

**EXTRAORDINARY MINISTER OF COMMUNION GUIDELINES**  
**MARIANNE COPE ROMAN CATHOLIC PARISH**

**Introduction**

We are called to serve by our baptism because it summons us to worship and service to others. The role of the minister has varied through the centuries but today we are called Extraordinary Ministers of Holy Communion. We believe that Jesus intended us to do as he did and partake of the bread and wine that become his Body and Blood.

For us the mass is both a meal and a sacrifice. We sit at table with Jesus and dine with him in the presence of our community. The Eucharist is truly at the center of our faith and the Extraordinary Minister then supports our faith in these matters

**Extraordinary Minister Duties include:**

- Arrive 10-15 minutes ahead of mass time
- Dress appropriately, you may be asked to serve at the last minute
- Sign in at the minister check in
- Place appropriate cross around your neck
- Line up after the sign of peace at the foot of the Altar
- Receive Communion
- Approach the Altar and let Father pass you a ciboria or chalice
- Wait on the altar until all have received their vessels
- Follow Father down from altar and move to the appropriate stations
- Distribute communion to congregation and choir
- DO NOT ASSIST AT OTHER POSITIONS
- After communion is distributed, return ciboria to the Altar and chalices to credence table
- Cup ministers should consume wine if they are able, and place purificator on tray (not in chalice)
- all ministers remove cross and place on tray at credence table
- Reverently return to your seat, bow to the altar.

**Administrative Items:**

- Extraordinary Minister of Holy Communion Agreement
- Kathy Steiner distributes the schedule; you may sign up online <https://www.smcrc.org/ministry-schedules>
  - be mindful that there are many that wish to participate in the mass, therefore, be respectful of that and do not sign up too often
- Should you be unable to attend when you are scheduled to be an Extraordinary Minister, simply request a sub, and if you cannot find a sub, please contact Cris Wensel.

**THANK YOU!**