In every celebration of the Eucharist, there should be a sufficient number of ministers of Holy Communion so that it may be distributed in a reverent and orderly manner. Bishops, priests and deacons distribute Holy Communion in virtue of their office as ordinary ministers of the Body and Blood of the Lord. When the size of the congregation or the incapacity of the bishop, priest, or deacon requires it, the celebrant may be assisted by other bishops, priests, or deacons. If such ordinary ministers of Holy Communion are not present, "the priest may call upon extraordinary ministers to assist him, i.e., duly instituted acolytes or even other faithful who have been deputed for this purpose. In case of necessity, the priest may also depute suitable faithful for this single occasion (GIRM 162)."

All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread or wine. [GIRM, 280]." (NDRHC, 29).

Please remember that this ministry is called Extraordinary Ministers of the Eucharist; we assist the priest. If an Ordinary Minister such as a Bishop, Priest, or Deacon shows up for Mass then the minister in the position of “Lead (*)” DOES NOT PARTICIPATE IN THE DISTRIBUTION OF COMMUNION. Depending on how many Ordinary Ministers show up, that will determine how many Extraordinary Ministers will need to step aside from their positions.

Guidelines for Extraordinary Ministers of the Eucharist
Requirements

Those selected to be Extraordinary Ministers of Holy Communion are to be fully initiated members of the community, both male and female, of sufficient age and maturity. Please dress appropriately! Men, should wear a coat and tie/collared dress shirt and tie with dress slacks and dress shoes. Ladies, please wear a dress, skirt & blouse with sleeves, dress pants and blouse with sleeves, and dress shoes. Absolutely no low cut clothing, shorts, capris, short skirts or dresses, jeans, sleeveless shirts/blouses, sweats, and no tennis shoes.

Arrive and sign in 20 minutes before Mass. Know your assigned duties. Be flexible in responding to any needs that might arise before, during, and after Mass.

Actions During the Mass

During the Mass, the extraordinary minister sits with the rest of the faithful, and should participate fully in the Mass, listening to the readings, and joining the community in prayer.

Approaching the Altar

Church: After the Sign of Peace, in a prayerful manner, come to the Sanctuary. Bow at the bottom of the Sanctuary steps. W/E enter on left side of Altar, W/PB enter on the right side of the Altar. Those distributing the Body of Christ put a small amount of antibacterial gel on your hands. All Ministers need to line up as shown on the diagram on page 7.

HFC: After the Sign of Peace, all EMs go up to the Altar through the hallway on the right side of the worship space. There will be a table at the top of the steps where you get a squirt of anti-bacterial gel. All Ministers need to line up as shown on the diagram on page 8.

Receiving Communion and Receiving a Vessel

The Priest or Deacon will bring the Body of Christ out of the Tabernacle to the Altar. All Ministers bow profoundly (from the waist) when the Priest genuflects at the Altar. The Priest receives the Body and Blood of Christ. If there isn’t a Deacon, distribution of Communion is as follows:
Church:

- The Priest serves the Body of Christ to Lead #1. He serves the Blood of Christ to Lead #1, who keeps the Cup and Purificator. The Priest distributes the Body of Christ to the rest of the Extraordinary Ministers and Altar Servers. #1 serves the Blood of Christ to the rest of the Ministers.

- After #2 receives the Blood of Christ, he takes a Cup and Purificator from the Altar to #4PB. #4PB receives the Blood of Christ, takes the Cup and the Purificator and then distributes the Blood of Christ to the Altar Servers.

- After #3 receives the Blood of Christ, he takes a Cup and Purificator from the Altar to #3PB. #3PB receives the Blood of Christ, takes the Cup and the Purificator and then distributes the Blood of Christ to the Altar Servers.

- #2 & #3 give a Cup and Purificator to all other EM’s of the Blood of Christ until all Cups have been distributed.

- #4, #5, #6 of the Body of Christ, and #1PB & #2PB remain where they are (they do not assist in distribution of Communion at the Altar).

- The Priest distributes the Ciboria to the Ministers of the Body of Christ. EM’s are not to pick up the Ciborium from the altar themselves. Always wait for the Priest/Deacon to hand them one. If they forget to hand you a Ciborium - only then do you pick one up for yourself.

- After all EM’s and Altar Servers have received Communion, Ministers go down the center aisle of the Church to their assigned places. (All Ministers return to the Sanctuary through the center aisle.)

- In the front and in the middle of the church, distribute Communion to the disabled and elderly first, then to the Congregation.

- Ministers for the Vestibule stand at the last pew of the Church. Ask the people to form two lines by exiting through the side doors and coming through the main door to receive Communion.

- Ministers for the Choir Loft go up the stairs and stand in front of the doorway. Everyone receiving communion needs to come to you. Ask the people to form a line if necessary.

- Ministers of the Body of Christ should not assist in the middle of the church; there is only enough room for two Ministers there. When assisting in the front, stand in the middle and beside the 1st pew, facing the center aisle.
HFC:

- The Priest serves the Body of Christ to Lead#3. Then he serves the Blood of Christ to Lead#3, who keeps the Cup and Purificator. The Priest distributes the Body of Christ to the rest of the Extraordinary Ministers and Altar Servers. Lead#3 serves the Blood of Christ to the rest of the Ministers, starting with #1 and leaving the Cup with #1PB.

- #1 receives the Blood of Christ, takes a Cup and Purificator from the Altar and serves the Blood of Christ to #4PB. #4PB receives the Blood of Christ, keeps the Cup and the Purificator and then distributes the Blood of Christ to the Altar Servers.

- After #4 receives the Blood of Christ, he/she takes a Cup and Purificator from the Altar and serves the Blood of Christ to #3PB. #3PB keeps the Cup and Purificator and then helps distribute the Blood of Christ to the Altar Servers.

- #1 and #4 give the Cup and Purificator to other EM’s of the Blood of Christ until all the Cups have been distributed.

- #5, #6, #7, #8, #1PB, & #2PB remain where they are (they do not assist in the distribution of Communion at the Altar).

- Priest & Lead distribute the Ciboria to the Ministers of the Body of Christ.

- After all Ministers and Altar Servers have received Communion, Ministers go down the steps to their assigned places.

Distribute Communion Reverently

The proper and only permissible form for distributing Holy Communion is to offer the consecrated bread by saying, "The Body of Christ" and to offer the consecrated wine by saying, "The Blood of Christ." No other words or names should be added; and the formula should not be edited in any way. (Cf. GIRM, 161; 284-287).

If a person does not consume the Host immediately, stop them and ask them to do so. There is no self-intinction (dipping the Host into the Precious Blood).

When giving the Cup, hold it firmly. Watch those who have received the Host to make sure that they have consumed it. If not, stop them and ask them to consume it immediately, and then give them the Cup. Make sure that the person has it completely before releasing it. Wipe the Cup with the Purificator (½” on the inside and ½” on the outside) and turn the Cup ¼ turn before giving it to the next person.
Accidents Involving the Blessed Sacrament

While every care should be taken to avoid accidents involving the Blessed Sacrament, the extraordinary minister should be prepared to respond to them should they occur. The most common sort of accidents involve a particle of the host or a portion of the precious blood falling on the ground or another object. If a particle of the host falls on the ground, it should be picked up and consumed. If for some reason it cannot be consumed (for example, if it has already been in an individual’s mouth who is unable to consume it), it may be dissolved in water and the water later poured down the sacrarium, however, it is best to contact a priest or deacon should this be necessary.

A greater difficulty is presented if some of the precious blood should fall to the ground. The extraordinary minister should insure that no one steps on the spot, perhaps by delegating an individual to guard it. A clean purificator could be used to mark the spot. Then, water should be brought and poured over the spot. It is important to note that when it is diluted with water to the point where it loses the appearance of wine, the Precious Blood ceases to be the Eucharist. The resulting water, however, should still be treated with respect, and, collected in a non-consecrated vessel (a lavabo bowl, for example) through the use of purificators; it should then be poured down the sacrarium. If some of the precious blood should drop on an individual’s clothing or possessions, it should be treated in the same way, with due respect for the individual involved.

After Distribution of Communion

All EM’s of the Body of Christ:
Return your Ciborium to the Corporal on the Altar.

Church: Stand and wait by the Credence Table.

HFC: Stand and wait to the right of the Credence Table and back wall, facing the Altar/congregation. Do not stand in front of the Altar Servers or Credence Table.

All EM’s of the Blood of Christ:
Church: Return Cups to the Priest’s Sacristy to the right of the Altar. The remaining Blood of Christ is consumed there. Ask for assistance if needed.
All EM’s of the Blood of Christ, cont’d.

The first Minister of the Blood of Christ to return to the Sacristy remains there to purify all the cups as the Ministers return them. All Ministers of the Cup return to the Sanctuary and stand near the Altar Servers.

**HFC:** All Ministers of the Blood of Christ return your Cups to the Credence Table. The remaining Blood of Christ is consumed there. Ask for assistance if needed. Stand to the right of the Credence Table and back wall, facing the Altar/congregation.

The first Minister of the Blood of Christ to return to the Credence Table remains there to purify all the cups as the Ministers return them. *Purification takes place on the tray on the Credence Table.*

**Reservation of the Blessed Sacrament**

All Ministers face the Tabernacle when the Priest or Deacon reserves the Body of Christ in the Tabernacle. All bow profoundly when the Priest or Deacon genuflects.

**Church:** Return to your seats after the Tabernacle door is closed.

**HFC:** Using the steps by the Ambo, return to your seats after the Tabernacle door is closed. Do not cross over to the Tabernacle side of the Sanctuary to exit.

**How to Purify the Vessels**

Pour a small amount of water from the Cruet into the Cup. Swirl it around the whole Cup, pour it into the next Cup, and so on. Consume the water/Precious Blood from the last Cup. *Wipe out all Cups with Purificator.*

Even though the Priest/Deacon has dry-purified the ciboria, after Mass you must still wet-purify all ciboria as follows:

Pour water into one Ciborium. Swirl the water around the whole Ciborium, then pour the water from that Ciborium into another, swirl the water around in it, and continue this process until all Ciboria are wet purified. Pour the water from the last Ciborium into one of the Cups, consume, and wipe dry with a clean Purificator. The Ciboria do not need to be washed.
All Ministers enter the Sanctuary on the right side hallway. Then proceed to the proper position on Tabernacle. *Only if there isn't a Deacon. Ministers of the Blood of Christ.
**Terms**

**Lead:** This minister insures that everyone has signed in. 10 Minutes before Mass begins, make sure that all Ministers have checked in. If anyone is missing, the lead is responsible for seeking replacements from the congregation. If needed, you may announce the need from the cantor’s stand. Also, you are responsible to make sure that the ministers assigned to do the vessels after Mass are in the sacristy taking care of cleaning them. *If they do not show up then you are responsible to clean the vessels.*

**$(Collection)$ Lead:** This minister is responsible for placing two collection baskets on the corner chair in each area, along the middle aisle. The EM assigned to the area will take the baskets and give them to two parishioners who will be doing the collection. If they don’t know how, explain the procedure. If they are children, you must walk along beside them to assist them. It is up to **YOU** to make sure that the collection is done in an efficient and orderly manner. The large offertory basket(s) is/are located in the Sacristy and should be placed on the rectangle table in the back of the worship space.

Make sure all Ministers have found Parishioners to assist with the collection (two per area, 8 areas). As $Lead, if you notice the baskets still sitting on the corner chair, the collection is NOT covered for that area, you may have to get Parishioners for the collection there (some minister(s) may be missing). Make sure someone has covered the Priest’s area and the Deacon’s area (Area 2 & 8). Area #1 is to cover the Priest’s Area (#2), and Area #5 is to cover the Deacon’s Area (#8) if there is a Deacon at the Mass.

If a Deacon is not scheduled, but shows up, the person in Area #8 still performs the collection duties, **BUT DOES NOT PARTICIPATE IN THE DISTRIBUTION OF COMMUNION.**

At the time of the collection, you are responsible for putting the money & envelopes into the large Offertory Basket for the Gift Family. The Gift family will be taking the Gifts and the 1st offering up to the Presider immediately after the 1st offering has been collected.

If there is a 2nd offering, you are responsible for putting the money & envelopes into the 2nd offering basket. The Gifts Minister will take up the 2nd offering after is has been collected.
After the collection(s), *(and if this has not already been done)* put the bulletins *(found under the collection basket table)* into the two wall racks in the Gathering Space and the Side Entrance.

After Mass, bring the collection baskets from the Sanctuary to the Sacristy. Put the money into the *labeled* collection bags and drop them into the safe.

**Gifts:** This minister is responsible for finding an Offertory Family, who is suitably dressed, to bring up the Gifts and 1\textsuperscript{st} monetary offering. You are to meet the Gift Family at the Gift Table, give them the Gifts, and send them down the aisle (with the Candle Altar Servers) to present the Gifts to the Presider after the 1\textsuperscript{st} monetary offering is collected. The Gift Family does not bring up the 2\textsuperscript{nd} monetary offering. If there is a 2\textsuperscript{nd} offering, *you* are responsible for bringing up the 2\textsuperscript{nd} offering after it has been collected. The Altar Servers with the Candles will not come down for you.

**Vessels**

**Church:** The minister assigned to vessels *purifies and washes* the Sacred Vessels in the Sacristy *(after Mass)* with great care and reverence.

**HFC:** The minister assigned to vessels, wet-purifies *all vessels* at the Credence Table. The Cups should have been purified right after Communion. Please make sure that this has been done.

**Purification of the Sacred Vessels:** Even though the Priest/Deacon has dry-purified the ciboria, you must still wet-purify *ALL CIBORIA* as follows:

Pour water into one Ciborium. Swirl the water around the whole Ciborium, then pour the water from that Ciborium into another, swirl the water around in it, and continue this process until all Ciboria are wet purified. Pour the water from the last Ciborium into one of the Cups, consume, and wipe dry with a *clean* Purificator. The Ciboria do not need to be washed.
Washing of the Sacred Vessels: Wet the sponge. Put a drop of soap on it. Wipe the outside rim and inside rim of the Cups. Rinse the Cups with as little water as possible (the reason for this is that the water becomes trapped inside the vessels and causes problems). Dry with a flannel towel. Rinse the Decanter inside and out making sure that it is not sticky on the outside of it. Dry it with the terry cloth towel and leave the lid off so that it can be filled for the next Mass or so that it can dry out.

After Mass:
Perform your duties as outlined above. Make sure everything is put away in its proper place.