

HOLY REDEEMER PARISH

INSTRUCTIONS FOR EXTRA-ORDINARY MINISTERS OF THE EUCHARIST AT MASS

(-revised June 2010)

The most important point to remember in assisting in the distribution of Holy Communion at Mass is that we are, for that time, a custodian of the Body and Blood of Christ. Everything about our manner should reflect this. Consequently, when carrying a sacred vessel with the Blessed Sacrament, a hand should be placed atop the vessel for protection. There should be no conversation and eyes should be directed forward. Because the communion minister is carrying the Sacred Species, no reverence is executed to the altar, tabernacle etc. Please be attentive to appropriate and modest dress. It is best to always come to Sunday Mass ready to serve in this capacity.

1. Extra-ordinary ministers of the Eucharist arrive at least fifteen minutes prior to Mass. Sign in on the schedule in the sacristy. One minister will be identified as the “captain” and is responsible for assuring that all the ministers have arrived and are aware of their particular duties, this person is also a Host Minister. He or she will look for replacements for those who may not be present. **IT IS ESSENTIAL THAT EUCHARISTIC MINISTERS FIND REPLACEMENTS WHEN THEY ARE UNABLE TO SERVE. GENERALLY, SOMEONE WHO SERVES AT THE SAME MASS TIME IS LIKELY TO BE THERE. IF A SUBSTITUTE CANNOT BE FOUND, PLEASE CALL AND LEAVE A MESSAGE AT THE OFFICE ON THE PASTOR’S EXTENSION (11) SO THE ONE IN CHARGE WILL KNOW NOT TO WAIT FOR YOU.** When cups are used, a white board is available for ministers to sign up for particular locations. However, you must still approach the altar for Communion in an order that has Cup Lead first, all Host ministers last, but the first Host minister always going to the station near the choir, so choir can receive Communion, before the minister takes up a position at the head of the aisle.
2. Ministers take seats in the congregation at a place which will facilitate their coming forward for Communion at the appropriate time, preferably the right side of the Church, as one faces the sanctuary.
3. The number of ministers assigned varies depending on Mass crowd and whether cups are to be used. The use of cups is dependent on the number of available ministers. The seating arrangement in the church calls for three aisle ways for approaching for Holy Communion. One is in the center of main seating section, there is one roughly in the center (but at an angle) of each of the north and south transept areas. The celebrant always takes a Host station as well as a deacon, when one is serving at the Mass. Other priests who might happen to concelebrate would also serve as ordinary Eucharistic Ministers. At each of these aisles communicants come forward in two lines (even if there is only one minister). The communicants remain in two lines to the point of actually receiving. (The minister may have to direct the people, but hopefully the ushers have done so.) If there is only one minister at the aisle, he/she remains in the center and pivots to the right and left.

4. Following the prayer, “Lord, I am not worthy...”, **as soon as the priest begins to communicate himself with the Host**, the ministers come forward and proceed into the sanctuary at the rail near the St. Joseph shrine (southeast corner of sanctuary) move forward to form a line at the southeast corner of the altar. Sometimes the keyboardist will enter first to receive Communion at the altar. When Communion is available under both species, a Cup Minister (Cup Lead) is first in line. **It is especially important that minister C Lead not hesitate in coming forward for communion. Others may be holding back, because they know you are to be first in line. If C Lead doesn’t come forward, maybe no one will.** The other cup ministers follow C Lead and the host ministers are last. Following this order facilitates receiving the cup or ciborium from the priest. He will hand cups to ministers first, and then hosts. He will not ask each minister which vessel is theirs; he will simply offer them in the specified order. When only Hosts are being used for Communion, the ministers will receive their vessel from the celebrant immediately after they have received Communion, at the south side of the altar.
5. When cups are being used, the priest begins distributing the host to the ministers, who then move around to the front of the aisle to receive from the cup being ministered by cup 1. They then proceed to form a line at the northeast corner of the altar to wait to receive their vessel. When Communion is distributed under both species, the priest presents the Host to C-1 and then presents the Cup to the same minister. This minister keeps the cup and moves to the **center of aisle, on the west side, and faces toward the back** in order to offer the cup to the other ministers after they receive the Host. Consequently, each minister moves to the center to receive from the Cup after receiving the Host. After receiving from the Cup, the minister steps to the northeast corner of the altar to wait for the priest to go to the east side of the altar and give each minister their vessel. Come forward as far as possible toward the celebrant. He will not move forward, nor will he reach over the burning candle. The ministers then proceed to their appropriate station. The cup stations at each of the far sides should be filled first, then the others. Likewise, the Host stations at the two side sections should be filled first. The choir receives from the Host before the Host minister takes up the normal position.
6. Cup Stations are identified as with double digits. Host stations are identified as single digit. In general they are filled in numerical order. The third cup station between the two Hosts stations is last to be filled.
7. The cup stations have been created to allow for no need to cross over other communicants. Some of the cup stations serve more than one Host line. Cups should be facing in such a way as to be recognized as available to both lines. Sometimes it is necessary to modify one’s exact position, keep in mind the two primary principles: ease of flow and accessibility to various Communion lines.
8. When you no longer have communicants coming to you, look for an area that needs assistance. (There is a third station between the two Host aisles that is generally not filled.) In helping another station, be sure that you are placing yourself near the traffic flow.
9. In distributing Communion, the Host is presented approximately at eye level, with a clear statement of “Body of Christ”, to which each person is expected to say “AMEN.”

If there is no response and/or the person does not seem to know how to participate in Communion, they in fact may not be Catholic or may not have had First Communion. It is appropriate to QUIETLY ask if they are Catholic or have made First Communion. If the answer is no, then respond, "I can only offer a blessing." It is important to be especially vigilant of young children. Some may come up for a blessing. An extraordinary minister of the Eucharist touches a child on the top of the head with some portion of the hand, other than the fingers used for distribution, and says: "God bless you." There are no other words and no other gestures. Occasionally adults will come forward for this blessing, and they usually will bow their heads and possibly have their arms crossed over their chest. Some children do this as well. Only the priest or deacon uses the sign of the cross.

10. In presenting the Cup, it is presented at chin level. The Minister says: "Blood of Christ" to which the response "AMEN" should be given. Each person receiving takes the cup firmly in their own hands. When the minister takes it back, he/she wipes the lip of the cup and rotates the cup slightly. The purificator should be adjusted occasionally throughout Communion so the same portion of the cloth is not used throughout the whole of the distribution of Communion.

At the end of the reception of Communion by the general congregation, the ushers will indicate whether there are people in the back who need to receive Communion in their seats. In this case a Host and Cup minister should both proceed to the space.

At the conclusion of the distribution of Communion, the vessels with Hosts are taken up to the tabernacle and given to the celebrant (wait if he is not there.) The celebrant will place the contents of your ciborium in another and then hand you the empty ciborium. Genuflect or make a profound bow to the Tabernacle and take the empty ciborium to the credence table where there will be a small bowl to dip your fingers to remove any possible fragments of Host. If the celebrant places your ciborium in the tabernacle, simply genuflect, go to the table, and rinse your fingers.

11. At the conclusion of the distribution of communion, Cup ministers discretely consume the Sacred Species which remains in your cup. This may be done at your Communion station or at the credence table, which is on the south side of the sanctuary. If necessary, ask for some assistance from others. If your cup is empty prior to the end of Communion, you can place it on the tray/credence table as soon as the cup is empty. The purificator should also be placed on the table, alongside the tray, folded as originally received, so that it may be used for purification of Cups, if necessary. The actual purification of the cups is completed by the priest, deacon or specially designated sacristan. As soon as Mass is over, CUP Lead (possibly assisted by another) takes the tray of cups to the sacristy for cleaning (if there are unused cups that would be used at the next Mass, leave them on the table). Even though the cups are purified, we will take advantage of our sacrarium by giving a simple rinse of each cup. Then the cups are washed using the plastic dishpan and warm water with a very small portion of soap. Fill each dishpan with enough of the hottest water so that cup portion can be dipped in the water, but will have to be spun around to become fully washed. **(If the base of the cup is dipped into the water, water may collect inside it.)** Cups should be gently washed with soapy water and rag and then rinsed in rinse water. Use wash rags only as necessary. They may then be placed on the drying rack. If necessary, water spots can be gently wiped, so as to not cause spotting. Please be careful not to scratch the cups. They are silver plate on the outside and gold wash on the inside. After the end of the 11:30

AM Mass, the flagon needs to be washed, as well as the priest's chalice, and the vessels need to be put away. A second cup minister should be identified before this Mass to assist in this process.

THANK YOU