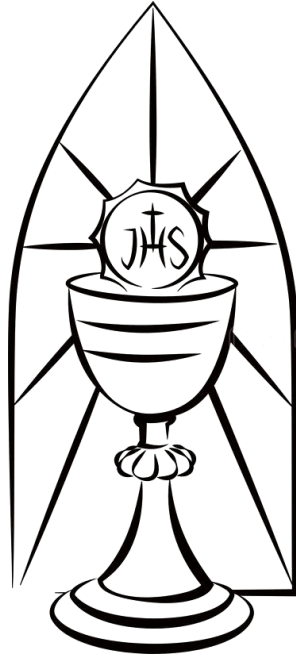


Extraordinary Minister of Holy Communion Prayer



Heavenly Father, I thank you for calling me to serve You and Your people in this community as an extraordinary minister of the Eucharist. You know that I could never be worthy of such an exalted honor. Help me to be less unworthy by remaining free of sin. Let me nourish Your people with the witness of my life as I feed them with the Body of Christ. Grant Your strength and holiness to all Your extraordinary ministers and make them worthy to bring Christ to others. Amen.

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INSTRUCTIONS FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

As was taught by Jesus Christ Himself at His Last Supper with the Apostles, the Roman Catholic Church continues to teach that, at the Consecration of the Holy Mass by the powers granted through the Sacrament of Holy Orders and specific prayers as directed by the Church, the priest is empowered to change bread and wine into the Body, Blood, Soul, and Divinity of the Risen Lord Jesus. So, the very nature of bread and wine is changed during the Mass, and the Body, Blood, Soul, and Divinity of Jesus is present in both of these elements (the Real



Presence of Jesus). Throughout nearly the entire history of the Church, only the priest who is presiding at Mass has received both the consecrated bread and wine, and lay members (the laity) have been permitted to receive only the consecrated bread at Holy Communion. However, since the time of the Second Vatican Council, members of the Church have been permitted to receive both species = consecrated bread and wine, at Holy Communion. Permission has also been granted since Vatican II for the laity to assist in the distribution of Holy Communion as Extraordinary Ministers of Holy Communion.

ASSIGNMENTS MADE by MINISTRY SCHEDULER PRO by ROTUNDA

After completing the required training for a Liturgical Ministry, you will receive an e-mail message directing you to sign-in on the Ministry Scheduler Pro by Rotunda website. On the website, a tutorial video will provide instructions on navigating the website to identify your particular ministry and enter your preference regarding the weekend Mass at which you wish to serve. The schedule of liturgical ministers for each month is prepared by the Ministry Scheduler Pro, and can be found on the parish website, www.saintben.com. You will receive a reminder each month via e-mail with information as to when you have been scheduled to serve. Typically, there will be two ministers of the Body (host) and four ministers of the Blood (chalice) assigned for each weekend Mass.

Should you be unable to complete a scheduled ministry assignment, you are responsible for finding someone to take your place by logging in to the Ministry Scheduler Pro website and requesting a substitute. Your request will be announced on the parish e-mail system so that anyone who is trained for this particular ministry can respond as a substitute. All liturgical ministers are encouraged to watch for e-mail requests for substitutes during each week, and respond to these requests whenever possible.

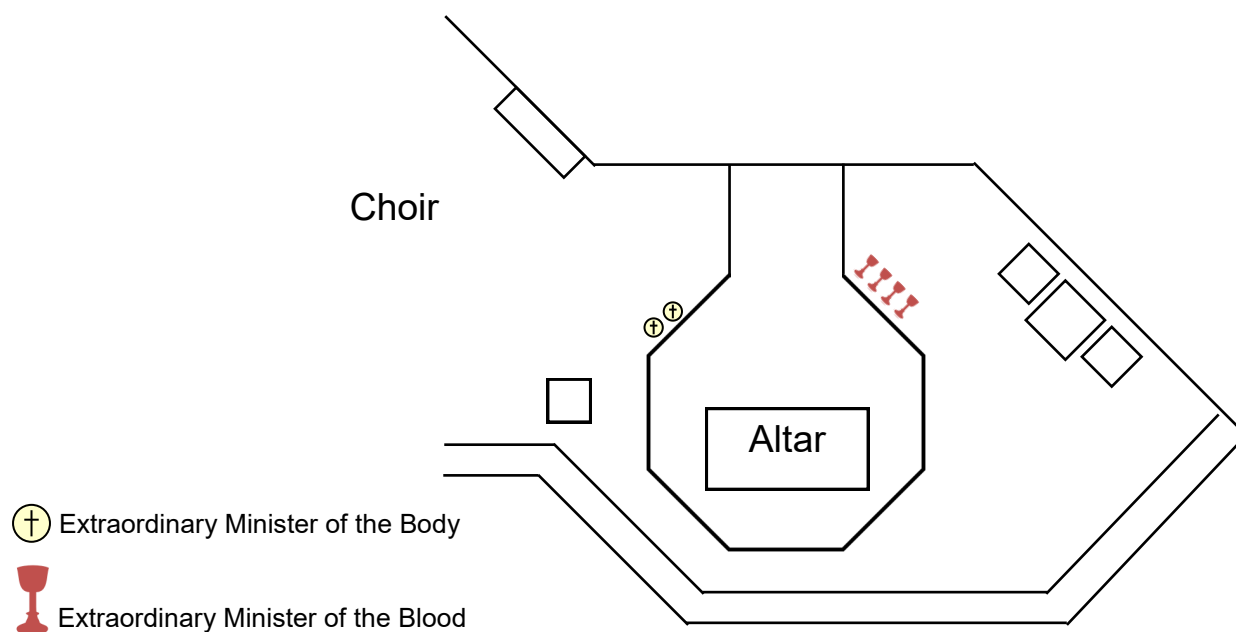
ARRIVAL at MASS and SIGNING-IN

It is appropriate to dress neatly and modestly whenever attending Mass, but especially so when you are volunteering as a liturgical minister. Please do not wear T-shirts, shorts, or blue jeans. Also, flip-flops or tennis shoes are not appropriate. Please arrive at the church at least **15 minutes** before the start of Mass and check in at the usher's table in the commons.

Those who are assigned as **Ministers of the Blood** must note on the sign-in sheet where they are to stand during distribution of Holy Communion. **Ministers of the Body** will not be given assigned positions when they sign-in before Mass but will be directed to the position where they are to distribute hosts by the Priest/Deacon while at the Altar. (Please note: If you have not checked in by 5-7 minutes before Mass begins, ushers will ask for a volunteer to take your assignment.)

APPROACHING the ALTAR and RECEIVING HOLY COMMUNION

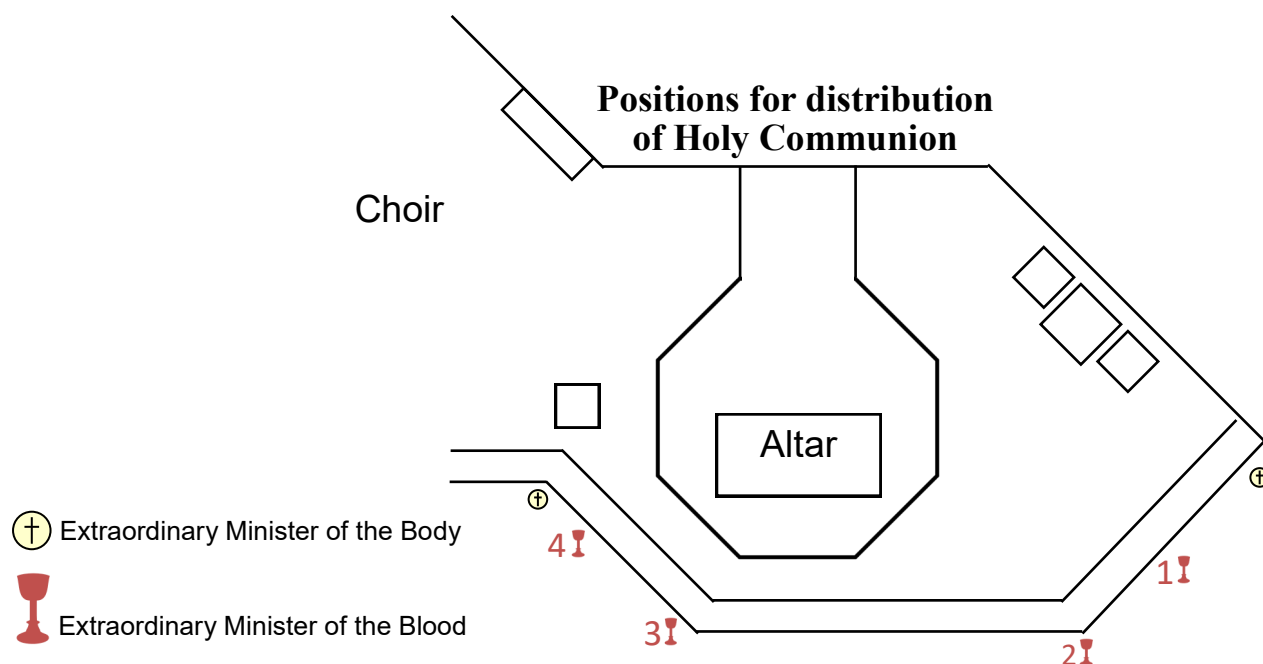
Ministers of Holy Communion will come forward to stand near the Altar after the exchange of the Sign of Peace by members of the congregation and, the Priest//Deacon has taken the ciborium (vessel for the hosts) from the Tabernacle and placed it on the Altar. Each minister should come to the center (floor level) in front of the Altar and bow his//her head before ascending the stairs to either the left (Ministers of the Body) or right (Ministers of the Blood) side of the Altar (see diagram below). Ministers are to take their places at each side of the Altar and stand reverently while praying the 'Lamb of God' and waiting for the Priest and Deacon to receive Holy Communion. (Please Note: DO NOT exchange the Sign of Peace after you have arrived at your places near the Altar, as this has already been done while in the pews, and it is disruptive to preparations for Holy Communion.)



PREPARING to DISTRIBUTE HOLY COMMUNION to the CONGREGATION

After the Priest(s) and Deacon(s) have received Holy Communion, they will bring the Body and the Blood to be received by the ministers of Holy Communion. After they have received Communion, each Extraordinary Minister of the Body will be given a ciborium and each Minister of the Blood given a chalice and purificator (cloth for wiping the chalice). Each Minister of the Body will be directed by the Priest or Deacon to one of the four stations where hosts will be distributed to the congregation. Each Minister of the Blood will proceed to one of the four positions; 1) near the stained-glass window on the right side of the sanctuary;

2) in front of the Altar to the right of the Priest/Deacon; 3) in front of the Altar to the left of the Priest/Deacon; and 4) near the choir on the left side of the sanctuary (see diagram below). In moving to their stations, Ministers of Holy Communion should always walk in front of the Altar, and never across the area between the Altar and the Tabernacle. When crossing the area in front of the Altar while carrying the ciborium or chalice, do not reverence the Altar (do not bow). Please note: Ministers who are taking stations on the left side of the Altar near the choir should move to their places as quickly as possible to distribute Holy Communion to the members of the choir.



DISTRIBUTION of THE BODY to the CONGREGATION

The Minister of the Body must first determine if the person is coming forward to receive Holy Communion or a blessing. If a person comes forward with hands crossed over his/her chest for a blessing, the minister should simply say “Receive the Lord Jesus in your heart” without extending a hand or making the 'Sign of the Cross' over the person. If a person comes forward and makes no clear gesture as to whether her/she wishes to receive Holy Communion or a blessing, the minister will simply ask, "Do you wish to receive a blessing or communion?" then proceed as fitting. For those wishing to receive Holy Communion, the Minister takes a host from the ciborium and holds it up while saying "The Body of Christ" to which the communicant replies, "Amen." The Minister then carefully places the host in the hand (when hands are extended) or on the tongue of the person who is receiving. Persons who receive Holy Communion at stations in front of the altar have the option of either standing or using a kneeler when receiving the host.

When the Minister who is distributing the host by the stained-glass window has no more communicants in line, Ushers will ask him/her to distribute the host to the parishioners seated with the congregation who are unable to walk forward to receive. (Ordinarily, only the Minister at this position will perform this task.) When all communicants have received at one position, the Minister should move to assist in distributing the Body at one of the other three positions. If a Minister has no hosts remaining in the ciborium and people are still waiting in line to receive, he/she should ask for hosts from the ciborium held by the Priest. If a host is

dropped, it should immediately be picked up and consumed by the Minister who has dropped it. The Minister will ask an Altar Server to get a purificator from the back sacristy and place it where the host dropped, so that the area can be properly purified after Mass.

After all members of the congregation have received Communion, the Deacon moves to the area behind the Altar. Each Minister gives his/her ciborium to the Deacon who gathers hosts into a single ciborium which will be returned to the Tabernacle. After each ciborium is emptied, the Minister returns it to the credence table. Each Minister should then rinse his/her fingers of the hand used to distribute hosts in the ablution bowl (small dish with metal lid on the left side of the credence table) and dry them with the finger towel next to it. Ministers will then step back and wait until all ministers have returned their vessels to the credence table. As the Deacon returns the ciborium to the Tabernacle, all ministers bow as he genuflects before closing the door. Ministers then move to form a line at floor level in front of the Altar, bow, and return to their pews.

DISTRIBUTION of the BLOOD to the CONGREGATION

The Minister of the Blood holds up the chalice as each communicant comes forward and bows. The Minister says, "The Blood of Christ" to which the person replies, "Amen". The Minister then carefully hands the chalice to the person, without attempting to hold it for him//her. Once a sip of the Blood has been taken, the communicant then hands the chalice back to the minister. As a precaution with small children, the minister should keep one hand below the chalice (without touching it) in case the child releases it before handing it back. After each person has taken the Blood, the Minister wipes the outside and the rim of the chalice without allowing the purificator to touch the inside. If the Precious Blood is spilled, place a purificator over the area where the spill occurred. The Minister will ask an Altar Server to get a purificator from the back sacristy to continue distribution of the Blood. After the Mass has ended, be certain to show the Deacon where the spill has occurred so that the area can be properly purified. After all members of the congregation have received Communion, if any Precious Blood remains, it must be consumed by the Minister before the chalice and purificator are returned to the credence table.

Place the purificator on the table next to the chalice. DO NOT put the purificator inside the chalice and NEVER attempt to clean the inside of the chalice with the purificator. Ministers will then step back and wait until all have returned their vessels to the credence table. As the Deacon returns the ciborium to the Tabernacle, all ministers bow when he genuflects before closing the door. Ministers then move to form a line at floor level in front of the Altar, bow, and return to their pews.