

ST. FRANCIS XAVIER PARISH GUIDELINES FOR MINISTERS OF HOLY COMMUNION

GENERAL INSTRUCTIONS:

1) Extraordinary Ministers of Holy Communion are chosen from among those who are parishioners 18 years of age and older. They may also be chosen to serve at their Catholic high school during their senior year. They may be interviewed by the pastor and sent to a diocesan training session as is required by Church law.

2) **Appropriate dress:**

Men, sport coat and tie; Women, a dress or knee-length skirt, or dress slacks with top suitable for business attire. Dress is more casual for Life Teen Mass.

Come to church ready to serve, even if you are not scheduled. All Ministers of Holy Communion are asked to check in with team captains at the Mass they are attending, if early enough and dressed appropriately.

3) If you are at any time unable to serve at your scheduled liturgy, use MSP to request a sub. Please call the office for help if needed.

4) Hand sanitizer is available on both sides of the sanctuary for use before and during Mass.

ASSIGNMENTS:

1) Arrive at least 20 minutes before Mass.

2) Initial the assignment sheet located on the bulletin board in the sacristy hall and check your position.

3) If you are a team captain, #7 or #8, or the first to arrive, please begin the team captain duties (see page 5 for set-up).

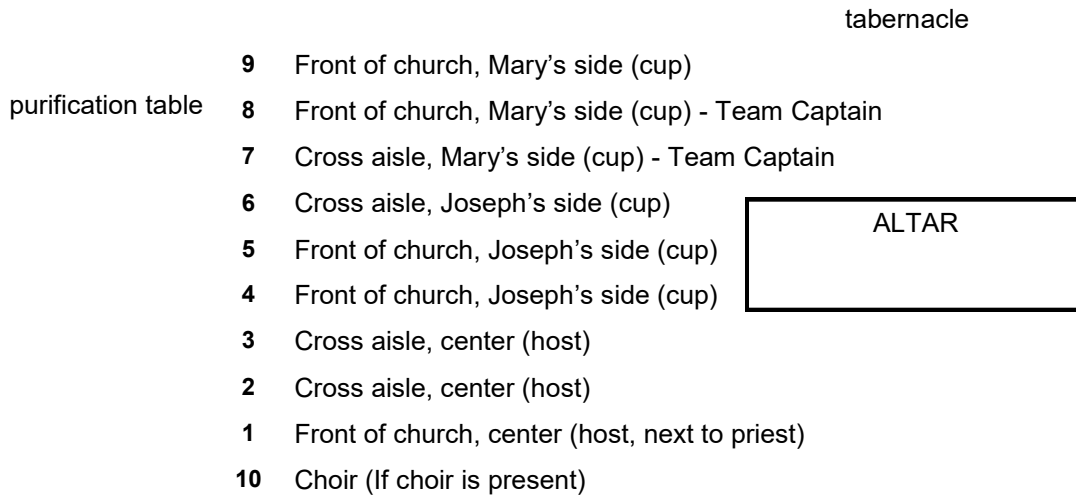
Do not sit down until all ministers have checked in and spots are filled. Remember to wash the vessels after Mass if you are a captain.

4) Please remind priest if a position #10 choir minister is scheduled so that an extra paten is prepared.

5) If you are a Minister of Holy Communion assigned to a nursing home or assisted living facility after Mass, please remember to park in a location with easy exit. (See page 8 for Nursing Homes and Assisted Living Facilities.)

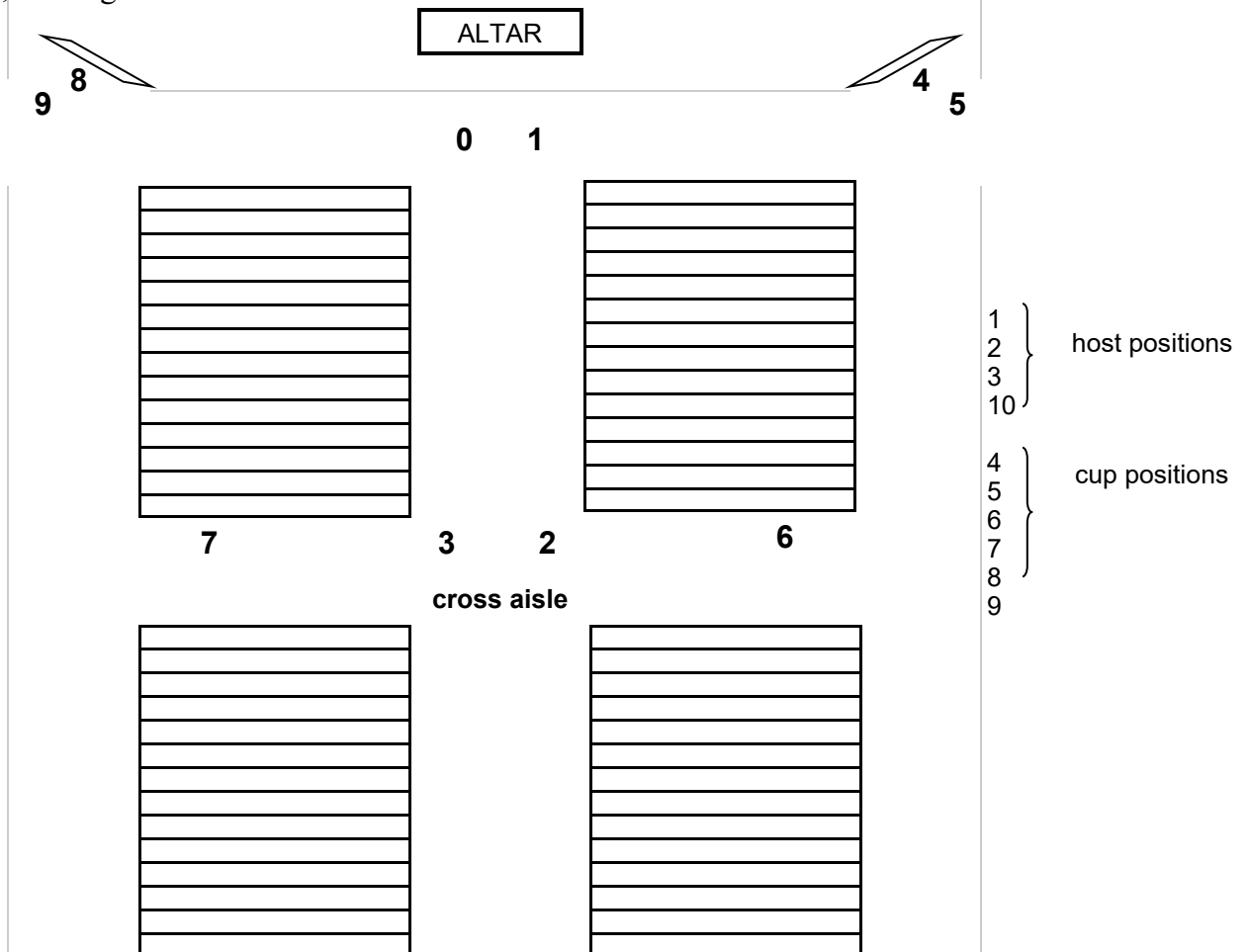
DISTRIBUTION PROCEDURES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

At the Sign of Peace, all Extraordinary Ministers of Holy Communion are to proceed to the Sacristy Hall to sanitize hands before distribution and stand in a straight line on the side of Mary's Shrine, or Joseph's side for Life Teen Mass, facing the altar. (See Exceptions to the Rules. Page 6)



After Presider has consumed the Blood of Christ, #9 will go up to the altar and receive the Body and Blood from the Presider. (See Exceptions to the Rules, page 6.)

The Presider goes down the steps first and starts serving the Body of Christ to #8 (against the wall) and so on. Minister #9 will follow behind the Presider and serve the Precious Blood to the other EMHCs, starting with #8.



DISTRIBUTION PROCEDURES, CONT.

- **As soon as the Presider has served the Body of Christ** to all ministers, he will go back up to the altar. The ministers, after receiving under both species, will go up to the altar to receive their vessel from the Presider, starting with #8. They will continue to walk behind the altar to the other side and around the front of the altar to their serving positions.
- **When #9 has finished serving the Precious Blood** to all ministers, he/she goes back to the altar to return the chalice to the Priest. The Priest will then give #9 one of the cups. #9 then proceeds to his/her position according to the Diagram. (Note: if the priest has given you a cup instead of a chalice, proceed directly to your position after distribution to EMHC's.)
- **Communion procession will begin from the first pews in the front and at the cross aisle of the church, when all ministers are in place.** Host position #0 (presider, on Mary's side) and #1 (on Joseph's side) will distribute Holy Communion to the handicapped pews first, then move to the center right position to continue distribution. Cup position #8 (Mary's side) and #4 (Joseph's side) follow to distribute the Precious Blood to the handicapped pews, then move back into position to continue distribution. On Joseph's side please distribute to the first 2 pews at the same time alternating
- **Communion to the Choir Loft**
If there is a choir present there will be a position #10 for the choir loft only.
5:00 p.m. Mass — Position #3 will continue to always take Communion to the choir loft.
8:00 a.m. Mass — Only if asked before Mass begins, position #3 will take Communion to the choir loft.
10:00 a.m. Mass — If there is Choir position #10, they will only take Communion to the choir loft. If there is not a position #10, then position #3 will take Communion to the choir loft.
12:00 p.m. Mass — Only if asked before Mass begins, position #3 will take Communion to the choir loft.
- **Procedure**
Position #3 Please note the number of people in the choir loft either before Mass begins (you can go up and ask) or when you go up front to receive. After you are finished distributing in your position, carefully place what you have remaining in your paten into the paten of the Minister in position #2. Then place the number of Hosts needed for the choir loft into your paten and proceed to the choir loft by the stairs on Mary's side of the church. Please do not try to give Holy Communion until the person is ready to receive, not while singing or accompanying. If you need to break a Host or give more than one Host to someone, please do that in order to **come back downstairs to the purification table with an empty paten.** Place the empty paten on the purification table.
- **Position #10** This minister will be the last to receive their vessel lining up closest to the congregation next to minister #1. Proceed to the choir loft using the aisle on Mary's side of the church. When you reach the choir loft, wait until the choir comes to you or gives you direction. After the choir has received, go to the piano or organ and wait to give

Communion to the accompanist/director when he or she is ready. When all have received, proceed back downstairs to the altar without disrupting Communion and wait until a priest or deacon takes your paten with Eucharist.

- **Ministers returning to Purification table with empty cups** should place the empty cups on the tray. Also place folded used purificator on table.
- **Ministers returning with any remaining Precious Blood** should go directly to the altar and present cup to the Presider (or purification table if second priest or deacon is present). If the Presider needs help consuming the Precious Blood, he will return the cup back to you saying, “The Blood of Christ.”

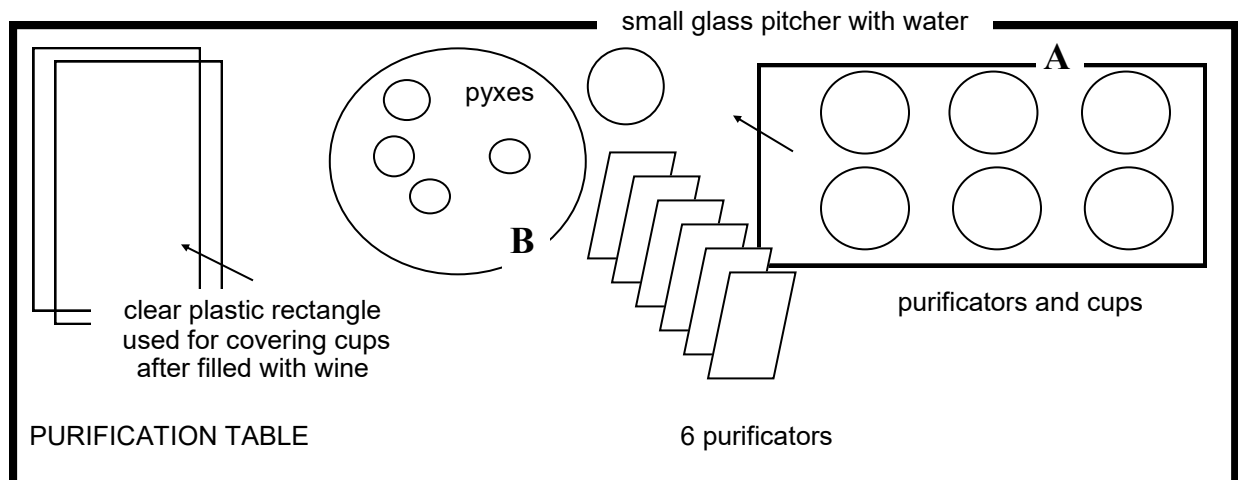
TEAM CAPTAIN DUTIES:

Team captains for each Mass are the positions #7 and #8, and are usually marked with a “*” in front of the number. MSP currently does not have numbers. Team captains are responsible to set-up and clean up. Team captains are also responsible for making sure all Ministers of Communion are present. If a minister is not present by five or 10 minutes before Mass time, you are to find a replacement from the assembly who is appropriately dressed, cross out the name that is being replaced, and write in the new substitute’s name. Team captains also should make sure the altar servers are present or, if needed, direct altar servers to find another server. If an extra priest is present, please ask if he will be con-celebrating. If he is, he will take the #1 spot. Also, remind the priest if there is a #10 minister for the choir loft.

SET-UP:

The team captains are to place the rectangular tray with an open purificator and 6 cups on the Purification table with the 6 purificators. Two additional purificators are needed: 1 on Mary’s altar and 1 on Joseph’s altar. The designated amount of wine is noted on the Consumption sheet for each Mass, which is located on the cupboard door where cups are found. Fill the cups at the purification table. Place clear plastic rectangle on top. The round tray is to have an open purificator at the 8 a.m., 10 a.m. and 12 p.m. (noon) Masses. This tray will hold filled pyxes used by ministers going to nursing homes. The altar servers will place on purification table before Mass. If you empty a bottle of wine, rinse bottle, put cap back on and place upside down in box next to safe. Put a new bottle in the refrigerator. The two ciboria (patens) will be placed on St. Joseph’s Shrine by the altar servers before Mass begins. If choir is present, an extra paten must be prepared as well. Fill a small glass pitcher with water and place on the purification table.

SET-UP ON PURIFICATION TABLE:



SPECIAL NOTES

Spills of Precious Blood should be cleaned up immediately with a purificator. (That purificator will be rinsed in a small amount of water that is poured into the sacrarium.) The area will need to be rinsed with water (also to be poured into the sacrarium). An extra purificator should be placed over the area until Communion has concluded. You must stand in front of the spill to block people from stepping on it until it can be cleaned up.

Consecrated hosts that fall on the floor should be picked up by the minister and consumed immediately (or held by the minister and later dissolved in a small amount of water and poured into the sacrarium). After Mass, please tell the priests about any mishaps during Holy Communion.

EXCEPTIONS TO THE RULES

If a deacon will be assisting, he will usually be the position of #9. If a deacon is not present at least 10 minutes before Mass begins, find someone to fill position #9.

If a second priest is concelebrating, he will assume the position of #1. #1 will then be free of their duty unless needed in another position. #9 shall check with concelebrating priest on whether to go up on the altar to receive and distribute precious blood to ministers. Please be flexible. The presider may choose to switch positions with you.

MINISTRY SCHEDULE PRO (MSP) NOTES:

- Please be sure to keep your information current in the ministry scheduling system (contact email, phone numbers and Mass preferences).
- If you remove your preferences, the system will schedule you wherever needed. That does not take you off the schedule.
- Please put in your unavailable dates when we ask and are preparing the next schedule. We send reminders.
- Nursing home positions are separate from Communion positions in the church. Sub requests must be handled separately. They are not tied together.
- Please request a sub as soon as possible if you cannot be present when scheduled.

CLEAN UP/PURIFY:

The sink in the Sacristy on the right is a special sink called the **sacrarium**. This sink has a special drain that flows into the earth. **Only water from purifying vessels goes down this drain, as well as any leftover particles of the consecrated hosts.**

If at the end of Mass a cup has water in it, please pour down sacrarium. This was used for purification. After Mass, team captains are to PURIFY (even though the priest/ deacon purified during Mass). To purify, place 1/4 cup of water into one of the cups, swirl water in cup, and empty it into the next cup and so on, until all remaining cups have been purified. Pour the last cup with all the water (and Precious Blood) into the Sacrarium.

NEVER SUBMERGE PATENS, CUPS OR CHALICES IN WATER! Rings cause scratches! Please use caution when handling these vessels.

Now you are ready to WASH the cups with a small amount of dish soap, hot water and a wash cloth. Rinse and dry. If there is no wash cloth, you may use a paper towel or purificator, never a sponge or anything else found. Dry with a clean, cloth towel.

Dry, used purificators may be placed in the hamper located in the sacristy next to the refrigerator. Wet or damp purificators are to be hung on the side of the hamper. Towels are hung up to dry on towel racks on the wall. Towels on the side of the sink are for hands only.

After 8 and 10 a.m. Masses, vessels are to be left out on the counter in the sacristy to be filled by the next team captain for the next liturgy.

After the 5 p.m., 12 p.m. and 5:30 p.m. liturgies, the team captains are to put all vessels away.

USE THE RIGHT SINK (THE SACRARIUM) FOR PURIFYING ONLY!

Never run water into this side. It backs up easily.

To purify the patens / ciboria use a small amount of water and pour into the sacrarium. The priest may want his chalice washed by you. If so, please be careful. Do not submerge in water. Dry completely.

NURSING HOMES AND ASSISTED LIVING FACILITIES:

All Ministers of Holy Communion are strongly encouraged to help take Holy Communion to the various nursing and assisted living homes in the area. This may be after the 8 a.m., 10 a.m. or 12 p.m. Masses, and will be scheduled in the system.

1. Find the binder for the nursing home on the shelves in the sacristy hall. The number of residents and the amount they are able to consume is listed; use this as a guide to determine the number of hosts needed. Take the binder and bulletins for the residents with you.
2. Take a pyx from the drawer in the sacristy before Mass, fill the pyx with the appropriate number of unconsecrated hosts, located in the cabinet marked “hosts.” If partial hosts are needed, it is OK to break the hosts at this time. Be sure to mark your pyx in some way; stickers and pens are available in the next drawer. Place the pyx on the round tray.
3. After distributing Communion, wait for the presider to offer the tray with your pyx to you. Then stand by the sacristy door near Mary’s Shrine and wait until the presider has dismissed you with a blessing. Depart in silence!
4. All ministers scheduled for the nursing or assisted living homes should take care to act with reverence in the car and while at the nursing home. Each communion given should at least include: “Greeting,” the “Lord’s Prayer,” “Lord I am not worthy...,” and a “Closing Prayer.” At the assisted living homes, a prayer service that includes communion can be done. Follow the sheet included in the binder.
5. If there are hosts left over, the Ministers of Holy Communion are asked to reverently consume all of them immediately! At no time should a consecrated host be left in the sacristy or brought home with you, nor should a Minister of Holy Communion enter the sanctuary while Mass is being celebrated.
6. Return your binder and pyx to the sacristy. Pyxes must be purified, dried completely and placed back in the drawer. To purify use a small amount of water that will go into the sacrarium. If Mass is being celebrated upon your return, please work quietly and reverently. If you have to return your pyx on Monday due to the church being locked, please make sure to purify it.

***Thank you to all ministers for your dedication
to this important ministry!***