

**SACRED HEART PARISH:  
GUIDELINES FOR  
EXTRAORDINARY MINISTERS OF HOLY COMMUNION  
OCTOBER 2018**

**New Ministers of Holy Communion:** Prior to being added to the Ministry Schedule, all new Ministers of Holy Communion must receive training at Sacred Heart or the Diocese and be cleared by the Pastor. *Each potential Minister is responsible to contact Pastor and request clearance.* Please contact the Parish Office for any questions.

**Per the Pastor:** All Ministers are expected to be familiar with the written Guidelines for their Ministry and to follow them as written unless asked to do differently by another Presider.

Please always come to Holy Mass **dressed appropriately**, as you may be asked to be a replacement. Extraordinary Ministers of Holy Communion (ExM) with an \* next to their name (see schedule) also act as the lead ExM at that Holy Mass (ExM\*).

**DO NOT COME TO SERVE AS A MINISTER OF HOLY COMMUNION IF YOU ARE SICK OR HAVE A COLD. PLEASE GET A REPLACEMENT.**

**Please Note:** If you are involved with unlocking the Choir Loft to turn on the sound system, please be sure to **close and lock the choir loft door** as soon as you have finished.

**Before Holy Mass Begins**

The ExM\* should arrive at least 30 minutes prior to the beginning of Holy Mass and put a check by his/her name on the posted schedule. The ExM\* is responsible to ensure that everything is ready and in place for Holy Mass.

**ExM\* Set up for Holy Mass (15 minutes before Holy Mass - Sacred Vessels should never be left unattended):**

- Place Sacred Vessels for the next Holy Mass on the Credence Table, including:
  1. Water pitcher, bowl, and towel
  2. Two of the small silver Chalices and two purificators.
  3. Presider's Chalice with a purificator draped over it, then the paten, large altar bread, pall and corporal.
- *Please check with the Presider prior to Holy Mass regarding the use of the small Missal, the large Missal, and the gold Missal stand.*
- *Please be aware if any scheduled Ministers of Holy Communion are missing and check the congregation for possible replacements of them.*

**Please Note:** *It is the responsibility of the Extraordinary Ministers of Holy Communion to place the covered Ciborium\* containing the altar breads and the decanter of altar wine on the Gift Table in front of the Baptismal Font. \*Be sure to use the smaller covered Ciborium for the Gift Table.*

Check the Ciborium in the Tabernacle and estimate the number of consecrated hosts (**leave the key in the Tabernacle lock**). Fill the small covered Ciborium with about one full packet of altar breads, always remembering that it is better to have a few too many altar breads than not enough. Place the small Covered Ciborium containing the altar breads and the decanter/Flagon of altar wine on the small gift table near the baptismal font.

**If, after the Gospel, you notice an unusually large number of people are at the Holy Mass and you think there may not be enough altar breads, discretely go to the Sacristy (from the outside) for the bag of altar breads and place extra altar breads in the Covered Ciborium near the baptismal font BEFORE the offertory procession.**

The other ExMs should arrive 20 minutes before Holy Mass and put a check by their names on the posted schedule. Please leave the Sacristy as soon as possible to relieve congestion. If you have not signed in at fifteen minutes prior, you may be replaced and should not expect to serve at the Holy Mass.

### **Distribution of Holy Communion:**

1. During the Sign of Peace, the ExMs move to the top of the main aisle in the front of the altar, make a profound bow and proceed to the area behind the altar. Ministers of the Chalice should be on the outside of the semi-circle behind the altar. All should be in place **before** the *Lamb of God*.
2. Hand sanitizing stations are available on both sides of the Sanctuary for the ExMs to use as they approach the altar.
3. The ExM\* (or Deacon if present) brings the Ciborium from the Tabernacle to the altar, ***leaving the cover in the Tabernacle, and places the Ciborium directly on the Corporal wherever there is space.***
4. The Presider (or Deacon if present) serves the Precious Body and Blood of Christ to the ExMs and altar servers, and gives two of the ExMs the small silver Chalice and purificator.
5. The Presider gives the Ciborium to the Deacon or ExM and takes the other Ciborium for himself.
6. The Presider and Deacon or ExM move down the steps to the front of the altar.
7. The small silver Chalice ministers move down the steps to either side of the altar - one to a position close to the organ and the other to a position close to the ramp. ***Be sure to stand back far enough to avoid a long line.***
8. Please be aware of any parishioners unable to process to the front of the church and be sure they are served at the same time by both ExMs (one with the Ciborium and one with the small silver Chalice) to signify the unity of the Precious Body and Blood of Christ.

## **Distribution of Holy Communion - Serving Process:**

### *The Precious Body of Christ (Ciborium Ministers)*

- The Host is offered with the phrase, “The Body of Christ” (no other wording or name is used). After the communicant has responded, “Amen,” place the Host in their hand or on their tongue according to the manner indicated by the communicant.
- **All Ministers of Holy Communion need to be alert and make sure the communicant consumes the Host before going down the side aisle. If this occurs, stop what you are doing immediately and follow the person. Ask that they consume the Host or give it to you.** Communicants are not permitted to take their own consecrated bread from the vessel and communicate themselves (only a priest may do so).
- If a piece of consecrated bread falls to the ground during distribution of Holy Communion, the minister should immediately pick it up and hold it in their hand until after Communion for proper disposal. **Proper Disposal: Once back in the Sacristy, fill a cup with water, crumble the host into small pieces, let the host dissolve in the water, and then the water with the dissolved host should be poured on the grounds of the church NOT poured down the sink since the sink in the Sacristy does not go directly into the ground.**
- If a member of the congregation comes to the altar for a blessing (child or adult with their arms crossed) a simple “May the Lord Bless You” may be given to them along with the sign of the cross.

### *The Precious Blood of Christ (Small Silver Chalice Ministers)*

- The Precious Blood of Christ is offered with the phrase, “The Blood of Christ” (no other wording or name is used). After the communicant has responded, “Amen,” the small silver Chalice is offered by the minister.
- Generally, the communicant should hold the small silver Chalice firmly in both hands and drink from it.
- In case of physical disability or weakness, ministers should be ready to assist in holding the small silver Chalice.

- After the Precious Blood of Christ has been received, the minister wipes the inside and outside rim of the small silver Chalice with a purificator, turning the small silver Chalice slightly before presenting it to the next person. ***The purificator should be completely unfolded and a new portion of the purificator used for each communicant.***
- The practice of ***Intinction*** (dipping the Host into the Chalice) is not permitted. If a communicant requests ***Intinction***, the minister informs the communicant that this is not allowed, and should ask the communicant to consume the Host before offering the Precious Blood of Christ.
- If you run out of the Precious Blood of Christ, cover the small silver Chalice with the purificator and return it to the Sacristy (***see cleansing of the Sacred Vessels below***). If however, all have received from the small silver chalice at your station and you still have some of the Precious Blood of Christ in your small silver Chalice, look to see if there are communicants waiting to receive at the other station and move to that area to help serve the Precious Blood of Christ. Otherwise, cover the small silver Chalice with the purificator and go to the Sacristy to consume the remainder of the Precious Blood of Christ. ***Do not leave small silver Chalices on the sink in the sacristy or anywhere else with the Precious Blood of Christ still in them.***
- If the Precious Blood of Christ is spilled, the area should be covered immediately with the purificator. You may then either go to the Sacristy to obtain another purificator or ask the altar server to obtain another purificator from the Sacristy to continue with the distribution. After Holy Mass, the area is thoroughly blotted (not wiped) with a purificator (or more than one if needed). After the Precious Blood of Christ has been blotted up, the area may be cleaned with water. ***All water used to rinse the soiled purificator(s) and clean the area should be poured on the grounds of the church NOT poured down the sink since the sink in the Sacristy does not go directly into the ground.***

#### **After Distribution of Holy Communion**

- Take your cue from the Presider: If he retains the Ciborium and goes to the altar, go with him and place your Ciborium on the corporal for the Presider to put all the Hosts in the main Ciborium. Then take the Ciborium with the cover and the other Sacred Vessel to the Tabernacle. If he gives you his covered Ciborium, proceed directly to the Tabernacle. The consecrated hosts are put in the main covered Ciborium and placed in the Tabernacle. The Sacred Vessels are then brought to the Sacristy and placed on the sink counter. ***The Deacon or ExM\* returns the Tabernacle key to the lock box near the cabinet for the Sacred Vessels.***
- The small silver Chalice ministers walk reverently to the Sacristy and consume any remaining Precious Blood of Christ. A small amount of water is added to the small silver Chalice in such a way that the sides of the small silver Chalice are diluted. The EM then consumes the contents of the small silver Chalice and places the small silver Chalice on the sink counter ***with the purificator laid gently on top of—not inside—the small silver Chalice.***
- The Presider will purify his vessels on the altar - the Presider's Chalice and the paten. Two altar servers bring the water over to the Presider and wait to remove the Presider's Chalice, purificator, paten, pall, and corporal after the Presider is finished. The Sacred Vessels and the water are then brought back to the Credence Table.

**The Presider's Chalice (with the purificator, paten, pall, and corporal) is always carried separately**

- After the ExMs are finished in the Sacristy, they process back out to the front of the altar as a group, make a profound bow to the altar, and return to their seats.

### **Cleansing the Sacred Vessels after Mass in the Sacristy**

The two or three ExMs from the Mass are assigned to also cleanse the Sacred Vessels. **There are two parts to cleansing the Sacred Vessels, which is to be done after every Holy Mass:**

#### **1. Purifying the Sacred Vessels**

- Pour a small amount of water in any Sacred Vessels that contained the Precious Body or Blood of Christ; swirl gently and pour into the Chalice. Repeat until no particles remain in the Sacred Vessels. Consume the water in the Chalice and repeat with water until there are no visible traces of the Precious Body or Blood of Christ.
- Rinse all the other Sacred Vessels with water in the same manner, **consuming the water**. ***Do not pour the water down the drain in the sink since the sink in the Sacristy does not go directly into the ground!***

#### **2. Washing the Sacred Vessels**

- All Sacred Vessels (*including the Presider's Sacred Vessels*) should then be washed inside and out with the provided detergent.
- All Chalices should be kept upright at all times while under flowing water, never submerged.
- Dry all Sacred Vessels lightly with the hand towel used at Holy Mass.
- Wash and dry the pewter pitcher and bowl used for the Presider's hand-washing at the altar.
- Place the used purificators and the towel (if needed or reuse for the next mass if possible) in the plastic bin in the closet to the right of the sink.

### **Storage of Sacred Vessels, etc.**

- Place the cleaned small silver Chalices, the Covered Ciborium, and the empty silver flagon in the locked cabinet after drying.
- Place the Presider's Chalice in the locked cabinet with a clean purificator, the paten, the pall, and the corporal.
- Be sure to lock the cabinet with the Sacred Vessels and silver flagon, return that key to the lock box, and then lock the lock box.
- Store the dried water pitcher and the hand-washing bowl on the shelf in the closet next to the sink.
- Pour the altar wine from the silver decanter/Flagon into the glass pitcher and store the glass pitcher in the refrigerator until ready to use again for Holy Mass. ***When filling the silver decanter/flagon, do NOT fill it more than 3/4 full to make it easier for the Presider / Deacon at the next Holy Mass to pour the altar wine into the Chalices.***
- **Flagon Instructions for Our Safety:** *After Holy Mass empty flagon / silver wine pitcher into glass pitcher / carafe and place in refrigerator (except between Sunday 7:30 and 9:00 am Holy Masses). Wash flagon with water and dry and place in locked Sacristy cabinet with other*

**Please Note:** *Due to the short time between 7:30 AM Holy Mass and 9:00 AM Holy Mass on Sunday, it is not necessary to put away the Sacred Vessels after the 7:30 AM Holy Mass. The Credence Table may be set up at that time for the 9:00 AM Holy Mass. However, after the 9:00 AM Holy Mass, the Sacred Vessels should be put away and the ExM for the 11:00 AM and 5:30 PM Holy Masses should set up for those Holy Masses as indicated.*

**Thank you for your service to the ministry and mission of Sacred Heart Church!**