

CHURCH OF SAINT MARY OF THE ASSUMPTION

Waco, Texas

Guidelines For Extraordinary Ministers Of Holy Communion

As an Extraordinary Minister of Holy Communion at St. Mary's Parish, you have been appointed to fulfill a vital and extremely important function in the celebration of the Eucharist. There can be no greater function that each of us performs throughout each week than this role in service to our God and each other. However with this great privilege comes responsibility.

The following instructions are given to help each of us better fulfill our duties. It is important that we perform our duties in as uniform a manner as possible as this gives dignity to our actions in glorifying God. Please read these instructions carefully and then keep them handy so that you have reference to them in the future.

Each quarter, you will be provided with a schedule for serving and each member is expected to be at Mass. Six Ministers in total are needed at the 5:15 pm Saturday Mass and also the 10:30 am Sunday Mass. Four Ministers in total are needed at the 8:00 am Sunday Mass.

The total number of Ministers includes:

- The Ordinary Ministers, which include the priest and deacon(s), and
- The Extraordinary Ministers.

There is not a distinction of cup minister, as all ministers are asked to do either as instructed by the priest or deacon.

If you are unable to keep your scheduled time, it is your responsibility to obtain a substitute. You will be furnished with a copy of the current Extraordinary Ministers of Holy Communion at St. Mary's with telephone numbers that you may use to assist in obtaining a substitute.

Masses on Holy Days of Obligation are currently at 12:10 pm and 7:00 pm. These Masses are not included in the schedule because many are not certain which Mass they will attend. When you arrive at Mass, please speak to the deacon or priest if you are able to serve. He will tell you if you are needed for that Mass.

When you assist in this ministry at liturgy, please remember to show reverence for the sacredness of the Body and Blood of Christ in your manner of dress and decorum.

Please try and arrive at the Mass you are to serve as Extraordinary Minister at least 15 minutes prior to the start of Mass. This enables you to:

- See that sufficient Ministers are available.
- Obtain a medallion from the cabinet in vestry to be worn around the neck.
- Decide which Extraordinary Minister of Holy Communion (“the lead Extraordinary Minister”) will retrieve the consecrated hosts from the Tabernacle at communion time.

You are requested to process in and out of Church, so when you arrive please remain in the vestibule area. You process in and out directly behind the altar servers and in front of the lectors, priest and deacon (s). However when you arrive at the pews on the Tabernacle side, you may sit with your spouse/family during the Mass if you desire.

When you arrive at the altar area, walk to the left and pause, facing the altar. When the priest and deacon genuflect you are asked to bow – do not genuflect. Then proceed to the first pew in the side section in front of the Tabernacle or to the pew with your spouse or family.

Immediately after the “Sign of Peace” is announced by the priest or deacon, the Lead Extraordinary Minister greets only the persons nearest him/her and then proceeds to the Tabernacle to retrieve the consecrated hosts. The other Ministers may continue with the “Sign of Peace” until the Lead Minister has left the Tabernacle, then all Extraordinary Ministers approach the altar together. The Lead Minister stands on the middle step of the Sanctuary with the ciborium; all other Ministers remain on the main floor. Unless he/she is called forward, the Lead Minister waits for the priest or deacon to accept the ciborium, bows, then joins the other Extraordinary Ministers on the main floor. All Extraordinary Ministers remain standing while the “Lamb of God” is said or sung.

Note: All Extraordinary Ministers of Holy Communion attending Mass should observe how many Ministers, both Ordinary and Extraordinary, are present. If additional Extraordinary Ministers are needed, please step up to assist, even if it's not your scheduled time.

All Extraordinary Ministers remain on the main floor until the deacon(s) have received both the Body and the Blood of Christ (when the priest hands the chalice to the first deacon, they have "received" both species). If there is no deacon, remain standing on the main floor until the priest has taken the Blood of Christ in his own Communion.

At that point, all Extraordinary Ministers take one step up so they may receive Communion from the priest and deacon. After receiving the Blood of Christ, the Extraordinary Minister on the right may be asked to offer the Blood of Christ to the other Extraordinary Ministers and Servers. If a deacon is present, he will also be offering the Blood of Christ to the Lector and Cantor, followed by any Servers and Extraordinary Ministers who have not yet received.

After everyone at the altar has received Holy Communion, move to your appointed area, as follows:

- The lead Minister, who is the left most Extraordinary Minister, should cross to the opposite side of the Sanctuary and distribute communion on the choir/baptistery side.
- The Extraordinary Minister to the immediate right of the lead Minister should turn around and distribute communion to those on the Tabernacle side.
- The Extraordinary Minister who is the second from the lead Minister's right should pause until the priest takes his position in front of the altar, at which time the Extraordinary Minister should stand beside the priest to distribute communion to those in the middle aisle.
- The Extraordinary Minister on the right (who has been given a chalice) should remain on the first step level about midway between the two ministers distributing the consecrated hosts. Note: This guideline currently does not apply at the 8:00 am Sunday Mass.

- When the two Extraordinary Ministers who are distributing the consecrated hosts on the sides finish, if there are still sufficient numbers of communicants in the middle aisle, move toward the front of the first pews and offer assistance.
- If any consecrated hosts are dropped, pick them up and place on the altar. Do not give to another communicant or consume them yourself. If any of the consecrated wine is spilled, notify the priest or deacon and they will take appropriate action.

If there is consecrated wine remaining, the Extraordinary Ministers are asked to help consume this wine. If you have a special reason for not drinking the consecrated wine this will be understood and respected. However, do not place the chalice on the credence table if it still contains any consecrated wine. Show the chalice to the deacon (or priest, if there is no deacon). If he is still busy, place the chalice on the corporal on the altar. The deacon or priest will consume the remaining consecrated wine before the chalice is placed on the credence table for purification.

After communion is over, wait at the altar until the priest or deacon gives the lead Minister the remaining consecrated hosts in the ciborium. Then all Extraordinary Ministers walk to the Tabernacle where the lead Minister places the ciborium in the Tabernacle. All then bow. The lead Minister then closes the Tabernacle door. Extraordinary Ministers who have distributed the hosts then purify their fingers. Then all Extraordinary Ministers again bow together and return to their seats.

At the conclusion of the Mass, process out as you did coming in. Process out directly behind the altar servers and ahead of the lector, priest and deacon(s).

After reaching the vestibule area, please replace the medallion on the cabinet in the vestry.

Only the priest, deacon or an instituted acolyte may purify the vessels. This will normally take place immediately after communion, but in some instances may take place after the Mass has ended. Extraordinary Ministers of Holy Communion are not permitted to purify the vessels, but may clean them once the priest or deacon has purified them. The Extraordinary Ministers should make themselves available to provide any

needed assistance. It is most helpful if the purified vessels are returned to the proper storage places in the Sacristy, and the used purificators, lavabo towel and corporals are placed in the proper drawer while the priest and deacon are occupied on the church steps after Mass.

Remember, you have each been privileged to participate in a role of great importance in the Liturgy of the Church. Please take your responsibility seriously and realize that the rewards are great.

Finally, and most importantly, on behalf of the Parish I sincerely thank you for your continued generosity in serving the People of God, the Church at St. Mary's Parish.

Rev. Joseph F. Geleney Jr.
Pastor