

**MARY QUEEN OF THE HOLY ROSARY
EXTRAORDINARY MINISTER OF HOLY COMMUNION GUIDELINES
September 2010**

Before Mass:

- The **Extraordinary Minister** arrives 15-20 minutes before Mass and...
 - Signs up for a station / position on the clip board at the information counter. All host positions should be filled first, then cup positions.
 - Prayerfully prepare for your ministry.

- The **Sacristan** arrives 30 minutes before Mass and checks to see...
 - That the hosts are placed on the three small tables in the back of the church and that the wine is poured into the pitcher and placed on the ushers table to be brought forward at the Preparation of Gifts.
 - That the credence table is prepared. Include the small finger washing bowl and towel.
 - That the hosts get replenished, as necessary, at the small tables.

- The **Captain** arrives 30 minutes before Mass and checks to see...
 - That the sacristan duties are completed.
 - That all stations / positions are filled.
 - How many reserved hosts are in the tabernacle. Alert the priest if there is more than one covered ciborium.
 - That the hosts are combined into the large ciborium and set on the ushers table with the pitcher of wine to be carried forward at the Presentation of Gifts. In order to ensure a more accurate count, you will need to remain in the back of the church as the Mass begins and allow for late comers to place their hosts in the bowls before combining them.

During Mass:

- The **Extraordinary Minister**
 - Approaches the altar after the sign of peace by way of the side ramps. Host ministers will go up the right side, cup ministers up the left, stopping to use the hand sanitizers at the bottom of both ramps.
 - Ministers will form 2 lines, at the top of each ramp, and wait until after Father invites all to communion. After the congregation says "Lord, I am not worthy to receive you..." the 2 lines then form an arc along the back of the altar to receive communion (do not wait until Father has received communion).

- The priest will first distribute the Body of Christ to those on the cup side of the altar and then to those on the host side of the altar.
 - If a deacon or an installed acolyte is present, he will distribute the Precious Blood, following the priest.
 - If a deacon or installed acolyte is not present, the priest will designate the first person to receive the Body of Christ to also receive the Precious Blood and distribute following the priest.
- When all on the altar have received, the priest will begin handing out chalices and purificators to the cup ministers first and then the ciborium to the host ministers. As the ministers are handed their chalice/ciborium, they are to immediately proceed to their position by way of the front steps of the altar.
- Host ministers who begin to run short of hosts (do not wait until you are completely out) should look to the captain on the altar, who will bring them more.
- Cup ministers, if you run out of Precious Blood, cover your chalice with the purificator and remain in your position until all of the congregation have received communion. Watch us become one in Christ as we eat His body and drink His blood together.
- Host ministers, after you have finished distributing communion to your line, look to see if you can help another line, if not, remain in your position until all of the congregation have received communion. Watch us become one in Christ as we eat His body and drink His blood together.
- When the congregation has finished receiving communion, all ministers approach the altar.
 - Host ministers, if your ciborium is empty, place it on credence table, rinse your fingers in a small finger bowl near the credence table and return to your seat. If it is not empty, hand it to Father/Deacon, at the altar, who will combine all remaining hosts into a ciborium or consume them, and hand the empty ciborium back to you to be placed on the credence table, rinse and dry fingers, then return to your seat.
 - Cup ministers, if your chalice is empty, place it on the credence table, with the purificator and return to your seat. If it is not empty, consume the remaining Precious Blood, at the altar, then place the empty chalice on credence table and return to your seat.
- The **Sacristan**
 - Same as above
- The **Captain**
 - Approach the altar as the cup ministers do, by way of the left side ramp. Take your place in the front of the line at the top of the ramp.
 - After Father distributes the chalices to the cup ministers, he will hand you the small ciborium. Take this to the back of church and distribute to those who are unable to approach the altar, returning by way of the left ramp.
 - Remain on altar until a host minister indicates that they need additional hosts. Replenish with some of what is left in your small ciborium.
 - Once you are called to replenish, assess the distribution of hosts by seeing how many each host minister has in their ciborium. Redistribute if necessary

by taking hosts from ministers in your small ciborium and giving them to other ministers who may need them.

- In the rare case, if it looks like additional hosts will be needed, go to the tabernacle and bring forward a covered ciborium of reserved hosts.
- Remain on the altar after all ministers have gone to the credence table. If there are too many remaining hosts to consume, Father will have combined them all in a ciborium and hand to you to take to the tabernacle.

After Mass:

- Everyone helps to take the vessels and purificators to the Sacristy.
 - Soak the purificators in the bowl that is in the Sacrarium.
 - Wash the vessels, rinse and dry them. Do not immerse the chalices/ciborium into the water.
 - Empty water from small finger washing bowl into the sacrarium.
 - After 4 PM Mass on Saturday and the 5:30 PM Mass on Sunday put them away.
 - After the Sunday morning masses set the credence table for the next mass. The credence table will be checked by the sacristan before mass begins.