

EXTRAORDINARY MINISTERS OF COMMUNION PROCEDURE FOR SUNDAY MASS

St. Thomas the Apostle

Prepare for Mass

- **Always request a substitute online if unavailable**
 - Log in to MSP at www.rotundasoftware.com/ministry/saintthomastheapostle
 - If you are not online, please notify the parish, finding a sub yourself if possible
- Spend some time in quiet **prayer** alone or with your family before Sunday Mass
- **Please arrive 15 minutes before Mass**
 - Sign in by checking off your name (or the person you replace) in the main entrance
 - Arrive no later than 10 minutes prior; if you have not checked in, you will be replaced
 - Plate Ministers are designated P-1, P-2, P-3; **P-1 is responsible** for all places being filled
 - Cup Ministers are designated C-1, C-2, C-3, C-4
- Join all liturgical ministers in **prayer** before being seated for the celebration

Communion Rite

- At the **Sign of Peace**, **immediately move to the front center pews**, standing where designated
 - Ministers C-4 & C-3 stand to the left of the center aisle, facing the Altar (**Red**)
 - Ministers C-1, C-2, P-1, P-2 & P-3 stand to the right of the center aisle, facing the Altar
- Once the cup touches the priest's mouth, P-3 and C-4 lead the ministers forward (**Blue**)
- The **Priest distributes communion** and vessels to all ministers
 - The Priest distributes the Body of Christ to all ministers, starting from his right
 - The Priest gives the cup to C-4, who receives and remains in place
 - The Priest gives the cup to C-3, who receives and immediately offers the cup to P1, P2 & P3
 - The Priest gives the cups to C-1 & C-2, then gives the plates to P1, P2 & P3
- All **Ministers move to their places** when the Priest picks up his bowl (**Green**)

Communion Distribution

- **Plate Ministers** with joy say, "*The Body of Christ!*" placing the host in hand or on the tongue
 - Bless those with folded arms by signing them on the foreheads with the cross and a prayer
 - If a host drops accidentally, graciously consume it and offer a new one to the communicant
 - After distributing, go immediately to the Priest, giving him your remaining hosts
 - **Return empty plates to the credence table, then stand at the side in a line and await the priest to genuflect at the tabernacle door closing, then bow and return to your seat**
- **Cup Ministers** with joy say, "*The Blood of Christ!*" offering the cup, then wipe the lip with a purificator, rotating the cup a quarter turn after each person has received
 - If there is a spill, immediately wipe it up with a purificator
 - When the cup is empty, take it to the credence table
 - When all have received at your station, move to assist another; go first where one ran out
 - **Return cups to the credence table, consume the precious blood there and place purificators aside, then stand at the side in a line and await the priest to genuflect at the tabernacle door closing, then bow and return to your seat**
 - If a deacon is present, he will take the C-3 position

Reminders

- Please **do not bow** to the Altar during the communion rite or communion distribution
- Extraordinary Ministers are called to exemplify full communion with the church, which includes attending Mass every Sunday, attending confession regularly, and living in right relationship with the church's moral teachings. Please visit with Fr. if you have any concerns