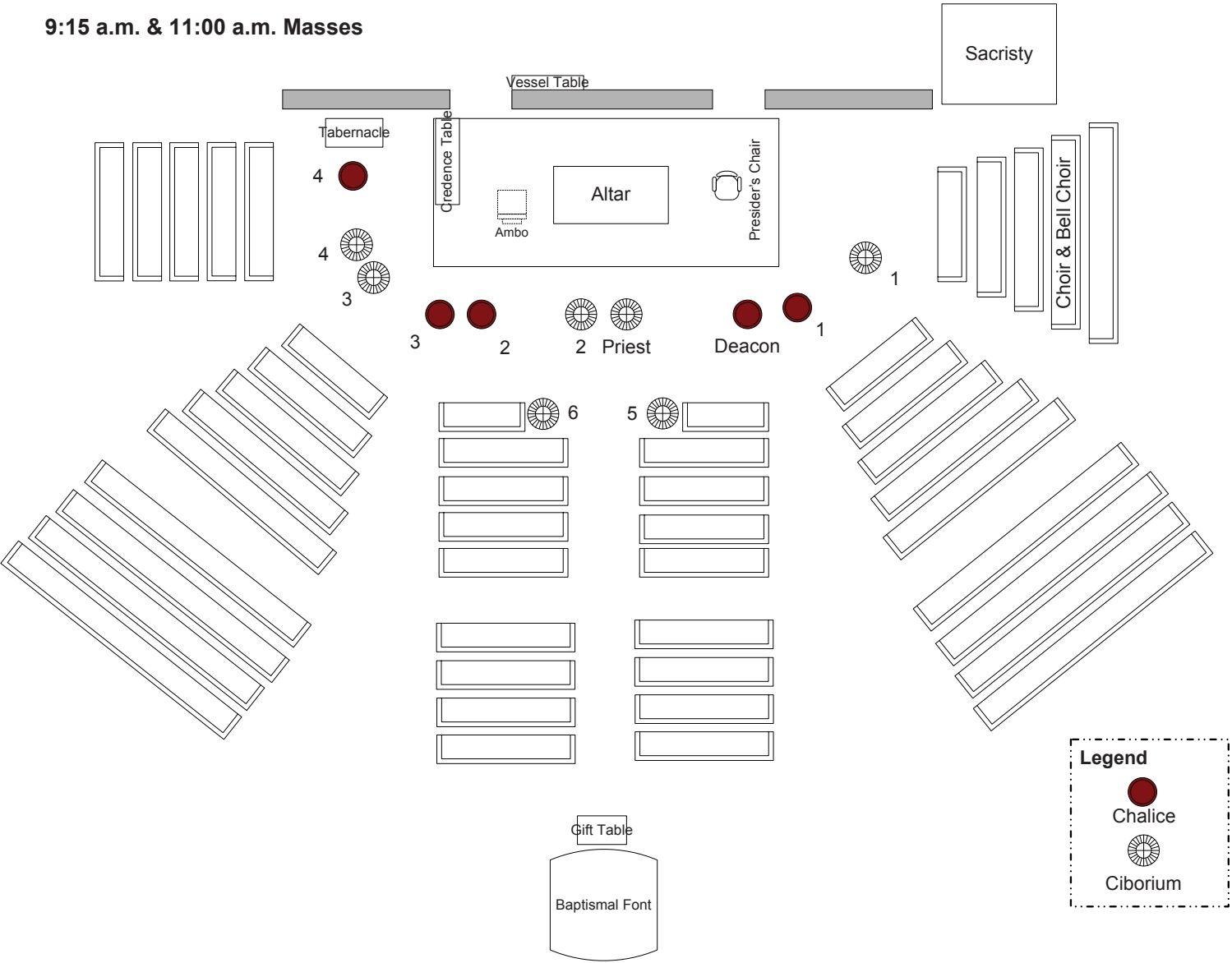
Sacramentary: Ritual book containing the prayers recited by the Priest during mass.

Tabernacle: Locked and secured place of reservation of the Blessed Sacrament.

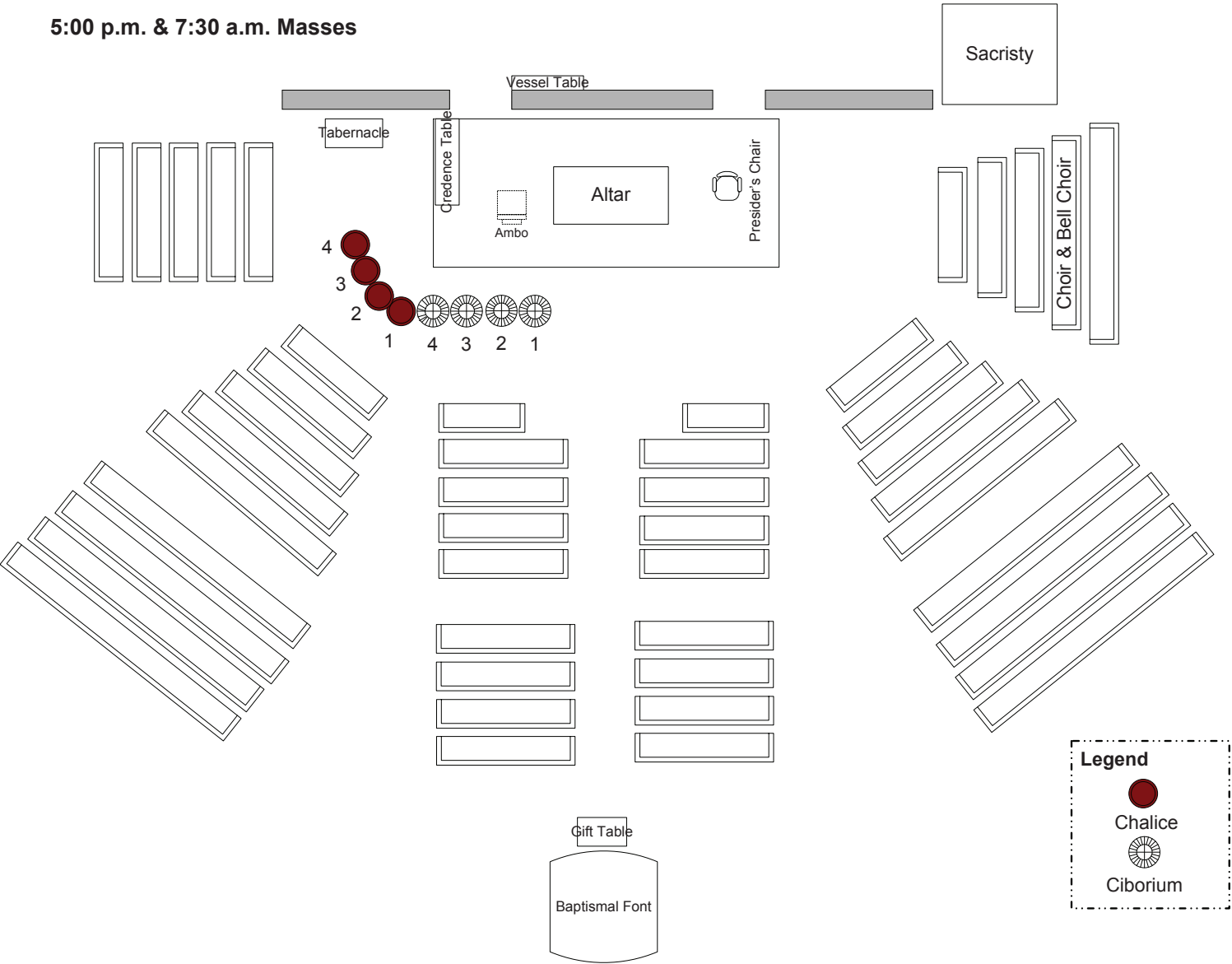
9:15 a.m. & 11:00 a.m. Masses



9:15 a.m. & 11:00 a.m. Masses



5:00 p.m. & 7:30 a.m. Masses



5:00 p.m. & 7:30 a.m. Masses

