

**EXTRAORDINARY MINISTERS OF HOLY COMMUNION GUIDELINES**  
**Saint Andrew Church**  
**2013**

Thank you for serving the Richmond Catholic Community as an Extraordinary Minister of Holy Communion.. In order to fulfill this ministry and to establish the good order that is important for liturgy, please keep these guidelines in mind.

**General Information**

Extraordinary Ministers of Holy Communion should arrive in the sacristy **15 minutes before** the scheduled Eucharist. It is important for the sacristan and those scheduling ministers to know that everyone is present in good time. Join *quietly* with the other ministers in the designated sacristy (South sacristy) for prayer before the liturgy. Please keep a spirit of calm and recollection in preparation for the celebration of the Eucharist. Noise from the sacristy should never disturb the prayer of people who are gathering in church for the Eucharist.

If you are unable to keep your scheduled time to minister, **it is your responsibility to find a substitute**. Current lists of all Extraordinary Ministers of Holy Communion and contact numbers are available through the sacristan.

Extraordinary Ministers of Holy Communion are public persons in the liturgy and should dress in Sunday attire. For men, this means a dress shirt and tie, dress pants and dress shoes. For women, this means the comparable level of modest and appropriate dress. Our clothes should neither call undue attention to ourselves nor detract from the liturgy.

Extraordinary Ministers of Holy Communion should be familiar with terms associated with the liturgy and with articles used at Mass. Please know where to find the following articles in the sacristy should you be called upon to retrieve an item that may have been forgotten in the preparation of Mass and needed by the presider:

- Tabernacle Key
- Hosts
- Wine
- Chalices and patens
- Purificators and Corporals
- Sacrarium

**Gathering in the Sanctuary**

When the organist/pianist begins playing the Lamb of God (immediately after the Sign of Peace), all ministers go to the sanctuary and take their positions. Walk confidently and quietly to your place. Liturgical movement is neither hurried nor dragged. Should someone be confused and take the wrong place, avoid making any kind of fuss. Use good common sense and fill whatever vacant spot there might be.

Ministers of the Precious Blood gather on the ambo/pulpit side of the sanctuary and Ministers of the Body of Christ gather on the opposite side. Servers take the middle position in front of the tabernacle leaving space for the musicians to fill. C1S stands by servers. C1N by the Ambo.

Ordinarily the priest or deacon will go to the tabernacle during the Sign of Peace and will bring the ciborium to the altar.

After the elevation and invitation to communion, the presider will receive communion and distribute the Body of Christ to the Extraordinary Ministers of Holy Communion and the servers, followed by the Blood of Christ.

The deacon will minister the Precious Blood to the Extraordinary Minister of Holy Communion closest to the servers. After receiving the Precious Blood, this minister then ministers the chalice to the musicians and the servers. The presider will then give the chalice to the Minister of Precious Blood by the Ambo. This minister will go across and will distribute the Precious Blood to the remaining Ministers of the Body of Christ. The remaining cup ministers will then approach the altar and receive a cup from the presider. The presider or deacon will distribute the patens to the Ministers of the Body of Christ. These ministers will approach the altar to receive the paten from the presider or deacon as he turns toward them.

## **Distribution of Holy Communion**

After receiving your vessel from the presider for the for the distribution of Holy Communion, proceed immediately to your assigned station and wait for the presider to reach his station before beginning distribution. Back stations will begin a soon as the ministers reach the stations. **Do not stand around the altar in the sanctuary waiting for the priest to move to his station.** Front positions may need to bring communion to those in the front areas who cannot go up to receive communion.

When giving Holy Communion to a person, give the communicant the opportunity to bow and then look the person in the eye and proclaim, "The Body of Christ" or the "The Blood of Christ". **These are the only words to be said; do not add, change, or take away from these brief but powerful words.** Allow the communicant to profess his or her faith by saying "Amen" and then offer the consecrated host or the Precious Blood to the communicant. This sacred moment of communion should never be rushed.

If a child who has not made his or her First Communion or an adult who does not receive Holy Communion comes before you with arms crossed, be prepared to give a simple blessing. With hand held over the person, say "Jesus loves you" to a child or "God bless you" or a similar short phrase of blessing to an adult. Do not make the sign of the cross over the person as this gesture is reserved for ordained ministers.

Occasionally an Extraordinary Minister of Holy Communion or a communicant will accidentally drop a consecrated host. Calmly and reverently pick it up and place it apart from the other hosts. If it has not been in a person's mouth, it may be consumed by the Extraordinary Minister of Holy Communion at the credence table after he or she has finished distributing Holy Communion. If it has been in person's mouth, place it in an empty paten or on a purificator on the credence table and immediately after Mass take it to the sacristan or presider.

If it seems like you are running short of communion hosts, check the other ministers around you and redistribute the hosts if possible. If it still seems like there are more communicants than hosts, you may break the hosts in half. **This is always a last resort, but is perfectly acceptable.**

After distributing the Precious Blood, Ministers of the Blood of Christ return to the altar and, **turned toward the tabernacle**, they consume the remaining Precious Blood in their chalices. They then place the chalice and purificator on the pewter tray on the altar and return to their places in the assembly. They should never transfer Precious Blood from one cup to another. Each minister must bring their respective cup to the altar. If you need help consuming the remainder, please have the Presider or Deacon assist you.

After distributing Holy Communion, Ministers of the Body of Christ give their bowls to the priest or deacon who will put the consecrated hosts in the ciborium that is on the altar and place their paten on the pewter tray on the altar. Either the priest, deacon or the Eucharistic Minister designated as Body of Christ with Father (B/F) returns the ciborium to the tabernacle. After the ciborium is placed in the tabernacle and before the doors are closed, the minister genuflects to the Blessed Sacrament and then closes the doors of the tabernacle.

Other ministers who happen to be in the sanctuary or near the credence table at the time the Blessed Sacrament is being returned to the tabernacle, stand at attention and bow when the minister returning the Blessed Sacrament genuflects. All then return to their places.

## **After the Liturgy**

After Mass, the deacon will purify the sacred vessels, and the sacristan or designated person will wash the vessels . The care we take of the sacred vessels that have held the Body and Blood of our Lord, express our faith in the Real Presence of Jesus in the sacred species.

Thank you for your service to our parishes! May our attentive and reverent fulfillment of this ministry to which we have been called by the Church express our faith and our love for the Eucharist which is the source and the summit of our lives