

# Holy Trinity Catholic Parish

## Guide for Extraordinary Ministers of Communion

It is a privilege to give Eucharist to those who gather to receive the gift of Jesus Christ in the form of bread and wine. As leaders of service and worship at Holy Trinity we become public figures to whom others look. People will notice reverence in the sanctuary, care of the vessels and respectful and gracious giving of the Sacrament.

Appropriate attire is required. One must be aware that short skirts, tight pants, shirts with logos and brief tops are improper attire. Please remove overcoats, galoshes, etc. before entering the sanctuary in winter time.

Be committed. Pick up your schedule on time. If you cannot minister on your scheduled date, know that it is your responsibility to find a replacement. Look ahead to vacation times and notify the parish office staff who can adjust the monthly schedule before it is printed.

### **BEFORE MASS**

Ministers should arrive at the church at least fifteen minutes before Mass begins in order to prepare the bread and wine, sacred vessels and linens. Ministers will:

1. Check the number of consecrated hosts in the tabernacle.
2. Place unconsecrated hosts in a ciborium so that the total number of hosts, consecrated and unconsecrated, will be sufficient for the assembly, allowing for a small reserve. This total may change, depending on the church and the liturgy, and the number will be posted in the sacristy.
3. When communion is distributed in both species, insure that sufficient wine is in the carafe for the altar party and the congregation, and that additional chalices and linens are placed on the credence table.

## LITURGY OF THE EUCHARIST

Immediately following the Sign of Peace, all ministers should proceed to the sanctuary. The presider will go to the tabernacle, genuflect and retrieve the ciborium with consecrated hosts. All other ministers should take their places near the altar. The ministers should move behind the presider where he will offer the Eucharistic bread to each minister. The ministers consume the consecrated host immediately. The presider will then offer the chalice to each minister. A minister who chooses not to take the Precious Blood should cross his/her hands over the chest.

The presider will give a ciborium to the host minister who will then go to the center aisle beside the presider. The cup ministers go to their assigned places. Host ministers should hold the host at eye level, make eye contact and slowly say, "the Body of Christ". The cup ministers reverently offer the cup to each person and with eye contact slowly say, "the Blood of Christ." Generally, the communicant should hold the chalice firmly in both hands and drink from it. However, when and where necessary, the minister should be ready to assist in holding the cup. Intinction (dipping the host in the Precious Blood) is not allowed.

After each person has received the Blood of Christ, the minister should wipe both sides of the rim of the cup with a purificator and turn the cup slightly before repeating the procedure for the next communicant. Unfold the purificator so that you can use all parts of it and not just one section.

Any danger of spilling the Precious Blood should be carefully avoided. If, by chance it should spill, the area should be marked with a purificator and washed after Mass. The water used to purify this area should be properly returned to earth.

If a communion cup is empty at any point during the Communion Rite, the minister should cover the cup, return to the credence table and wait for the other ministers. The cup ministers should consume any consecrated wine while at the credence table and place the cups on the table. Do not do this at your aisle place or while walking across the sanctuary.

At the end of the Communion Rite, the presider will purify the vessels, combine the remaining consecrated hosts in the ciborium, return the ciborium to the tabernacle and genuflect. Ministers will then leave the sanctuary in unison, bow and return to their seats.

## **AFTER MASS**

At the conclusion of the liturgy, the ministers return to the sacristy to clean the sacred vessels and, if there is one, prepare for the next liturgy. The celebrant will have purified the vessels, but they still need to be washed, dried and put away. Soiled altar linens need to be placed in the appropriate receptacle and the tabernacle key returned to the sacristy. This responsibility is shared by all of the ministers of Communion and should not be left to one minister.

If there is a liturgy following, ministers should not return vessels to their cabinets, but set them out on the sacristy counter for the next ministers.

## **SPECIAL SITUATIONS**

When a guest priest is presiding, review the procedures ahead of time with him so he is aware of your routine and comfortable with it. Parishes and presiders will differ slightly in the way the Communion Rite is celebrated and it is important that the presider's wishes are respected.

If you are a Minister of Care to the sick and homebound, please learn and observe the procedures for receiving, carrying and distributing Eucharist to those who cannot be part of the Sunday assembly. Your ministry head has diocesan policies and guidelines for this purpose.

In the absence of a priest or deacon, specially trained ministers approved by the pastor and the bishop may be called upon to lead the Sunday Celebration in the Absence of a Priest (SCAP).

(Rev. 10/10)