

**EXTRAORDINARY MINISTERS of HOLY COMMUNION**  
*(Prior to return of receiving the Blood of Christ in Chalice)*

**Saturday Masses**

**4:00 p.m. = 3 Host Ministers**

**6:00 p.m. = 1 Host Minister**

**Sunday Masses**

**8:00 a.m. = 3 Host Ministers**

**10:00 a.m. = 3 Host Ministers**

**12:00 p.m. = 3 Host Ministers**

**5:00 p.m. = 1 Host Minister**

**PREPARATION BEFORE MASS**

**Items setup included on right-side table near altar – verify if ready**

- Priest Chalice for the current Mass
- Bowl for water used for washing hands
- Cruet with water that the Priest uses to wash hands
- Hand towel to dry hands
- Small cruet ½ full of water
- 2 bowl patens used to hold consecrated host

**Items taken to back of church for when gifts are brought forward**

- 1 basket (unless a second is needed)
- Small cruet ½ full of wine
- Bowl paten with hosts to be consecrated

**2 Candles in sacristy**

- Verify candles are lit and put on back table for the altar servers

**AFTER MASS**

**After Mass all serving ministers for current Mass should verify following items be completed**

- Extinguish candles on the altar (and tabernacle). Please *do not blow* candles out; best to use the candle snuffer in sacristy.
- Take back to sacristy:
  - Priest Chalice from the current Mass
  - Bowl for water used for washing hands (if needed empty water into the sacrarium and return to table)
  - Cruet with water that the Priest uses to wash hands (add water if needed and return to table)
  - Hand towel to dry hands (if wet put in basket in the closet and replace with dry one from the drawer)
  - Small cruet ½ full of water (empty, fill, and return to table)
  - Bowl patens used to hold consecrated host
  - Small cruet ½ full of wine (place in refrigerator)
- Take the collection basket to sacristy. There needs to be a witness during this process therefore, 2 people need to take part in the placing of money and signed documents in the zippered bags. Place the key from the money bag in the slot of the black box in the cupboard. One minister will escort the priest in taking the money to the office.
- Verify that there is water and finger towel by the tabernacle.

## INSTRUCTIONS

1. All Communion Ministers should learn/know how to prepare for the Mass and the clean-up process after Mass. If ever unsure and/or additional training is needed please reach out to the parish office or directly to Elaine.
2. You may sign up online at <https://stmarycathedral.com> and then go to Ministries → Liturgical Ministries → then pick the Mass time of your choice to sign up. If you are not able to sign up for Mass by this process you may always call the parish office at 307-635-9261 Ext. 2082. Signup changes can be made up to 30 minutes after. If after 30 minutes of signing up should a need arise to cancel/change your scheduled time simply call the parish office.
3. When scheduled for Mass, please arrive no later than 15 minutes early. Go to the sacristy and inform the priest that you are an EMHOC and check your name off the schedule. Check and see if items are set up on the right-side table near altar. If needed use the PREPARATION BEFORE MASS reference information. If late, please verify with the priest or look at the schedule to see that someone else has volunteered.
4. When it is time to go up on the altar, all minister(s) should meet at the bottom of the steps bow together and then proceed up the steps. Stand in a row next to the north side of the altar (Mary's side) to receive the Host. (*Make sure you sanitize your hands before lining up.*) After the priest gives you the bowl paten, ciborium, or chalice, proceed down to an open location at the base of the steps.
5. Be aware of the handicapped on both sides of the church. Please give them Holy Communion first.
6. When praying over people (with crossed arms or children) *do not touch their heads*; just extend your hand over them. Only the bishop, priest, or deacon can bless people with the *sign of the cross* and say "May God bless you."
7. If a Host is dropped on the ground, pick it up and consume it **or** hold it in your hand and take it to the priest or deacon after mass.
8. Ministers of the Body of Christ will place their bowl paten, ciborium, or chalice on the altar after everyone has received the Lord. By the tabernacle you will need to cleanse your fingers and dry them on the finger towel. All ministers need to be aware of the priest on the altar – stand to on the south side (St. Joseph side) of the tabernacle and wait for the priest to put the Lord back in the Tabernacle before continuing. Then proceed with washing your fingers or returning to your seat.
9. At the end of Mass follow the AFTER-MASS INSTRUCTIONS
10. Keep a prayerful presence in the sanctuary, and dress appropriately when serving the Lord.
11. Taking Holy Communion to the choir is not currently being done but may change in the future.
12. Any Mass with a Deacon assisting the celebrant; 1 less Minister of Holy Communion is needed.

Last Update: August 2021