

**PROCEDURES FOR EXTRA-ORDINARY MINISTERS**  
**OF HOLY COMMUNION AT MASS**

**EFFECTIVE: January 2018**

**BEFORE MASS:**

Eucharistic Ministers:

- **Dress appropriately.** Arrive at least 15 minutes before Mass begins to ensure accountability if you are assigned to serve. This allows for adequate time should the Mass Coordinator need to find a substitute.
- Upon arrival, proceed directly to the work sacristy where you will initial beside your name or the name of the person for whom you are substituting on the sign-in sheet. In addition, initial an assigned post on the white board/sheet located on the counter beside the sign-in sheet.

Mass Coordinators:

- **Responsible for setting up for Mass.**

Place unconsecrated hosts in the large bowl per Mass quantities below:

Note: 100 hosts per package

4:30 Mass—Hosts: 400 (4 packages)  
Wine: 2 ½ cups  
7:00 Mass—Hosts: 300 (3 packages)  
Wine: 1 ½ cups  
9:00 Mass—Hosts: 500 (5 packages)  
Wine: 2 ½ cups  
11:00 Mass—Hosts: 700 (7 packages)  
Wine: 3 cups  
5:30 Mass—Hosts: 700 (7 packages)  
Wine: 3 cups

- These amounts vary depending on various factors. Be aware of how many consecrated hosts are available if needed from tabernacle. **Leave key in tabernacle** during Mass.
- Place the large host 5 ¾” on top of the unconsecrated hosts in the large ciborium.
- Place large ciborium and decanter on the credence table in the gathering space beside the Baptism font. **The Large Sunday Mass Corporal should be placed on the Altar, before Mass.**

➤ **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 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 should be placed on the credence table near the altar.

**NOTE: For special some occasions the presiding priest may use his personal chalice. When a personal chalice is used, add one additional purificator.**

- While in the Sacristy before Mass, confirm bread and wine communion stations. 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:**

**Eucharistic Minister**

- **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 minister B2 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. NOTE: Remember to genuflect (or bow if a disability prohibits EM to genuflecting) when you open the Tabernacle upon removing the ciboria and when returning the ciboria before closing the Tabernacle.**
- 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 Bread Minister B5 with the cup.**

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

## **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).

- **The Priest will then distribute Communion to the ministers in the following order:**
  1. The Body of Christ is distributed to each Eucharistic Minister by the Priest beginning with bread minister B1 position.
  2. 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.
  3. The Priest will offer the chalice to each wine Minister in succession beginning with C6 at the far left (choir) side.
  4. After all wine ministers have received their chalice, the priest hands the ciboria to the bread ministers for distribution.
- All Eucharistic Ministers will move to their assigned stations simultaneously. B5 and C6 will serve the Choir first then the rest of the congregation will follow to be served. **Remember to serve those who may have a disability and cannot easily stand to receive communion before administering to the rest of the assembly.**
- **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. Chalices are covered with a purificator when emptied.

## **AFTER COMMUNION:**

- All bread ministers are to return their vessels to the altar where the Priest will consolidate any remaining Hosts into the Tabernacle ciborium. Once complete, the bread ministers will then return the vessel to the credence table, and return to their seats.

B1 will return the filled Tabernacle ciborium to Tabernacle.
- The wine ministers will proceed directly to the credence table with chalices containing any remaining Blood of Christ. If the Deacon is present, he may purify the chalices and ciboria. If he is not present, then the EMs will consume the remaining Blood of Christ, place a purificator over the chalice, and return to your seat.

(Note: Sacristans have requested that EMs should be careful not to soak up the remaining Blood of Christ with the purificator due to difficulty in cleaning)

### **AFTER MASS:**

- ALL Eucharistic ministers must go to credence table, collect all vessels and proceed (chalices, ciboria, large bowl, decanter, and other vessels) directly to the work sacristy for purification and/or cleaning/drying.
- Place used purificators and linens in the designated basket beside the sink.

### **PURIFICATION: (If this was not done by a Priest or Deacon)**

- Place a small amount of water into the large offertory ciborium and “swirl” to collect remains of consecrated host. Once complete, empty into next ciboria, perform same step as above, and continue until all ciboria have been purified. Upon purifying the last ciboria, empty contents into a chalice and perform same steps for all chalices until complete. Consume contents from last chalice.

### **WASHING INSTRUCTIONS FOR CHALICES AND CIBORIA**

- Do not use soap or paper towels to wash and dry chalices and ciboria.
- Use hot water with a soft microfiber cloth to clean inside of the ciboria and rim of the chalice.
- Gently wipe dry with the soft microfiber cloths (multi colored cloths in the top drawer on the right side of the counter top.) Do not rub the vessels hard as the gold finish was rubbed off in the past.

**KT 1/4/2018**