



**ST. THOMAS THE APOSTLE
CATHOLIC CHURCH
4453 WARREN-SHARON ROAD
VIENNA, OH 44473**

Extraordinary Ministers of Holy Communion:

1. Please **dress up** for Mass, you are performing a public ministry in the Church. Full suit and tie or ball gown is not necessary (but would be nice at Christmas and Easter), but sweat pants, t-shirts, and flip-flops are not a great idea. Think conservative. Even if you are not on the schedule, you never know if someone will be absent.
2. Please **arrive 15 minutes before** Mass and come to the sacristy so we don't worry.
3. Unless you have a medical problem that makes walking distances a problem, all ministers of the Mass should be in the opening and closing **processions**.
4. Stay in the sacristy before Mass, we will pray a prayer together. Your family can save your seat.
5. In opening and closing processions, all ministers (except servers carrying things) should have a **hymnal** and sing along. This sets the example for others.
6. In the opening process, you can process in two by two or singly. Wait at bottom step with other ministers until Father arrives, then all bow together, then go back to seat.
7. The first Extraordinary Minister listed on schedule that is NOT Father or Deacon will be the one to go to Tabernacle of the Ciborium. The ideal place for this one to sit is towards the back in the section in front of the Tabernacle close to the end of the pew.
8. The schedule will always list your communion station. This is so that Deacon and I can rotate through the stations.
9. During the Sign of Peace, offer peace to just those immediately around you. Then come directly to the altar. The one going to the Tabernacle should go then as well. At the Tabernacle, open the door first, then genuflect (we don't wave at someone through a closed door), take out the ciborium, and close the door. Bring the ciborium with its lid up the center aisle and place on the altar to Father's right.
10. If you are late arriving, please do not move during the "Behold the Lamb of God."
11. Be aware of the disabled in the front pews.
12. Hold up host and say distinctly: "The Body of Christ." Don't say their name or anything else. Hold out chalice and say distinctly: "The Blood of Christ." If person stares at you blankly and doesn't hold out hands or open mouth, it is pretty obvious they are **not Catholic**. Nod to them and say "God bless you." If someone comes up with arms crossed over chest, they don't want to receive the Eucharist and want a blessing as well. Out of the corner of your eye, always make sure people consume the host. If not, notice where they sit and tell me at end of Communion Rite.
13. Host distributor: for **babies and little kids**, place your hands over their head (don't make the Sign of Cross, that's for me) and say "God bless you." They love it! Don't ignore them.
14. If you drop a Host or spill some Precious Blood: **DON'T FREAK OUT!** It's fine. You will not burn in hell. If a Host, give the person another, simply pick it up and either consume it immediately yourself, or hold it in your hand under the ciborium and bring to me at the end of Communion. If Precious Blood, place your purificator over the spill to soak up as much as possible. Tell me at the end of Communion. I will finish cleaning it up.
15. Bring ciborium with extra Hosts to the altar. The first Minister will receive the condensed ciborium with lid from Father and return to the Tabernacle. When you come back to the altar carrying the ciborium or chalice with remaining Precious Blood, do NOT bow to the altar. What you are carrying is a higher order than the empty altar.

16. At credence table after Rite: you can help each other **finish consuming** the Blood of Christ if there is leftover. I can help you too. Don't just leave chalice half full on table. **We never leave the Eucharist un-attended.** Drape purificators over the top of empty chalices. **Never stuff purificators** into chalices: when I pull them out, they can slop onto the table, which is bad.
17. At the end of Mass, I will sing a couple of verses of the closing song. When I start to walk towards the altar to kiss it at the end, please start to come up in front of steps for recessional. We will all bow together, then turn and process out. The servers will lead the recession.
18. Please **do not wear your winter coat** in exit Recessional. It is a procession of the Mass, not an exit from the church. I understand if you want to keep your purse with you.
19. Please **stay after Mass** to help do dishes. I always purify vessels after Mass, so you can simply wash them immediately.
20. **Never submerge chalices** in a sink of full water. Use soapy cloth. The post in the middle of chalices has a screw that holds two parts together and will get rusty.
21. **Never pour** leftover Blood of Christ down sink! Must be consumed.
22. If helping clean up altar, **Don't blow out candles**, always use the snuffer. Wax splatters a little each time and then builds up over years.