



GUIDELINES FOR I.H.M. EXTRAORDINARY MINISTERS OF HOLY COMMUNION

1. All Extraordinary Ministers of Holy Communion should form a line behind the altar at the Sign of Peace (please exchange peace and approach the altar as quickly as possible). The **1st name under “Extraordinary Ministers of Holy Communion”** on the ministry schedule will go directly to the altar at this time with the bowls from the Credence Table (the priest may often do this himself). Please note that if a Deacon is assisting, he will normally be assigned the duties of the **first name**.
2. All ministers of the **Precious Body** should take time to **sanitize your hands** by using the dispenser provided on the Credence table.
3. In addition to the Priest, there should be seven (7) Extraordinary Ministers of Holy Communion (3 Precious Body, 4 Precious Blood) in the sanctuary. This number would include a Deacon if present. If you were not scheduled to serve at a given liturgy but notice more ministers are needed, you are encouraged to come forward. *(Note at the 7:30 A.M. liturgy there are only TWO ministers of the Precious Body and THREE of the Precious Blood.)*
4. After the Presider has received communion, he will distribute the hosts to the Extraordinary Ministers and servers.
5. Presider (or Deacon) then presents the four (4) assembly cups to the Ministers of the Precious Blood who will make themselves known. Ministers of the Precious Blood then receive from that cup and offer it to remaining ministers/servers.
6. The Ministers of the Precious Body will then obtain/receive their respective vessels filled from the consecrated container of hosts at the altar. **Together**, the Presider and Extraordinary Ministers of Holy Communion approach the assembly for the distribution of communion (serving first those with mobility problems).
7. Ministers of the *Precious Body* are stationed at the aisles by the ambo (lectern) and piano respectively as well as the center aisle. The minister at the piano side will nearly always finish first. He/she may then go to the ambo side and assist with distribution there.

8. Two (2) Ministers of the *Precious Blood* should stand near the next aisle out from the center respectively. One other will help out on the piano side and a fourth minister will serve at the far edge of the ambo side. Once the smaller section near the ambo has received, that minister may go to the center (ambo side). Please space yourselves accordingly before and after the second minister joins a center section.
9. When distributing communion ministers say, "The Body of Christ" or "The Blood of Christ". Do **not** say, "This is the Body/Blood of Christ" or use any other variation. **Await both a bow of reverence and a response (Amen) from the communicant before distributing either species.** If there is no response (Amen), repeat the invocation answering for them if necessary.
10. Children (or others) who are not yet ready to receive may approach the Eucharistic table with crossed arms indicating they would welcome a blessing. We encourage Extraordinary Ministers of Holy Communion (generally of the Precious Body in such a case) to extend a "blessing" over the child/person. It is not appropriate for an Extraordinary Minister of Holy Communion to administer the sign of the cross on the forehead. This is usually reserved for an ordained ecclesiastical minister. Therefore, we are suggesting the words "**May the Lord keep you and make you grow in His love**" or "**May you grow in God's love**" as an appropriate response.
11. When the distribution of communion is completed, ministers of the Precious Blood will take their cups to the Credence Table. If you are not able to consume any Precious Blood remaining in your cup, place the cup on the altar and cover it so the Presider may consume it for you. Ministers of the Precious Body return their vessels to the altar. **DO NOT** place purificators inside the communion cups after they have been used. Simply fold and place these cloths on the tray.
12. The **first name under "Extraordinary Ministers of Holy Communion"** is also responsible for checking the small oak table near the Ambo for any pyxes which may have been placed there to be filled. If there are pyxes on the tray, this minister should take the tray to the altar, removing the pyxes and placing them on the altar so the priest/deacon may fill them. You may return the tray to the table and be seated after any pyxes have been placed on the altar. (If a deacon is present, he may bring the gold tray/pyxes to the altar himself.)
13. It is the preferred responsibility of the **first two** ministers of the Precious Body to remain in the sacristy following Mass and assist in setting up for the next weekend liturgy. Instructions are found on the cupboard in the Priest's Sacristy. (Inquire whether or not the Priest wants his chalice washed.) **Extraordinary Ministers of Holy Communion no longer purify the sacred vessels**, but they are to wash them and assist in preparing the sacristy for a subsequent liturgy.