

## Cathedral of St. Mary Extraordinary Minister of Holy Communion Guidelines

### Saturday Masses

4:00 pm = 1 host & 4 cup ministers

6:00 pm = 1 host & 2 cup ministers

### Sunday Masses

8:00 am, 10:00 am, 12:00 pm, & 5:00 pm =

1 host & 4 cup ministers

### PREPARATION BEFORE MASS

#### Items setup on the credence table – verify if ready

- Verify that the tabernacle key is *IN THE TABERNACLE* and see how many hosts are in the Ciborium (full is 200)
- Priest's chalice for the current Mass – found in the Priest's closet on the shelf
- Chalices for the ministers distributing wine and an equal number of purificators
- Bowl (Lavabo) for water used for washing Priest's hands
- Pitcher (Lavabo) with water ½ full used for washing Priest's hands
- Hand towel (Manuterge) to dry hands
- Small cruet ½ full of water for mixing with wine for consecration
- 2 bowl patens used to hold consecrated host (those Masses with 1 minister – only one bowl paten)

#### Items taken to back of church for when gifts are brought forward

- 1 basket (and a second if needed for second collection)
- Small cruet ½ full of wine
- Small (large for Bishop) bowl paten with hosts to be consecrated and 1 large host on top for the Priest

#### Candles (In the absence of altar servers)

- Verify all candles are lit – those on each side of altar.

### AFTER MASS

#### After Mass all serving ministers for current Mass should verify following items be completed

- Begin after Mass instructions only after music has stopped
- First – Remove the key from the tabernacle and open the sacristy. (See #11 regarding choir members receiving communion after Mass – except for the Sunday 10:00 am Mass)
- If the altar servers do not extinguish all candles on the altar please do so using the candle snuffer from the sacristy. Allow the snuffer to deprive the flame of oxygen and do not press down on the follower. Please *do not blow* candles out!
- If needed help the usher ministers place the money and signed documents in appropriate red zippered bag and place the key from the money bag in the slot of the black locked box in the cupboard.
- Take back to sacristy:
  - Priest's chalice (*no need to wash*) from the current Mass; replace used purificator with a clean purificator, then place the current pall and corporal on top and then place the chalice in the corresponding priest's closet on the shelf
  - Bowl (Lavabo) for water used for washing hands; empty water into the sacrarium and return empty bowl (Lavabo) to the credence table
  - Pitcher (Lavabo) with water that the Priest uses to wash hands; empty and leave for setup at next Mass
  - Hand towel to dry hands; place back on credence table unless soiled or wet; and then replace with a new towel, and place used towel in basket in the closet
  - Small cruet ½ full of water; empty and leave in sacristy for setup at next Mass
  - Take to sacristy bowl patens used to hold consecrated host, empty chalices, *Bishop's & Fr. Lee's chalice (not Fr. Tom, Fr. Dan)*; if purified by the priest, wash in sink (*Never the sacrarium*) with soapy water for use at next Mass, dry with a new small finger towel and place both used small finger towel & purificators in the basket in the closet; if not purified by the priest, leave for priest or deacon to purify and wash
  - If needed fill small cruet ½ full of wine and place in refrigerator
- Verify there is clean water in the finger bowl by tabernacle as well as a clean, dry, small finger towel (water to be poured down the sacrarium after each Mass and then filled with water).

## INSTRUCTIONS

1. All Communion Ministers should learn/know how to prepare for Mass and the clean-up process after Mass. Make sure after the last Mass on Saturday and Sunday that items are put away in cabinets & closets. If ever unsure and/or additional training is needed please reach out to the parish office or directly to Elaine, trainer of Extraordinary Ministers of Holy Communion.
2. Ministers should sign up online at <https://stmarycathedral.com>, then go to Ministries → Liturgical Ministries → then pick the Mass time of your choice. If needed, you may always call the parish office at 307-635-9261 Ext. 2082 to sign-up as well. Signup changes can be made through Friday noon the week of. If after Friday noon of the week of, should a need arise to cancel/change your scheduled time send a message in EMOHC group on the parish app to connect with other EMOHC who can cover.
3. When signed-up for Mass, please arrive 20 minutes early. Go to the sacristy, inform the priest that you are an EMOHC and check your name off the schedule. Verify items are set up on the credence table and the key is in the tabernacle. If needed use the PREPARATION BEFORE MASS reference information. If late, please verify with the priest or look at the schedule to see if someone else has volunteered.
4. Keep a prayerful presence in the sanctuary, and dress appropriately when serving the Lord.
5. Any Mass with a Deacon assisting the celebrant; 1 less Minister of Holy Communion is needed. A Deacon will always distribute the Body of Christ from the center aisle next the celebrant.
6. When the celebrant has consumed the Body & Blood of Christ the ministers should meet at the bottom of the steps, bow together, proceed up the steps, stand in a row facing the altar in the specified order to receive Holy Communion. After the priest gives you the bowl paten, ciborium, or chalice, proceed to your designated location at the base of the steps. When distributing the Body of Christ be sure each person immediately consumes.
7. Please offer the Blood of Christ (*from Mary's side*), to the altar servers and then both the Body and Blood of Christ (both Mary & Joseph sides) to the handicap seated at the front of the church.
8. When an Usher informs you that a handicap person in the back of church needs to receive Holy Communion; take it back after the congregation on your side has been served and then return to the altar with your bowl paten to give to the priest.
9. When someone with crossed arms or a child approaches you *do not touch their head*; extend your hand over them and say a blessing ("God bless you"). Remember only the bishop, priest, or deacons can bless people with the *sign of the cross*.
10. If a Host is dropped, pick it up and consume it, **or** hold it in your hand and take it to the priest or deacon after Mass.
11. After Communion cup ministers can consume what is left before leaving their place and once cup is empty put purificator inside the cup OR cover the cup with the purificator and return it the altar, for the priest to consume.
12. Holy Communion will be taken to the choir only at the Sunday, 10:00 am Mass. For other Masses, musicians wanting to receive Holy Communion will come after Mass and wait by the tabernacle to receive. Using the tabernacle key, open tabernacle, give communion from the ciborium and then relock the tabernacle and return the key to the sacristy.
13. After everyone has received the Lord, Ministers of Holy Communion should place their bowl paten, ciborium, or chalice on the altar. Cup ministers should leave, stand at the bottom of the steps, bow, and return to your seat. Host Ministers should cleanse their fingers and dry them on the small finger towel by the tabernacle. If the priest should turn to put the Lord back in the tabernacle, stop and wait for him to finish before continuing. Then leave together, stand at the bottom of the steps, bow, and return to your seat.
14. At the end of Mass follow the AFTER-MASS INSTRUCTIONS