

PROCEDURES FOR EXTRA-ORDINARY MINISTERS
OF HOLY COMMUNION AT MASS

EFFECTIVE October 1-2, 2011

BEFORE MASS:

1. Dress appropriately. Arrive at least 15 minutes early to prepare for Mass.

Initial beside your name or the name of the person for whom you are substituting, on the sign-up sheet in the work sacristy. Make sure to initial your assigned position on the white board in the sacristy.

2. Eucharistic Ministers are responsible for setting up for Mass.

A leader is assigned to each Team for each Mass.

Place unconsecrated hosts needed for your mass in the large bowl and pour appropriate amount of wine in the decanter for your Mass:

4:30 Mass—Hosts: 375 (1 ½ bags)

Wine: 2 ½ cups

7:00 Mass—Hosts: 300 (1 bag + 50 more)

Wine: 1 ½ cups

9:00 Mass—Hosts: 375 (1 ½ bags)

Wine: 2 ½ cups

11:00 Mass—Hosts: 750 (3 bags)

Wine: 3 ½ cups

5:30 Mass—Hosts: 750 (3 bags)

Wine: 3 ½ cups

These amounts vary depending on various factors. Please check with the presider to consult about how much to put out. Be aware of how many consecrated hosts are available if needed from tabernacle. Leave key in tabernacle so that hosts may easily taken out if needed. Place large ciborium and decanter on the credence table in the gathering space.

For 4:30, 9:00, 11:00 and 5:30 Mass:

6 chalices, 6 purificators, 6 ciboria, small water pitcher, hand wash bowl and towel, and the corporal should be placed on the credence table near the altar.

For 7:00 Mass:

4 chalices, 4 purificators, 4 ciboria, small water pitcher, hand wash bowl and towel, and the corporal should be placed on the credence table near the altar.

3. While in the Sacristy before Mass, confirm bread and wine communion stations. Make sure the Sacristy door is unlocked before returning to seats.

Check the Presider's schedule posted in the sacristy. When a deacon is serving at Mass, he will serve at the C1 wine minister position.

DURING MASS:

1. Proceed to the altar during the "Sign of Peace". Reverently proceed to the assigned position in the sanctuary as illustrated in the sketch. The 5 bread ministers will be positioned on the right (cry room) side of the altar in numbered order according to the attached sketch. Bread ministers B2 and B3 carry the ciboria (bowls) from the credence table up to the altar. The Bread minister B1 will proceed directly to the Tabernacle to bring the Tabernacle ciboria to the altar.

Wine ministers C2 through C6 will proceed to the Altar and pick up a Purificator, then go to the assigned position on the left (choir) side of the altar in numbered order according to the attached sketch. Wine Minister C1 proceeds directly to the assigned position around the altar. C1 will receive the Purificator from the Bread Minister B5 with the cup.

Note: For 7:00 Mass, there are 3 bread ministers and 4 wine ministers.

2. The Fraction Rite: After the sign of peace and after the ciboria are placed on the altar, the priest will break the bread (the large host).

3. The priest will then distribute communion to the ministers.

—The Body of Christ is distributed to each communion minister by the Priest.

—The Blood of Christ is first administered to the bread minister at B1, who then offers the cup to the B2, who offers to B3...in succession until all bread ministers have received. The bread minister at B5 position offers the chalice to the Wine Minister at C1 position – who holds on to the chalice for distribution. The Priest will offer the chalice to each wine Minister in succession beginning with C6 at the far left (choir) side.

—After all wine ministers have received their chalice, the priest hands the ciboria to the bread ministers for distribution.

—All communion ministers move to their assigned stations simultaneously.

4. If you have completed giving communion in your section, move to another station to assist in the distribution of communion at the center aisle. Look ahead to see the number of people coming to communion. Breaking of hosts is allowed and is sometimes necessary. Otherwise, remain at your station until the whole assembly has received communion. At this time, chalices are covered with a purificator until they are purified in the sacristy.

B5 and C6 remain to serve the Choir.

AFTER COMMUNION:

1. After Communion, the bread ministers bring their ciboria to the Priest, who will consolidate all consecrated hosts into the Tabernacle ciborium. The Priest will hand the empty ciborium back to the Bread Minister who will place it on the credence table and return to their seat, except Bread Minister B1 who will remain at the altar. The priest will hand the Tabernacle ciborium to Bread Minister B1 who will then return the Tabernacle ciborium to the Tabernacle.

The Wine Ministers will place the covered chalices on the credence table and return to their seats.

2. After Mass is concluded, ALL Eucharistic ministers must go to credence table to carry all vessels (chalices, ciboria, large bowl, decanter, and other vessels) and purificators directly to the work sacristy for purification. In the sacristy, the remaining consecrated wine is consumed. The chalices are then purified.

PURIFICATION PROCEDURES: This takes place in the work sacristy immediately after Mass.

—All ministers assist in consuming any remaining Blood of Christ in a reverent manner.

—Do not ever pour remaining wine (The Blood of Christ) into the sink or sacrarium.
It must be consumed.

--Rinse ciboria and chalices with a small amount of water. Pour all of this water into one chalice and consume the water along with any remaining particles of the hosts.

-- Place used purificators and linens in the designated basket.

--Finally, wash chalices and ciboria with hot soapy water. Dry with dish towels or paper towels.