

As you pass in front of the tabernacle, do not stop to reverence – you are holding Christ in your hands!

Once in the sacristy, help consume the sacred species if asked; retain the silence and reverence of the Mass – it is not a time to visit

Place your vessel and purificator (do not stuff it in the cup) on the counter; do not rinse with water – only the priest or deacon may purify the vessels

If the sacristan is not there, one person should wait until he/she returns

Return to Mass as quickly and quietly as possible

#### SPECIFIC DUTIES OF DESIGNATED MINISTERS:

Arrive at least 25 minutes prior to Mass

Welcome all ministers; make an effort to get to know your team members

Be present at the Narthex credenza until all slots are assigned; if there are not enough to fill slots 13 and 14 (minister to altar servers, those in assembly unable to come to the table, and to the choir), use #'s 4 and 12 for this

**Mix up assignments** so that all eventually have the opportunity to serve either the Body or Blood; do not pre-assign ministers

In the case of substitutes, mark through the assigned minister and write in the replacement's name

Stay up-to-date on current practices, and forward these on to team members; be able to answer questions from team members or to forward them on to the coordinators of this ministry; offer positive critiques/corrections to those needing help/improvement

Provide feedback to the coordinators regarding procedural concerns, dress, no-shows, etc.

## NOTRE DAME CATHOLIC CHURCH HANDBOOK

## -EXTRAORDINARY MINISTERS OF HOLY COMMUNION-

*“If I, therefore, the master and teacher, have washed your feet,  
you ought to wash one another’s feet.” (John 13:14)*

The function of the Extraordinary (meaning “outside the ordinary”) Minister of Holy Communion is to serve the real presence of Christ in the bread and wine consecrated at Mass. The minister will have a genuine love for the Eucharist in order to share the joy of Holy Communion with all who partake.

## EXPECTATIONS:

Prepare yourself spiritually, both at home during the week and before Mass

Arrive at least 20 minutes prior to the beginning of the liturgy; at 15 minutes of, the designated minister will assign substitutes

Check in with the designated minister - do not check yourself in or assign yourself a number; spend some time in prayer and reflection

Be available to fill in for someone, if necessary

Be open to serving in either capacity – bread OR wine minister – unless there is a medical reason you cannot

Be seated close to the sanctuary (first 5 rows), on the end, and on the side of the church from which you will minister

Stay up-to-date on current practices; attend the annual liturgical ministry day of reflection and other available workshops and retreats

REMINDER: You may serve in only one ministry at any given Mass; please find a substitute when you are scheduled in another ministry

## PROCEDURES at the time of communion:

Rise and begin to move toward the sanctuary as the priest consumes the Body of Christ – this will ensure that all will be in place by the time he has consumed the Blood

As a sign of reverence, stop at the steps of the sanctuary and make a *profound* bow to the altar

Do not speak to or shake hands with the other ministers – this can be done before Mass in the Narthex

After the sacred species have been distributed to all ministers, move to your position

If there are people missing in certain positions, move immediately to fill that spot

Make eye contact with each communicant as they approach, and be welcoming in your demeanor – an inviting look and/or a smile

Allow the communicant to make their bow before offering communion

Slightly raise the host or cup and say “The Body of Christ”/ “The Blood of Christ” or “El Cuerpo de Cristo”/ “La Sangre de Cristo” –THESE ARE THE ONLY APPROVED WORDS – do not add names or any other words

Once you have finished or your cup is empty (ciborium will be filled by the liturgy coordinator as you indicate to them your need for more), return to the sanctuary until all ministers have returned and you are dismissed by the priest; proceed to the sanctuary as a group – NEVER remove anything from the altar unless asked to do so by the priest