

Guidelines for Ministers of Holy Communion

(Revised September, 2016)

PLEASE TRY TO ARRIVE AT CHURCH AT LEAST 20 MINUTES BEFORE MASS WHEN YOU ARE SCHEDULED TO SERVE!

1. When you come into Church, go to the ministry room & check your position on the list, and sign in. All Ministers will serve! All Ministers MUST be signed in before the end of the Preparation Prayer, at about 45 minutes before the hour. If you are NOT scheduled, please sign in as a substitute and come back to the Ministry room at 20 minutes before the hour for the Preparation Prayer. If Ministers are needed, you will be assigned a position.
2. At the beginning of the Lamb of God, go toward the altar & take your position at the bottom of the side steps. You do not have to be any order, but the Organist will always be first in line on the Host side!
3. Go on to the altar after the priest receives the Precious Blood.
4. Take your position on the altar according to the numbers on the floor, remembering that the Organist & Cantor will be closest to the Tabernacle.
5. Father will give Communion to the Cantor & the Organist, then give it to Host #5 & Host #5 will distribute Holy Communion to the other Host Ministers, beginning w/ Position #4. Father will give the Cup to Host #5 & he/she will offer the Precious Blood to each Host minister, beginning w/ Position #4. When all have received, give the Cup and the Purificator to Father. Do not leave Precious Blood in the Cup!

AS SOON AS YOU AND YOUR PARTNER HAVE RECEIVED YOUR CIBORIUM/CUP, LEAVE THE ALTAR AND GO TO YOUR POSITION!

6. GO DOWN THE CENTER STEPS!
7. POSITIONS: #1 Host & Cup go to the transept on St. Joseph's side. #2 Host & Cup go to the transept on the Blessed Mother's side. Stand at the markings on the floor. After you have served the first side of the transept, move to the 2nd position marks.
When there are fewer people in Church (normally during season at the 5:30p.m. and 11:45 a.m. Masses and during the summer), the back of the church may be closed and we will be USING ONLY 4 POSITIONS. POSITIONS 3 & 4 WILL NOT BE SCHEDULED. POSITIONS #1 & 2 WILL SERVE THE TRANSEPTS THEN GO TO THE BACK OF THE CHURCH TO SERVE THE HANDICAPPED ROW. AFTER THAT, GO TO THE FRONT OF THE CHURCH TO HELP POSITIONS #5 & 6.
8. IF WE ARE USING 6 MINISTERS, #1 & 2 serve the transepts, and then go to the FRONT of the Church and assist there. Always serve the handicapped rows first! IF THERE IS A DEACON, or if a Minister is assigned to the "H" position, Host #2 will serve the transept, then go to the back and assist #3 and #4. Please check the sign in sheet!
9. WHEN WE ARE USING 6 MINISTERS, #3 & 4 go to the center back of the Church. ALWAYS SERVE THE HANDICAPPED ROWS FIRST!

10. If there is NO Deacon, # 5 Host Minister stands at the bottom of the altar near Father. . #5 Cup Minister goes to the position C5 marked on the floor near the Blessed Mother's statue. Remember to serve the handicapped row first. #6 Cup Minister goes to the position C6 marked on the floor near the statue of St. Joseph. Serve the handicapped row first. If the line gets long & begins to cause an issue near the priest, move back to allow more space.
11. When you offer the Host or the Precious Blood to the communicant, say "The Body of Christ" or "The Blood of Christ". Wait for him/her to say "AMEN". If they do not, say it yourself in a low voice.
12. If the communicant wishes to receive the Host on the tongue, place it lightly on the extended tongue.
13. If a non-communicant comes forward w/ arms crossed over the chest, say "God bless you".
14. If the Host should drop on the floor, pick it up and slip it in the palm of your hand under the Ciborium. Take it to the Sacristy and if you can, receive it yourself. If you cannot receive it, break it into small pieces & place in the glass dish by the Sacramentum.
15. If the Precious Blood should spill, immediately STOP offering the Cup, and cover the spill with your Purificator. Step back, turn sideways, and cover the Cup with your hand. When Communion is finished, tell the Sacristan what occurred. Go to the Sacristy, receive any Precious Blood left in your Cup, and return to your position until the area is cleaned.
16. When you have finished distributing the Host, take the Ciborium onto the altar, and give it to the Celebrant. Do not place it on the altar yourself. DO NOT STACK THE CIBORIUM!
17. If your Cup is empty and there are still communicants in line, cover the Cup with your Purificator .
18. CUPS: When Communion is completed, Cups #6, #5, #1 & #2 should go to the front sacristy. Cup #3 & #4 should both go to the side aisle on St. Joseph's side and proceed to the front sacristy. Receive any of the Precious Blood left in your cup. If you cannot receive it yourself, ask for help from another Minister.. DO NOT LEAVE PRECIOUS BLOOD IN THE Cup. DO NOT WIPE OUT THE CUP OR STUFF THE PURIFICATOR INTO THE CUP!

Remember, it is YOUR responsibility to get a substitute if you cannot serve when you are assigned!