

Responsibilities of the Extraordinary Minister of Holy Communion

Revised 09/01/2013

*Please ensure that you dress appropriately when serving in this ministry, showing reverence and respect for the service to which God has called you. Tattered jeans, t-shirts, shorts, halter tops, mini-shirts or other revealing attire are **never** appropriate. Neat and clean slacks and shirts (or slacks, blouses, pantsuits, etc. for the ladies) are the most appropriate.*

Before the Mass:

- Lead minister should arrive at least 30 minutes before Mass to set up
- All other ministers should arrive no later than 20 minutes before Mass (exception is made for those serving at the 1:30 Mass who also teach in the RE program)
- All ministers need to sign in on the board in the Sacristy and wash or sanitize their hands before Mass
- If you have not signed in by 10 minutes before the beginning of Mass, the Lead minister or team leader will secure a replacement for you. You should not be allowed to serve if you have not signed in as requested
- After you fail to arrive and sign in on time or do not show up when assigned to serve 3 times, you will be removed from ministry service
- Father George will normally have his chalice prepared, but in case he does not...
 - Place a purificator over the chalice
 - Place the paten with a large host on top of the chalice/purificator
 - Place pall over paten
 - Cover with chalice veil

December 1 - March 1

Saturday, December 6, 5:00 PM - Second Sunday of Advent

Extraordinary Minister

Willard Rother - Lead _____
Lorenzo Cruz - Chalice _____
Susan Chopcinski - Alternate _____

Lector/Reader

Robert Wenske - First Reader _____
Sharon Wenske - Second Reader _____

Hospitality

Dennis Schultz _____
David Bednar _____

Sunday, December 7, 7:30 AM - Second Sunday of Advent (Spanish)

Extraordinary Minister

Georgina Valle - Lead _____
Sylvia Cantu - Chalice _____
Guadalupe Flores - Chalice _____
Maria Guerrero - Chalice _____

Lector/Reader

Tina Ramirez - First Reader _____
Amabeli Flores - Second Reader _____

Hospitality

The Guadalupanas _____
The Guadalupanas _____

Sunday, December 7, 9:30 AM - Second Sunday of Advent

Extraordinary Minister

David Urban - Lead _____
Connie Jacksits - Chalice _____
Arlene Lindstrom - Chalice _____
Linda Hiskman - Chalice _____
Brandi Wilburn - Alternate _____

Lector/Reader

Deborah Currey - First Reader _____
Mary Stella Santa Ana - Second Reader _____

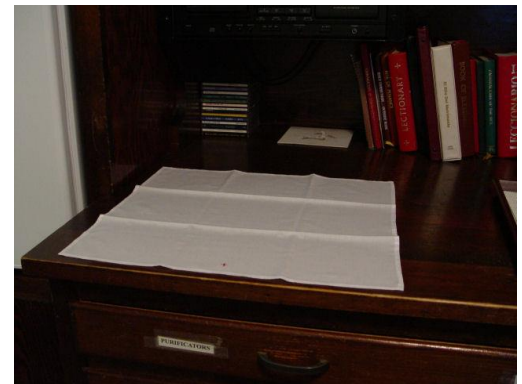
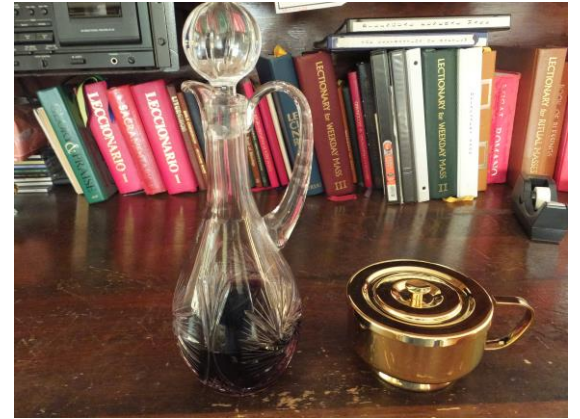
Hospitality

Xavier Beltran _____
Rudy Gomez _____

1



- Prepare credence table
 - Veiled chalice
 - Lavabo bowl & pitcher
 - Finger towel
 - Small water cruet
 - Small chalices
 - Saturday: 2
 - Sunday:
 - 7:30, 9:30 & 11:30 – 4
 - 1:30 – 2
 - Purificators
 - Saturday 2
 - Sunday:
 - 7:30, 9:30 & 11:30 – 4
 - 1:30 – 2
- Prepare gifts
 - Check tabernacle for number of consecrated hosts present
 - Place small hosts in ciboria, according to anticipated need for the Mass (these hold about 300 hosts when full)
 - Wine (please use measuring cup)
 - Saturday: 2 cups
 - Sunday:
 - 7:30 am – 3 cups
 - 9:30 am – 3 cups
 - 11:30 am – 3 cups
 - 1:30 pm – 2 cups
 - Place on the table at the entrance to the church
- Make sure the key is in the inside door of the tabernacle
- Lay out a corporal on the Sacristy Cabinet (for placement of sacred vessels after communion)
- Ensure all assigned ministers are present. Secure additional ministers if needed.



During the Mass:

- During the exchange of the Peace, all ministers should make their way to the side of the altar.
- Stand below the level of the altar until the Priest and the deacon have received communion.
- If there is no Deacon present, after the Priest receives communion, the Lead minister should step up to the level of the altar to receive communion.
- The Priest will then give the Body of Christ to other Ministers. The Deacon (or lead minister if no Deacon present) will then pass the small chalices to the other ministers.
- Proceed to your station as soon as you receive the chalice (arrows demonstrate location for cup ministers – the first person to receive the chalice should proceed to the farthest station - station #4 – the second person to station #3, and so on). Keep chalice covered with the purificator as you walk to you station. **ONLY** offer the chalice to persons unable to approach the altar if seated on the **FIRST** pew - the risk of spillage is too great if the chalice is taken into the assembly. The Body of Christ will be taken to these individuals. Remember that we receive the fullness of the Body & Blood of Christ under either species.
- If you are distributing the Body of Christ, you will stand in the center next to the priest.
- When distributing the Body of Christ, hold the host up, look the communicant in the eye and say “The Body of Christ”. Wait for the communicant to respond “Amen.” Be observant of the communicant’s posture to determine how they wish to receive the Lord (on the tongue or in the hand).
- Should someone approach you with their arms crossed across their chest, this means that they are **not** receiving communion. You may offer them a blessing by **placing your hand on their shoulder** and saying “God Bless You”.



When there are only 2 cup ministers assume positions #1 and #4. When there are 4 cup ministers, all 4 positions are occupied.



- When distributing the Precious Blood, hold the cup up, look the communicant in the eye, and say “The Blood of Christ.” The communicant should respond “Amen”, and reach for the cup. Once the communicant has a firm grasp on the cup, you may release it so they can drink. They will then return the cup to you. After the communicant drinks from the cup, BOTH the INSIDE and OUTSIDE edges of the cup should be wiped with the purificator, and the cup rotated ¼ turn before offering to the next communicant.
- Should a host fall to the floor, don’t panic! Pick it up, and, preferably, you should consume it immediately. If you are not comfortable doing this, place the host on the paten being held by the altar server and it will be dealt with by the priest or deacon at the time of purification.
- If the precious blood should be spilled, immediately place the purificator over the spot where the spill occurred. Obtain another purificator from the altar or the sacristy and continue with communion. After communion, inform the priest or deacon of the spill and provide assistance in cleaning the area with a wet cloth and water, and ensure the liquids are poured into the sacrarium.
- After distribution of communion is completed, if there is no deacon and you are distributing the Body of Christ, you should proceed to the altar and hand the ciborium with remaining consecrated hosts to the priest. If you have distributed the Body of Christ, you should rinse your fingers in the small bowl located on the credence table.
- If distributing the Precious Blood, you should proceed to the sacristy and consume any that remains. If your chalice becomes empty, you should proceed to the sacristy immediately. **Do not remain standing at the Communion station with an empty Chalice.**



- Place the chalices on the corporal and cover with the purificator.
- Transfer all vessels from the credence table to the sacristy, taking care to handle vessels with consecrated remains with great care (they should be placed on a corporal and covered).
- All ministers except the LEAD minister may return to their seats in the assembly. The LEAD minister should remain in the sacristy.

After the Mass:

- The Lead minister remains in the sacristy to watch over vessels with consecrated remains (remember Jesus is still present there). You will also assist in purifying the vessels.
- Any vessels which contained or came in contact with the Body of Christ or the Precious Blood (patens, chalice, ciborium) should be rinsed with water and the water consumed, then carefully dried with a purificator. Contents of finger rinsing bowl should be poured down the sacrarium. Those items which did not come into contact with the Body of Christ or Precious Blood (flagon, pitcher & lavabo bowl, water cruet) may be rinsed and poured down the sink.
- The following additional steps should then be taken for care of the vessels:

After each Mass:

1. After vessels are purified, wipe the inside and outside with a soft wet cloth.
2. Dry with a soft cloth.
3. Use the provided polishing cloth to wipe down the *outside* of the vessels to remove any oils from having touched the vessels with our hands.
4. Please always wipe softly at all steps as rubbing too hard will damage the gold plating.



After of the Last Mass of the Weekend or Holy Day:

1. After vessels are purified, wipe the inside and outside with a soft cloth that has been dipped in mild soapy water.
 2. Wipe again with a cloth that has been dipped only in water.
 3. NEVER submerge the vessels in water!
 4. Dry with a soft cloth
 5. Gently wipe down the outside surfaces with the polishing cloth.
- If there is another Mass scheduled (as on Sundays), set up and prepare all vessels and gifts for the next Mass.
 - If yours in the last Mass for the day/weekend, ensure that all vessels are returned to the cabinet after purification.
 - Place soiled altar linens in the designated container (now located in the cabinet under the bulletin board)

