

**Saint Richard Catholic Church**  
**Extraordinary Ministers of Holy Communion – Procedures to Serve**  
**Updated: October, 2015**

Ministers are to serve every Saturday or Sunday of the month assigned. Each minister is responsible for getting a substitute if unable to serve. The minister will serve every third month.

1. **Arrive at church 10-15 minutes prior to Mass** All ministers meet at the entrance of the church for a prayer with the priest. Greet parishioners in a SOFT voice.
2. Sign your name on the minister sign-in sheet located in the table to the left at entrance of the church. If you are substituting for someone, please sign in on the position where you are substituting
3. If you are not schedule for the month – it is very helpful –to still check at the table to see if all ministers have signed in. All ministers are responsible for securing a substitute but on occasions there is a need for a minister.
4. Choose seating as close to the front as possible. Exchange the “Sign of Peace” with the person next to you, then ***immediately*** come forward ***reverently***. Do not wait for the music to begin. **Do not exchange the ‘Sign of Peace’ on the altar.** When taking your place in the sanctuary, **stand on either side of the altar on the level of the altar servers.** DO NOT STAND BEHIND THE PRIEST. While the ministers are taking their places, the priest will retrieve the Blessed Sacrament from the Tabernacle. There should not be any movement on the altar while the Precious Body is being fractured.
5. The priest will receive the Body and Blood of Christ first. He will then distribute the Body of Christ to the ministers. The priest will then distribute the Blood of Christ to every other minister. These ministers should receive the Blood of Christ then turn and serve the minister to the right of them. If you are assigned to serve the Precious Body and the priest offers you the Blood of Christ, PLEASE ACCEPT IT, receive yourself and/or offer the cup to the minister next to you. Remember, there are only three servers of the Precious Body at every Mass and the person next to you will most likely be serving the Blood of Christ. The priest does not know anyone’s assigned station. The priest will give a ciborium or chalice to each minister. Do not take a vessel from the altar. As the priest moves to his station all ministers move to their stations.

**6. Distribution of Communion:**

**Precious Body**

When you present the Precious Body, make eye contact, elevate the host, and proclaim “The Body of Christ.” Once the communicant responds ‘Amen,’ place the host either in their outstretched hand or on their tongue. Respect each communicant’s wish regarding the Host. For those not receiving communion (young children, non-Catholics, etc.), simply extend your hand over them and say, “God bless you, now & forever.” People who don’t receive communion normally indicate this by crossing their arms over their chests.

It is important for those ministers with the Precious Body to ‘watch their numbers.’ If you think that you may begin to run low, begin to fracture your remaining hosts in half. If you run out of Sacred Hosts, ask the minister next to you for more. If a Sacred Host is dropped, the minister should pick it up IMMEDIATELY and give

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the communicant another Sacred Host. The extraordinary minister should consume the Sacred Host that was dropped.

**Precious Blood**

When you present the Precious Blood, make eye contact, elevate the cup, and proclaim “The Blood of Christ.” Once the communicant responds ‘Amen,’ hand them the cup. When you take the cup back, wipe the rim by pinching it inside and out. Turn the cup a quarter turn for the next communicant and grab the purificator in a clean spot for the next wipe. Stand far enough away from the Host position to allow a smooth procession by the congregation. If the Blood of Christ is spilled, even if it’s only a drop or two, immediately wipe up the spill with your purificator until the area is dry. Then place the used purificator on the credence table, retrieve a clean purificator, and resume distribution of communion. After communion, place the soiled purificator in the sacarium (special sink), pour water over it, wring out the purificator and lay out to dry.

After communion the extraordinary ministers with the Precious Body will return to the altar, place the ciborium on the altar and then return to their seats. Do not reach over the altar but rather go to the backside of the altar (where the priest stands). Ministers distributing the Precious Blood should return their cups to the credence table (table by the altar servers). Any remaining Precious Blood should be consumed at this time. After consuming the Precious Blood, place the purificator over the cup, **BUT NOT IN THE CUP**. Then, return to your seats. You are now finished for that mass, as the priests will purify the vessels after mass.

**DRESS CODE -----PLEASE!!!**

When we go to Church we are in the presence of God through the Word and the presence of the Eucharist – the Body of Christ. In order to respect our Lord we should dress in a manner of honoring Him. We should give thought to what we wear. The focus should **always** be on Christ and **never** on ourselves. In light of this, the following is not allowed; jeans, shorts, flip-flops, t-shirts, tank-tops or any clothing that lacks modesty (tight-fitting, low cut, etc.). Women ministers should wear dress pants or skirt with a nice blouse, or a dress. Men should wear dress pants or khakis with a collared shirt, or a suit or sport coat with dress shirt and a tie (if desired).