

St. Clare of Assisi Catholic Church

Liturgical Ministry Guidelines

Extraordinary Ministers of Holy Communion

Fr. Jim Deiters, Pastor
Stephen Eros, Director of Liturgy and Music

Revised September 2023



General Information

Arrive at least 15 minutes before Mass begins, sign in on the iPad kiosk in the sacristy, and take a medallion from the box on the counter. **If you do not sign in by 10 minutes before Mass, the sacristan will assign someone to your position.**

If you are not on the schedule for the day, please check in with the sacristan when you arrive at Mass to see if additional ministers are needed.

When new schedules are distributed, check to see when you are scheduled, and make this commitment a priority. If you are unable to serve on your assigned Sunday, it is your responsibility to request a substitute and to check back to make sure the position has been filled.

There will be 11 Extraordinary Ministers of the Eucharist assigned for each Mass. 5 will assist with the Body of Christ, and 6 with the Blood of Christ. If a Deacon is scheduled at Mass, he will distribute the Blood of Christ in place of one of the chalice bearers.

Attire

Appropriate dress is expected of all liturgical ministers. Jeans, t-shirts, sleeveless dresses or tops, immodest clothing, and the like are not allowed. Men are encouraged to wear a sport coat while serving. Shirts with large logos or messages draw attention to you and away from the sacrament—Cardinals, other sports teams, graphics, and even religious messages (Merry Christmas, Noel, He is Risen, etc.). Please refrain from wearing these shirts while in public ministry.

Before Communion

When Father Jim announces the Rite of Peace, begin walking forward. In sharing the Sign of Peace, please be mindful that you are able to prepare for your ministry in a timely manner.

Walk up on either side of the sanctuary to the credence tables behind the pillars. Purify your hands with the hand sanitizer, and immediately walk up the steps and stand in a line across the back of the altar area, just behind the presider chair. Please do this in a timely manner.

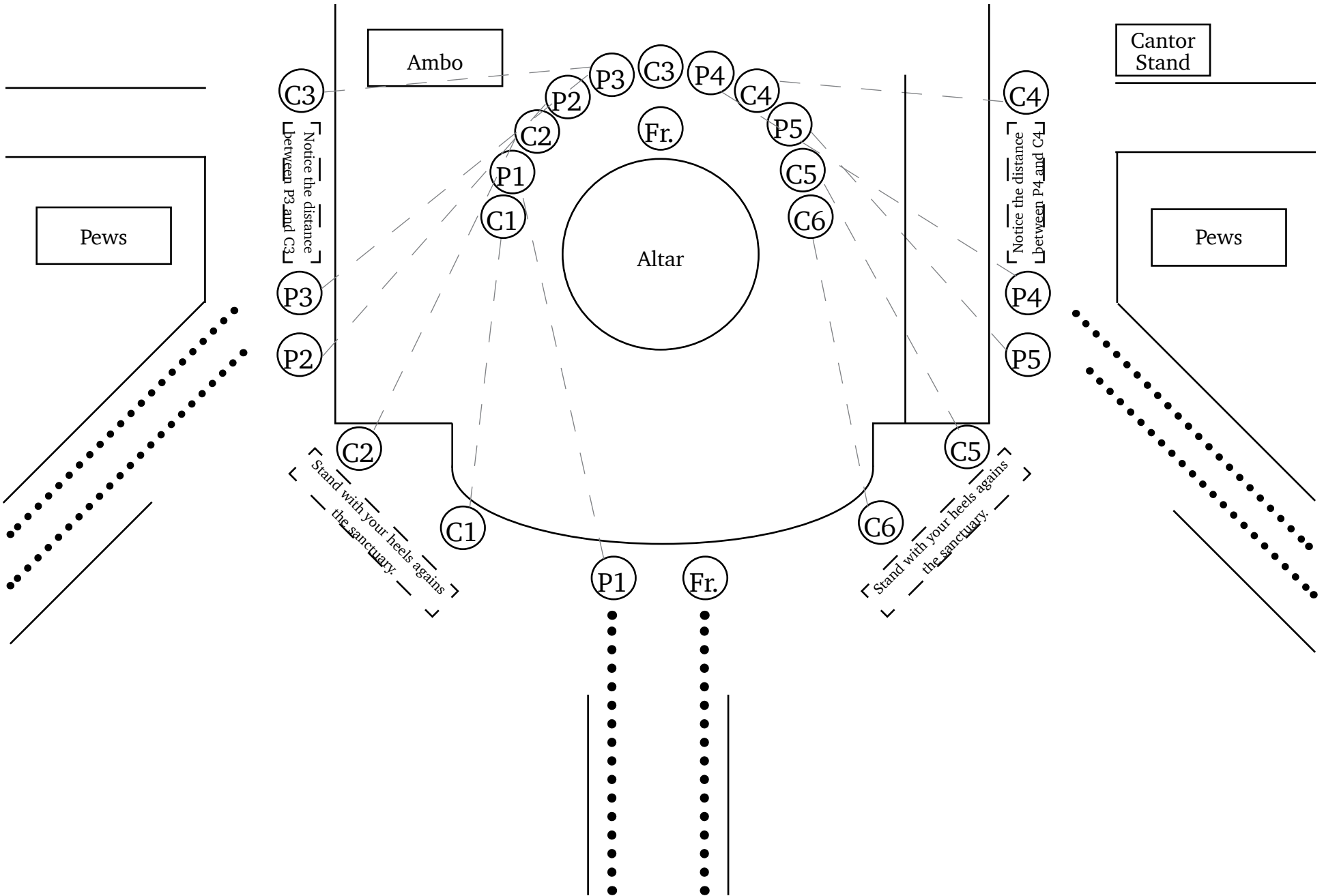
As Father Jim reaches over to receive the Blood of Christ, the two people in the center guide the rest of the ministers to walk up in two lines to receive the Body of Christ.

ANTICIPATE!!!

As you form the two lines, make sure you are lined up with the person next to you. After you receive, file out to form a single-file curved line around the altar about **one foot away from the altar and Father Jim**. The ministers on the ends of the curved line should be in line with the middle of the altar.

As Fr. Jim turns to give the chalices, **step forward so that he does not need to walk to you**. There are 6 chalices and 5 patens. After receiving your chalice, share with the person beside you. Then the remaining five **step forward** to receive the patens.

Any time you walk with a chalice of Precious Blood, cover the entire top with an opened purificator.



Father Jim will proceed from the altar to the front pews to give communion to the handicapped persons sitting there. C1 or C6 should follow him, depending on which side of the altar he exits.

If a Deacon is assisting with the celebration, adjust according to whichever position he assumes to distribute communion.

The ministers on the house-right should walk down the ramp and take their positions, and the people on the house-left down the steps and take their positions.

Notice the natural flow of ministers from the sanctuary to their designated spots.

Distributing Communion

Remember to always handle the Body and Blood of Christ in a reverent manner without haste.

When distributing the Body of Christ, hold the host upright at about eye level and say “The Body of Christ.” Place (don’t drop) it carefully on their hand or tongue.

When distributing the Blood of Christ, present the chalice to the communicant and say “The Blood of Christ.” When they hand the chalice back to you, wipe the rim inside and out and turn a quarter rotation for the next person. Open up the purificator and use different parts of the cloth to wipe the rim.

Communicate lovingly with those who approach you for Communion. Be warm and totally present to each person, regardless of his or her response. Only the phrases “The Body of Christ” or “The Blood of Christ” are to be said.

If a person comes forward for a blessing, without saying anything, simply trace a cross on their forehead with your middle, ring, and little fingers. (The fingers not used for picking up hosts.)

If your communion line is almost done and you notice that you are short a few hosts, you may start halving them to avoid running out.

If you need more consecrated hosts during Communion, check with a nearby minister before going to the tabernacle. **This is because it is important that the faithful receive the Eucharist that was actually consecrated at that particular Mass with that particular assembly.** If you do need more from the tabernacle, bring back the ciborium from the tabernacle, place it on the altar, and place some hosts in your paten. **Do not try to count out hosts—that is too time consuming.**

After Communion

Place your paten on the credence table closest to the working sacristy. Fr. Jim will reserve the hosts in the tabernacle.

Those with chalices should go to the credence table nearest their distribution station. DO consume the remaining wine if there is only a little left. **Extraordinary Ministers should NOT purify ANY vessels during Mass.**

Please return to your pew via the ambulatory. Do not cross in front of the Blessed Sacrament Chapel.

After Mass

Those assigned to clean up must fulfill this duty. If you are unable to stay after Mass, it is your responsibility to find another minister to cover for you.

Take the vessels into the working sacristy. To purify the paten, gently brush the small crumbs into one of the chalices. You may add a little water to the chalice to dissolve the crumbs. Then pour that down the sacrarium. Add a small amount of water to the paten, gently swish around, and pour down the sacrarium.

To purify the chalice, add a small amount of water, swish the water around so that all wine is diluted, and then drink the contents or wash down the sacrarium.

Then wash the patens and chalices with a wet cloth and soap. **DO NOT submerge them.** Unfold the purificators and leave them in the plastic container. Return the vessels and your medallion to the vesting sacristy before you leave.

Words to Know

Chalice – cup used to hold and distribute the consecrated wine

Ciborium – receptacle, either flat-bottomed or with a stem and base, to hold hosts for consecration, distribution at communion, and/or reservation of the Body of Christ

Corporal – square white cloth on the altar where the chalice and paten are placed

Cruets – small glass bottles containing wine and water

Flagon – large vessels, usually glass, used to hold wine. The consecrated wine is then poured into chalices or cups at the Fraction Rite.

Fraction Rite – the rite during which the consecrated elements are broken, poured, and divided among the vessels for distribution

Monstrance – tall decorative object used to display a large host during processions or for Eucharistic adoration.

Purificator – the small white cloth used to wipe the top of the cup between communicants, and for cleaning vessels after communion.

Ongoing formation in faith is the responsibility of every baptized Christian. This is especially so for those of us who embrace liturgical ministry. Please take advantage of the wonderful adult formation activities that are offered in our parish or elsewhere throughout the year. Pray that the Holy Spirit will help you grow in your ability to reflect the face of Christ to everyone you meet!

“Jesus has made Himself the Bread of Life to give us life. Night and day, He is there. If you really want to grow in love, come back to the Eucharist, come back to that Adoration.”

– St. Teresa of Kolkata