



## *Cathedral of the Sacred Heart Guidelines for Extraordinary Ministers of Holy Communion*

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The entire assembly is called to active participation in the liturgy. Liturgy is the source and font of parish life. It is not an end in itself. It is our human way of getting in touch with who we are in relation to God and one another.

As an Extraordinary Minister of Holy Communion, your service can be two-fold. One, your ministry of sharing the Body and Blood of Our Lord to the assembly for Sunday and Holy Day liturgical celebrations and secondly by ministering to the needs of homebound people who cannot attend Sunday worship by bringing them God's Word and His Sacrament.

### ***Before the Liturgy:***

- \* Please arrive at the church at least fifteen (15) minutes before the liturgy begins. Place a check mark by your name on the list of ministers posted on the south sacristy bulletin board. It is important that we know if you are present.
- \* You will want to find out if there are any additional rites or changes taking place during the Mass.
- \* Upon finishing these requirements, please leave the sacristy and go to your seat to pray or greet other parishioners. Do not linger in the sacristy.
- \* Be conservative in your attire when you are at church. Dress accordingly so as not to draw attention to yourself.
- \* Be considerate and refrain from wearing any strong scents (perfumes, colognes, lotions and

strong deodorants, etc.) that could cause an allergic reaction from those with respiratory health issues. Cigarette smoke does linger on clothes, so please, if you are a smoker, do not smoke prior to coming into church.

### ***During the Liturgy:***

- ✓ Participate in the prayers, songs and posture that demonstrate your reverence and attention to God's Word and Table.
- ✓ At the time of the sign of peace, please come into the sanctuary area and take your places behind the altar.
- ✓ As we are being conscious of cleanliness, please go to the table by the sacristy door and utilize hand sanitizer before going to your places.
- ✓ **Ministers A & B** take their places on the baptismal font side of the sanctuary and **ministers C, D, & E** take their places on the ambo side of the sanctuary.
- ✓ A sufficient number of hosts should have been consecrated so that the reserved hosts in the ciborium are not needed. The ciborium will be brought to the altar by the **Deacon** or **Minister E** (*when no Deacon is present*) during the Lamb of God and will remain on the altar with the lid on until after communion.
- ✓ If no Deacon is present, **Minister E** assists the Presider in distributing the hosts to the assembly. When a Deacon is present, there is no **Minister E**.
- ✓ The Presider will present the Body of Christ to each minister. After receiving the host from the Presider, consume it immediately.

- ✓ When either the Deacon or the Presider presents the cup to you and says, “the Blood of Christ,” answer “amen” in an audible voice. **Minister D** offers the cup to **Minister E** and **Minister B** offers the cup to the servers. All ministers then follow the Presider and walk to their assigned stations near the baptismal font and the choir area.
- ✓ **Minister A** assists the Presider or Deacon in the disabled area by offering the Precious Blood to those sitting there.
- ✓ When offering the host, **Minister E** says, “The Body of Christ” to the communicant while looking at the person.
- ✓ When **Ministers A, B, C & D** offer the Precious Blood to communicants, they say, “The Blood of Christ” while looking at the person.
- ✓ As the person takes the cup to drink, be careful as you exchange the cup. Make sure the cup is securely given back to you.
- ✓ Wipe the cup on the outside and inside rim where the person drank, then rotate the cup ¼ turn.
- ✓ If a person wishes to receive by **intinction**, (dipping the host into the cup) the communicant should approach the communion minister and hand the host to him/her. The minister then dips the host into the Precious Blood and raising it, says, “The Body and Blood of Christ.” The communicant should respond “Amen,” then receive communion from the minister of his/her tongue.

**After Communion:**

- When Eucharistic Ministers having finished distributing Communion, they are to take their vessels back to the altar and consume any remaining Precious Blood and place their cups on the altar for purification. After the remaining hosts have been gathered and placed in the ciborium at the altar, the **Presider** will hand off the ciborium to **Minister E**, who then places the ciborium in the tabernacle, genuflects and quietly closes the door. When the **Deacon** is present and there is no **Minister E**, he will hand the ciborium off to the nearest Eucharistic Minister standing by the altar for this process.
- **Minister D** arranges the bowls and cups as follows: bowls are lined up from left to right, and then the cups and chalices follow. Please make sure that the cruet of water on the altar as well if the server has not placed it there.
- The Presider or Deacon will pour water into the carafe, transferring it to the bowls, then into each cup and finally the Chalice. It is then consumed by the Presider or Deacon.
- When each vessel has been purified and wiped by the Presider or Deacon, **Minister D** will hand the vessel to a waiting Eucharistic Minister. The Eucharistic Minister will then take of the vessel to the Sacristy for further cleansing after Mass. Make sure that all vessels are removed to the sacristy.
- When the purification is done, cover the vessels that were taken into the sacristy with the used purificators until they can be further cleansed. Return to the assembly in the

Church, sitting either in the front pew or standing on the side by the pavilion and participate in the post-Communion prayers, final blessing and recessional hymn.

- When Mass is concluded, return to the sacristy to help wash and dry the sacred vessels.
- After the 4:00pm, 8:00am and 10:15am masses, place the vessels on the wooden cart in the sacristy so that they may be prepared for the next mass. **For security reasons, do not put them back out on the Credence table.**
- After the 12:00noon Mass, return the clean vessels to the chalice cabinet.

**Helpful Hints for Eucharistic Ministers:**

- \* **You must find your own replacement**, if for some reason you cannot fulfill your obligation to serve when scheduled. Use the Minister List provided with your schedule.
- \* Be mindful of picking up your schedules each month in the sacristy when they are put out. This saves a great deal of postage not having to mail them to you.

