

SPECIAL MINISTERS OF HOLY COMMUNION, INSTRUCTION SHEET

DRESS: Please be mindful of your appearance and dress appropriately to administer Holy Communion.

BEFORE MASS You should plan on arriving in the sacristy **30 minutes** before Mass and make sure the following is done:

Get the Tabernacle key from the safe and check from the chapel side to see how many Ciboria are inside. If there are two and you can consolidate the host into one Ciborium, do so and bring the empty Ciborium to the sacristy and purify it before adding new communion hosts for Mass. Never place **unconsecrated** hosts in the Tabernacle. Lock the Tabernacle on the chapel side and unlock it on the church side, leaving the key in the lock.

PLEASE WASH YOUR HANDS BEFORE ATTENDING TO THE FOLLOWING:

For Mass on a regular basis, 2 Ciboria (this includes the one in the Tabernacle) and one Paten will be needed with enough communion hosts for Mass. For Masses where there is going to be a larger attendance such as Christmas and Easter, a third Ciborium will be needed. Place the larger host for Father to elevate on top of the smaller hosts in the paten.

Add wine to the large decanter and water to the smaller one.

Add water to the pitcher used for washing hands and place a clean small towel in the bowl and place these on the Credence table. Also place Father's Chalice and three Communion Cups on the Credence table. For larger Masses (Christmas and Easter) four communion cups will be used.

Place three (3) or four (4) purificators on the right side of the altar.

Place the two (2) decanters – water and wine, the large Paten and the Ciborium/Ciboria on the table in the back of the church for the gift bearers. Double check to be sure a large host is in the Paten.

20 minutes before mass, look for Special Ministers of Holy Communion, to step in for those who have not shown up. 10 minutes before all Ministers of Holy Communion, except the cross bearer should be in their seats.

PROCESSION

The Special Minister of Holy Communion leads the procession, with the cross, flanked by the altar servers. The lector follows and then Father.

AFTER THE SIGN OF PEACE BUT BEFORE THE LAMB OF GOD

Approach the Sanctuary and remain at the foot of the altar until all Special Ministers of Holy Communion are there. When all are gathered, bow and go to your position on the altar. Two ministers of the Precious Blood should go to the Credence Table and bring the Communion Cups to the altar. One minister of the Body of Christ should go to the Tabernacle, retrieve the Ciborium, place it on the altar, remove the lid and then take his/her position for receiving Communion.

HOLY COMMUNION

All Ministers of Holy Communion and Altar Servers will receive Communion from Father Robert. Ministers of the Precious Blood will receive from Father Robert and then distribute the Precious Blood to the Ministers of Communion and the Altar Servers. When distributing the Body of Christ, look the parishioner in the eyes while saying “**THE BODY OF CHRIST**”. For children and adults not receiving, you may place your hand on their forehead and say “**God bless you**” or “**Peace be with you**”. When giving the Blood of Christ, look the parishioner in the eyes and say “**THE BLOOD OF CHRIST**”. Wipe the rim of the communion cups thoroughly after each person drinks from it and rotate the cup after wiping.

Ministers who finish distributing communion first should scan the church for those parishioners who are unable to approach the altar and would like to receive Holy Communion at their seat.

AFTER HOLY COMMUNION

Father will come to the Credence Table to clean and purify his Chalice. The ministers of the Precious Blood will go to the Credence Table and consume any left over Precious Blood. Leave the Communion Cups and purificators on the Credence Table. **Communion Cups are to be cleaned in the sacristy after Mass.** One minister of the Precious Blood should remain on the altar to receive the sacred vessels from Father. The other two should go stand at the foot of the altar.

Father will then place hosts in the pyx of those bringing Holy Communion to the homebound, consolidate remaining hosts in the ciborium and give it to the minister or ministers to be placed in the Tabernacle. Lock the Tabernacle but **do not remove the key**. After placing the Ciborium in the Tabernacle take your place at the foot of the altar. The remaining Minister of Holy Communion should receive any extra vessels from Father and place them on the Credence Table and then take his/her place at the foot of the altar. You will be joined by those taking Communion to the homebound.

THERE SHOULD ONLY BE ONE BOW AFTER COMMUNION. THIS WILL TAKE PLACE AT THE FOOT OF THE ALTAR.

AFTER MASS

Retrieve the Tabernacle key (**DO NOT PUT IT IN YOUR POCKET**) and place it in the safe. **All ministers** should assist in bringing the sacred vessels back to the Sacristy and purifying them with hot water and soap. Place all of the vessels in their place in the closet.

NOTE: If you are unable to serve at your scheduled Mass, it is your responsibility to find a replacement.