

Prince of Peace Cluster
Minister Procedures
November 5, 2012

Principles and Practices for Extraordinary Ministers of Holy Communion

"When the size of the congregation or the incapacity of the Bishop, Priest, or Deacon requires it, the celebrant may be assisted by other Bishops, Priests, or Deacons. If such ordinary ministers of Holy Communion are not present, the priest may call upon extraordinary ministers to assist him, that is, duly instituted acolytes or even other faithful who have been duly deputed for this purpose. Extraordinary Ministers of Holy Communion should receive sufficient spiritual, theological and practical preparation to fulfill their role with knowledge and reverence" (Norms for the Distribution of Holy Communion under both kinds, no. 28).

1. The Extraordinary Minister's main function is to distribute the Eucharist to the faithful when there are not enough Ordinary Ministers (i.e., clergy) to distribute in a timely fashion.
2. An Extraordinary Minister of Holy Communion is to be a person of the Eucharist. This means that he/she should live a Eucharistic life. He/she should cultivate a love for the Eucharist and spend time in prayer. It is important that an Extraordinary Minister live by the Church's teachings, and demonstrate love and reverence for the sacraments, especially the Eucharist.
3. Extraordinary Ministers are scheduled monthly. We ask you to check the schedule and let the cluster office know if there are weeks or months when you cannot serve. Please find a substitute when you are unable to serve.
4. Please dress reverently. Your "Sunday best" is preferred. A shirt and tie for men and a nice dress or suit for women are appropriate.
5. During the "Lamb of God," Extraordinary Ministers come forward and stand to the left and/or right of the sanctuary step, allowing the congregation to see the altar.
6. The priest pours the Precious Blood of Christ, divides the Hosts into additional vessels, and brings the reserved Sacrament (if necessary) from the tabernacle.
7. The Extraordinary Ministers approach the altar after the priest consumes the Precious Blood.
8. The priest then distributes Communion to the servers and ministers.
9. The priest hands the vessels to the ministers for distribution to the congregation.
10. The priest stands on the left side off the main aisle facing the congregation; the minister of the Hosts stands on the right side off the main aisle facing the congregation.
11. Ministers of the Precious Blood position themselves to the right and left of the sanctuary so communicants may pass easily.
12. The Extraordinary Minister, making eye contact with the communicant, says, "The Body/Blood of Christ."
13. Communicants may receive on the tongue or on the hand.
14. If the communicants receive Communion on the hand, they are to consume the Host immediately.
15. The minister of the Precious Blood wipes both sides of the rim of the chalice with a purificator and turns the chalice slightly (1/4 inch) after each communicant receives.

16. The posture for receiving Holy Communion in the United States is standing. However, communicants may not be refused Communion if they kneel or genuflect.
17. Someone presenting him/herself with arms crossed over his/her chest may be given a blessing by signing the cross with your thumb on his/her forehead. No words are said.
18. After Communion, the ciborium with the remaining Hosts is placed on the Mass altar. The priest will take the Hosts to the tabernacle and purify the vessels with the Precious Blood.
19. Ministers of the Precious Blood are to consume any Precious Blood remaining in the cups.
20. The vessels are placed on the Mass altar for purification by the priest. He or the servers will take them to a side table.
21. After Mass, sacristans or other designated persons should wipe the lip of the vessel with a cotton ball slightly moistened with rubbing alcohol. After doing this, they are to wipe the lip with a water moistened towel and dry the lip and inside of the cup, if necessary. Do not place gold vessels in water, as the material will become spotty.
22. Intinction (putting the Host in a chalice and receiving it) is not allowed for communicants. If a communicant wants Communion by intinction, the Precious Blood minister should take the Host, dip it slightly into the Precious Blood and place it on the communicant's tongue.
23. If a Host drops on the floor, the minister should pick it up and place it on a paten or, if there is no paten, consume it. A Host should not be left on the floor or put in a ciborium. The priest will purify the area of the floor where a Host is dropped. Due care should be exercised so Hosts don't drop, but this sometimes happens.
24. Extraordinary Ministers are allowed to take Holy Communion to the sick, rest home residents or homebound parishioners. The priest celebrant will provide the number of Hosts you require. Remember to take the Host(s) directly to the person you are visiting. When driving have no music or any other sound going. You want to maintain a reverential silence when carrying the Eucharist. Also do NOT genuflect when carrying a Host. Be conscious of what you are carrying. Genuflection is proper before the tabernacle or when coming to receive your Host, but NOT after you have taken it in your pix. Make sure your pix is in a secure location.

Thank you for distributing the Body and Blood of Christ to God's People!