

Extraordinary Minister of Holy Communion Instructions

General Comments

1. We are in service to the community of St. Peter the Apostle Church and most of all to our Lord. Since the Eucharist is central to our lives as Catholic Christians, anything we do to enhance the experience of liturgy for our community will help it to bond in Christ.
2. We are living examples to the community so, please:
 - a. When you line up in the back of Church for the procession, please be quiet and respectful to those who may be praying before Mass.
 - b. This may be a good time to prayerfully prepare yourself for the Mass and your ministry.
 - c. After Mass, please move to the back of Church to meet with your friends and neighbors to be respectful to those who may be praying after Mass.
3. If the Deacon is present at the Mass that he may not be scheduled for, he has first priority as an ordained minister of the Church to serve the community; we are Extraordinary Ministers. Please do not be offended that one of you may need to sit out to allow the Deacon this privilege to serve.
4. Eucharistic ministers serve as hosts and hostesses, offering the sacred meal to those who bring their hunger to the table. How special your smile of welcome and your words of faith!
5. If you are unable to serve on your scheduled day, please find a substitute well enough in advance for them to prepare.
6. You have seen Father bless the children who come forward with their parents who have not received First Eucharist. You may see an adult/child come forward with their hands crossed over their heart; they are coming for a blessing. Place your hand on the child/adult and say a brief prayer, i.e. "Be in peace with God".
7. If there is a special occasion and the choir is in the loft, a Eucharistic Minister needs to bring Communion to them. When you finish, go to the loft to present them Communion.
8. Never stand at the tabernacle and combine hosts from one ciborium to another. Please leave the way Father has placed them.
9. The way you dress reflects your commitment to the ministry you have been called to and also reflects your love and respect for our Lord. Please dress appropriately (business casual and preferably no flip-flops, shorts or jeans).

Extraordinary Minister of Holy Communion Instructions

BEFORE MASS

1. Come at least 10 minutes before Mass into the sacristy. If the Usher or Altar Server has not lit the altar candles, you may do so. Please ensure that your hands are washed and check the Liturgical Minister book for any announcements.
2. One of the biggest gifts that we can give to the parish is being totally present to the Mass and our duties as Liturgical Ministers. Go to back of church with other ministers to walk in the procession after the altar servers. You will bow to the Altar when Father bows. (If you are able to genuflect with Father and the Altar Servers, please feel free to!) Once Father moves to the Altar, then go to your seat. Come forward after Mass to be in the recessional.
3. During the Lamb of God come forward and wait at the bottom of the step. After Father consumes the Precious Blood go and stand behind Father.
4. Father will distribute the hosts and Precious Blood and you will be given your hosts or Precious Blood. Wait until Father leaves the altar area and follow him to your designated place.
5. After Communion, consume the Precious Blood that remains in your cup and then place your ciborium or cup on the corporal (white cloth) and you may return to your pew. If you distributed the Body of Christ, go the small glass container to purify your fingers. Father may ask one of you to go to the tabernacle with the extra hosts so the captain should wait by the altar until Father returns. Be sure to genuflect by tabernacle before you close the tabernacle.
6. Always remember the bow to the altar going and returning.

AFTER MASS

1. You should ensure there are no remains of Jesus in the sacred vessels. Especially after Fr. Guiney's Mass; his eyesight is not good. If you notice any remaining pieces of the Body of Christ, rinse them out with water; you can then either consume the contents in the ciborium or empty the water in the *sacrarium* (*small sink in the sacristy with lid and cross on it, next to the regular sink. The water from this sink does not mingle with the sewer water, but is drained directly into the ground*). After the 5:00 and 11:15, put these vessels away. After the 8:00 and 9:30 you will set up for the next Mass. You do not have to check the vessels after Fr. Slawek is done purifying them.
2. The chalice and the tabernacle key goes in the locked cabinet above the counter. The key which locks this cabinet goes into the drawer next to the cabinet. All other vessels go on the bottom shelf in the cabinet above the sink. Do not put anything gold inside something else that is gold. Use snuffer to extinguish the candles. Put used purificators into the laundry basket in the closet (with large mirror on door). If the corporal (white cloth Father uses on the altar) is stained, please place that in the

Extraordinary Minister of Holy Communion Instructions

hamper as well. Hang up towels used. Leave the glass water decanter and towel on the credence table.

SETTING UP FOR NEXT MASS

1. Fill large gold pitcher with wine – use the plastic measuring cup on counter. Remember that all wine must be consumed after Holy Communion is distributed.
2. Put enough hosts and one large host in a ciborium (about 200). You can go the tabernacle to see how many hosts are left from the previous Mass before you fill the ciborium. (There are 100 hosts in each tube.)
 - a. Do not use the large ciborium. Father prefers to use the ciborium with the handle on the side.
 - b. When filling the ciborium, please ensure that there is an even amount in each ciborium. This will help when Father is getting ready to distribute Communion. He will not have to do this at the Altar. This will also help Fr. Guiney who had difficulty with his sight.
3. Take the ciborium and pitcher to the back of church and place on the table for those carrying the gifts at the next Mass. (Do not do this if it is a noon holy day Mass-just leave in sacristy)

SETTING UP SIDE TABLE

1. Look on the calendar to see who is having Mass so you know which chalice to put out. Chalice has: purificators, paten, and corporal.
2. Place chalice on the credence table along with water cruet, two cups and two purificators, two ciborium, finger towel with small gold dish and small gold pitcher.

Additional Resources Attached:

- Picture of sacred vessels (attached)
- Extraordinary Ministers of Holy Communion at Mass (www.usccb.org)
- Ministers and Roles Within the Liturgical Assembly at Mass (www.usccb.org)
- Postures and Gestures at Mass (www.usccb.org)