

PROCEDURES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- **Ministers will “volunteer” to serve at each Mass; there is no schedule.**
 - **A set of small wooden crosses are located on a hanging rack on the left wall just beyond the Mother of Perpetual Help Shrine, just after going up the steps toward the sacristy.**
 - **Before Mass, the celebrant will determine the number of Extraordinary Ministers needed and will place the appropriate number of crosses on the rack.**
 - **When arriving for Mass, ministers are encouraged to go to the rack to pick up a cross and place it around your neck.**
Note: If you wish to wait in order to give other ministers the opportunity to serve, please look to see if any pendants remain when the celebrant enters Church from the sacristy. If so, immediately move to take the remaining cross.
 - **After assisting with the distribution of Holy Communion, ministers should return their crosses to the rack before returning to their pews.**
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- **When the “Lamb of God” begins, enter the sanctuary on the right (Saint Joseph side) or on the left (Blessed Virgin Mary side), each forming a single line near the bottom step of the altar. If you cross in front of the altar, be sure to bow. Note: when there is an unequal number of ministers, more should be on the Saint Joseph side.**
 - **After the clergy have consumed the Blessed Sacrament, ascend to the first step. All will receive the sacred host from the priest or deacon. All ministers will then receive the cup, except the minister standing nearest the congregation who will receive the cup from the minister next to him/her. He/she will then be handed the ciborium by the priest or deacon. Please wait in place until all ministers have received from the cup.**
 - **The minister who takes the ciborium on the Saint Joseph side should proceed to distribute the Body of Christ at the aisle near the baptismal font.**
 - **The minister who takes the ciborium on the Blessed Virgin Mary side should proceed, unless otherwise directed, to distribute the Body of Christ to the disabled before distributing to others at the aisle near the lectern.**
Note: When only the presider is present (no deacon or concelebrant), the additional minister will be given a ciborium and should proceed to distribute the Body of Christ with the celebrant at the center aisle.

- Those with cups should proceed to the Communion station on their respective side. The minister with a cup standing nearest the congregation on the Blessed Virgin Mary side should distribute the precious blood to the disabled before taking a position near the Perpetual Help Shrine. Other ministers with cups should go to their stations on the right and left respectively.
- Treat the sacred host and the cup containing the precious blood with awe and reverence. You are presenting the Body or Blood of Christ to the communicant for them to receive; you are not giving it or handing it out – you are presenting.
- The proper formula for the distribution of the sacred host is “The Body of Christ” and for distribution of the Precious Blood is “The Blood of Christ”. These words not only announce to the communicant what they are about to receive, but who they are.

MINISTERING THE BODY OF CHRIST

- Treat each individual host with awe. As you look at each host, say the words “The Body of Christ” then make eye contact with the communicant. Try to hold the host directly in front of you, between your eyes and those of the communicant. Hold it momentarily so the person can fix his/her eyes on the sacred host.
- Try to offer a slight smile (not a grin) suggesting the joy in your heart about what is about to happen!
- Do not use the person’s name, such as “The Body of Christ, Mary”.
- Always be sure the person consumes the sacred host in your presence; stop the communicant, if necessary.
- Gently place the “Body” in the person’s hand or on the person’s tongue. Tip: When a communicant does not extend his/her tongue fully, you may find it helpful to place the host at a downward angle and attempt to place the edge of the host on the tongue. It may be necessary for you to quietly ask the communicant to extend his/her tongue in order for you to properly distribute the host for hygiene purposes.
- If, during the distribution of Holy Communion, someone requests a sacred host for placement into a pyx, please kindly instruct them to see the priest or deacon after Mass. Do not place the sacred host into the pyx during the distribution of Holy Communion. You may administer Holy Communion to a person but not to a pyx. Ministers to the sick or homebound are asked to come forward, after Holy Communion has been received by all, to obtain the Blessed Sacrament for their pyx.
- If you are distributing the Body of Christ at one of the perimeter aisles and all communicants have received, look first to see if the minister at the other perimeter aisle needs assistance (more than ten communicants in line). Do

not go to the center aisle unless the line is still quite lengthy (more than ten communicants). If so, you may assist by positioning yourself close to the front pew about five feet to the right or left of the center aisle.

- **When finished distributing the sacred hosts, give your ciborium to the priest/deacon or return to the bottom step of the altar. Remain facing the tabernacle and wait for the priest/deacon to return. Please do not place the ciborium on the altar or near the tabernacle; do not leave the ciborium with the sacred hosts unattended. Hand the ciborium to the priest/deacon and wait to genuflect with him after he places the ciboria in the tabernacle. Return to your pew.**

MINISTERING THE PRECIOUS BLOOD

- **Present the cup to the communicant by making eye contact.**
- **To prevent spills, lower the cup so the communicant (especially a child) is able to see the Precious Blood in the cup.**
- **After the person has received the Precious Blood, avoid grabbing the cup from him/her. Permit the person to hand the cup back to you. Use the entire purificator. Try to turn and/or move the purificator from one communicant to the next. Open the purificator up, if necessary.
Tip: Consider using your dominant hand to hold the purificator and use your other hand to present the cup. Place the top of the purificator over your right index finger; wipe the cup clean with the purificator between your middle and index fingers. Continue to move the purificator over your index finger while the next person is consuming. Use all “four sides” of the purificator, if necessary. If you notice a large amount of Precious Blood on the purificator when you are finished, you are doing something wrong.**
- **If all have received at your station, and there is Precious Blood remaining to be consumed, wait in the sanctuary, then go to the station where another minister no longer has any Precious Blood left to distribute.**
- **Never pour the Precious Blood from one vessel to another for any reason.**
- **Never allow the cup to be passed from one communicant to another.**
- **Never allow a person to self-communicate by intincting (dipping) the sacred host into the cup.**
- **Consume the remaining Precious Blood before leaving your station. All Precious Blood should be consumed immediately. If you are unable to consume it yourself, please ask another minister to help you. If no one is available, ask the priest or deacon to assist you. Never leave Precious Blood in the cup.**
- **Return to the credence table.**

Note: It is not necessary or appropriate to bow as you pass the altar returning to the credence table since you are already carrying the Blessed Sacrament.

- **As you place the cup on the credence table, do not cover it with the purificator especially over a cup containing any remaining Precious Blood. Please do not push the purificator into the cup or attempt to wipe it clean. Place the used purificator, unfolded, on the table and return to your pew.**
Note: Since the residual Precious Blood in the yet to be purified cup is the same substance as the host being placed in the tabernacle, it is not necessary or appropriate to wait for the priest or deacon to close the tabernacle before returning to your pew, nor do you need to genuflect before returning to your pew.

ACCIDENTS

- **If a sacred host falls to the floor, do not give it to the communicant. Either consume it yourself immediately, or hold it in your hand beneath the ciborium until all have received. Then either consume the host, give it to the priest or deacon, or place it in the finger bowl containing water near the credence table and inform the priest or deacon after Mass.**
- **If the precious blood is spilled, immediately wipe up the spill with the purificator. Then cover the area with the purificator. Do not stand or allow anyone to walk in the area where the spill took place. Ask the next person in line to hold the cup for you and wait while you return to the sacristy to get a clean purificator (located in the top right drawer of the large cabinet in the sacristy), and return to your station. Inform the priest or deacon of the spill. He will clean the area after mass.**

CHILDREN

When young children come forward, give them attention. This is a special time for them too. Quietly bless the child (slightly raise your open hand over the child's head, it is not necessary to say anything) before the parent receives Holy Communion. For hygiene purposes, consider using the back of your hand to bless the child on the head.

STATIONS FOR MINISTERS OF HOLY COMMUNION

