

Communion Ministers Order of Service – Sunday

Please come 15 minutes ahead of the scheduled time and highlight your name on the ministry list in the back of the church. Sit wherever you wish in the church.

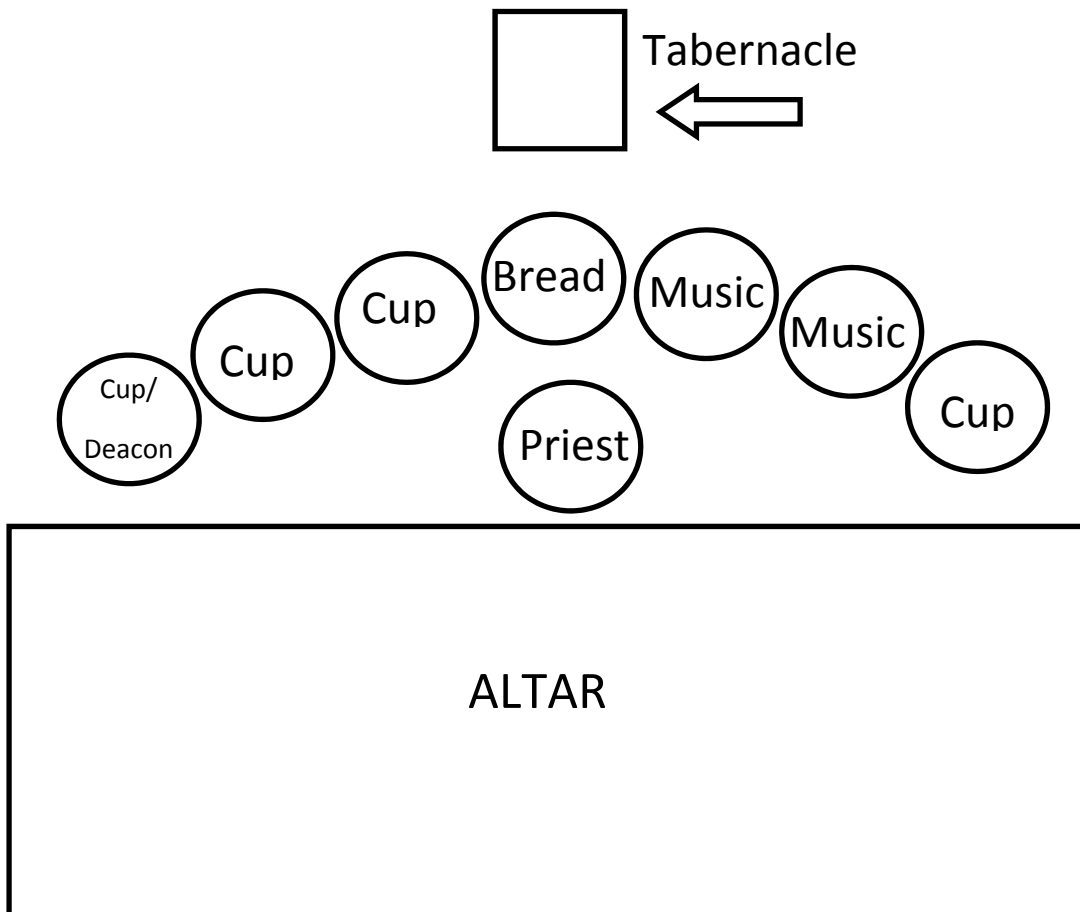
5 minutes prior to Mass beginning, all the ministers will meet in the back of the church (near the cry room) to check in and say a prayer together.

Please clean the vessels after Mass in the sacristy. Do not submerge any vessels in water (chalices or patens). They will corrode over time - water seeps into the stem/handle and stays there.

The Sign of Peace:

Immediately following the sign of peace, come to the sanctuary and take your place behind the altar.

- Approach the altar and walk up the steps at either bannister. Clean your hands with hand sanitizer in the hallway near the credence table
- Stand on the priest's side of the altar, just a couple feet back from the altar, facing the altar. Altar servers will be down with the congregation by the front pew. Line up in this order (left to right): cup, cup, cup, bread, music minister/s, cup. The bread minister should be lined up in front of the tabernacle. Please stay close to the priest to limit how much walking around he needs to do. See picture below (not drawn to scale).



Receiving Communion:

The priest will give you the Body of Christ.

The priest or Deacon will give you the Blood of Christ.

- The purificator (white linen wiping) will be handed to you with the cup.
 - Take the purificator in one hand, receive, and then wipe the rim of the cup.
 - You may use either hand. Do what is comfortable for you.
- The cup minister next to the music ministers will give them the cup.
- Continue to give other ministers the cup until all in the sanctuary have received.

Distributing Communion:

- Do not address people by name when distributing the Body and Blood of Christ.
- Cup Ministers:
 - Hold the cup about chest height and say, “Blood of Christ.”
 - Hand the cup to the communicant, no matter their age, height or ability.
 - Allow the communicant to drink from the cup and hand it back to you.
 - Wipe the rim where the communicant drank, turn the cup, and prepare to present it to the next person.
 - Be alert to the need to use the whole purificator and avoid wiping the rim with the same area of the purificator every time.
- Bread Ministers:
 - Hold the bread about chest height and say, “Body of Christ.”
 - If you see that you are running out of hosts, please go to the tabernacle and take out the ciborium. You can distribute directly from the ciborium. The priest will continue the line in your absence.

Where to stand for Distribution:

- Ordinarily you will be one of four cup ministers or a bread minister
- Bread minister:
 - Stand next to the presider in the middle.
 - Be alert that an usher may indicate to you that there is someone who will need to receive communion in their spot in the pew.
- Cup Ministers
 - Stand at the base of the steps to the altar, 2 minister on each side of the priest and bread minister.
 - One cup minister stands near the bannister.
 - The other stands between the bannister and the priest and bread minister.
 - If you do not have a line and still have wine in your cup, be aware that a bread minister may be going to deliver communion to someone in the pews (who is unable to come forward). Feel free to follow with a cup in case the person wants to receive from both species.

After Communion:

- When all have received, or when your cup is empty (if you see your cup is almost empty, finish it, end your line and go to the credence table):
 - Proceed up the sanctuary steps at the bannister to the credence table.

- If any of the Blood of Christ remains, consume as much as you can at your station or in the hallway by the credence table. The deacon or priest will consume the rest.
- Place your cup and purificator on the credence table. Open up your purificator completely when you put it on the table.
- Then proceed immediately down the steps at the bannister. Do not wait for the other ministers.
- If you cross the altar to return to your place, please bow to the altar as you pass. You do not need to bow if you go down the west aisle.
- If the priest or deacon has special instructions, please be alert to their requests.
- Bread Minister: If there are about 10-15 hosts or fewer left, please consume them and/or have others help you consume them. If there are more, please return them to the ciborium in the tabernacle.

After Mass:

- Please proceed into the sanctuary and reverently remove all vessels and linens from the credence table to the sacristy.
- In the sacristy:
 - Please place all soiled purificators and towel in the bags provided.
 - Please wash the chalices and patens with soap and water. Do not submerge them in the water or they will corrode. Just clean the inside and rim of the vessels.
 - After the 4:30 p.m. Saturday Mass and 10:45 a.m. Sunday Mass, please dry the vessels and place them in the cupboard labeled “Mass Vessels.”
- After the 8:15 a.m. Sunday Mass, please set up for the 10:45 Mass. Instructions are in the sacristy.

Special Circumstances:

- If the Blood of Christ is spilled:
 - Please wipe the cup immediately.
 - Please place a purificator on the floor over the stain and leave it. It will be cleaned later. Please proceed to the credence table for another purificator and go back and continue distributing. When you return to your station, stand in front of the purificator on the floor.
- If a person fumbles the cup, please feel free to assist them to drink
- If children come forward with their hand/s crossed over their heart (indicating they have not yet received first communion) then hold your hand over their head in a blessing and say “May God bless you.”
- If a person presents the Body of Christ to dip in the chalice (intincture) – do not allow them to dip in the Blood of Christ. If they begin to dip, simply pull the cup back and say “I will serve you.” Take the host from them, dip it for them, and then present it to them on the tongue saying “The body and blood of Christ.” This practice is not encouraged, but it is allowed.