

EXTRAORDINARY MINISTERS OF THE EUCHARIST - CTK PARISH GUIDELINES (Oct 2025)

To have a better understanding of the Liturgy of the Eucharist and the role of an Extraordinary Minister of the Eucharist, please read sections 139-165 (160-165 most relevant) of the GIRM

link <https://www.usccb.org/prayer-and-worship/the-mass/general-instruction-of-the-roman-missal/girm-chapter-4>

- If you are unable to serve at your scheduled Mass, find a substitute. You will have a list or will be given a list of the Eucharistic Ministers with their phone numbers and e-mail addresses for your particular Mass (**sent to you via email**). Remind your substitute to sign in, so that the Sacristan is aware that the ministry is covered.
- Please come 15 minutes ahead of the scheduled time for Mass and highlight your name on the ministry list in the Narthex. Sit wherever you wish in the church.
- **Come to the back of the Church 5 minutes prior to Mass beginning -- all the Liturgical Ministers will meet in the Narthex to say a prayer together.**

When to Approach for Communion: The Sign of Peace

Immediately following the sign of peace:

- **Approach the Altar (go to the center aisle), wait for your companion(s), bow together, and then walk up the Ambo steps.**
- Cleanse your hands with hand sanitizer provided on the credence table.
- Stand in a line (**several steps behind the Priest and Deacon**) facing the Altar. **Stand on either side of the Tabernacle** in this configuration:

EM (Cup)

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Deacon (Body)

Priest (Body)

The “Backup” Eucharistic Minister is there to ensure there are four stations for distributing the Eucharist. If both Deacons/Priests are present, the “Backup” Eucharistic Minister is not needed. The Priest will always distribute the Body of Christ, **and if a Deacon is present, he will always distribute the Body of Christ**. Ministers fill in other spots as assigned. If there are priests or deacons’ concelebrants, they will be the ones to distribute Holy Communion. So, there is no need of Eucharistic Minister. **(Take note: The Ordained are the Ordinary Ministers of Holy Communion).**

Receiving Communion:

The Priest will **walk back to** give you the Body of Christ and if there is a Deacon, he will **walk back to** give you the Blood of Christ; if not, the Priest will give you the Blood of Christ.

Body of Christ Minister

In the absence of a deacon, the Priest will hand you the ciborium that you will distribute from. **Do not pick up the ciborium from the Altar, wait for the Priest to hand it to you.**

Blood of Christ Minister

The Priest or Deacon will give you the Blood of Christ – take both cup and purificator before drinking from the cup.

The purificator (white linen cloth for wiping) will be handed to you with the cup.

- Take the cup along with the open purificator, receive, and then wipe the rim of the cup (cloth between thumb and first finger and wipe rim where you received). **Remember during flu season, be extra diligent in wiping.*
- You may use either hand. Do what is comfortable for you

Once you have received from the cup, present it to the Body of Christ Minister.

Be alert to any instruction from the Priest for distributing Holy Communion to the Choir or musicians. He may distribute or he may indicate that he needs your assistance.

All Ministers then proceed down the stairs-

Ambo side – Cup Minister, and the Priest.

Choir side – Cup Minister and Deacon/Body of Christ Minister.

Please position in the following manner -

Ambo	Main Aisle	Main Aisle	Piano Bench
Cup	Body of Christ	Body of Christ	Cup

NOTE: Cup Ministers should position themselves close to the side walls to ensure that lines do not back up.

Distributing Holy Communion:

Cup Ministers:

- Hold the cup about chest height (not over their head – remember you are presenting Our Lord to them) and say, **“The Blood of Christ”** (Cannot be altered in any way GIRM 284-287), then hand the Communion cup to the communicant after they respond “Amen”. Maintain eye contact with the communicant and smile.

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- **Remember, you are sharing Our Lord!**
- After each communicant receives, **wipe the rim where they drank**, turn the cup a quarter turn and prepare to present it to the next person.
- Use the whole purificator and avoid wiping the rim with the same area of the purificator every time.
- If your Cup is empty, apologize to the next person. **If you are serving on the choir side, place your purificator over the cup and wait until the line to receive the Body of Christ is gone, then walk across the floor to the ambo side, go up the steps to the Sanctuary**, approach the credence table and place the empty cup and purificator (**neatly refolded**) there. **Bow towards the altar. Please head back to your seat following completion of your ministry.**
- **Once the line is completed, you may be asked to distribute the Precious Blood to the those who may be unable to come forward. Follow the Body of Christ Minister in case the person wants to receive the Blood of Christ.**

Body of Christ Ministers:

- Hold the Host about chest height and say, **“The Body of Christ”** (Cannot be altered in any way GIRM 284-287). After the communicant responds “Amen”, place the host into their hand or on their tongue. **Focus on what you do!**
- **Look at the person and smile -- you are sharing Our Lord!**
- If someone approaches, adult or child, for a blessing (signifying by crossed arms), put your hand **toward** their head (do not place **on** the head) and give them a blessing, “May God bless you.” (Do not give the Trinitarian blessing of “Father, Son, and Holy Spirit”)
- If you run short of Hosts, ask the Priest, Deacon, or other Body of Christ Minister, to share.
- At the end of the Communion line, Body of Christ Ministers will communicate with one another and then distribute to those in the pews or back of church who are unable to come forward to receive. Ushers will indicate if there are people in the back who may need Holy Communion. Make sure if going to the pews or back, that you have enough Hosts. One of each Minister (Body and Blood of Christ) are to go back together.

After Communion – Cup Ministers:

When all have received, or when your cup is mostly empty, end your line and go to the credence table:

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- Proceed to the credence table with your Cup. If any of the Blood of Christ remains, do not consume it, let the clergy take care of it (GIRM 163). **NOTE: the clergy may ask you to drink the remaining Blood of Christ in the Cup.**
- Place your cup and the **purificator (neatly refolded)** on the credence table. **Bow to the altar and then descend the steps by the ambo and return to your seat.**
- **Proceed immediately down the steps at the Ambo banister. Do not wait for the other Ministers.**
- **Bow at the bottom only if you cross in front of the Tabernacle/Altar to return to your pew.**

If the Priest or Deacon has special instructions, please be alert to their requests.

After Communion – Body of Christ Ministers:

- Body of Christ Ministers: When you have completed the line and those in the pews, bring your ciborium/paten to the Altar and **hand it to the Deacon or Priest. Do not place it on the Altar or pour the Hosts into the lidded ciborium, let the clergy do this or** if the priest is still distributing the Body of Christ, kindly put the **ciborium at the Altar Table, not in the Credence Table** (presence of mind is needed).

After Mass – All Ministers of Communion:

After the last song has ended, please proceed to the credence table and reverently remove all vessels and linens from the credence table and any water glasses by the presider's chairs to the sacristy. (Only one vessel in each hand, please do not stack vessels or tuck under your arms!)

In the Sacristy:

- Please place all soiled purificators, corporals and towels in the marked bags.
- Please cleanse the cups and patens with a small amount of liquid detergent on the sponge. Do not submerge them in any water or they will corrode. Just wipe clean the inside and rim of the vessels. Use the microfiber sponges. Remove any rings from your hands to prevent scratching of vessels.
- Dry vessels with a towel, place dried vessels in the cupboard labeled "Mass Vessels." Pictures are provided in the cupboard for placement of vessels.
- **If you notice that the Tabernacle key is still in place, please remove it, bring it back to the Sacristy and hang it in the appointed spot in the right-hand cupboard over the counter.**

Special Circumstances:

If the Blood of Christ is spilled:

- Immediately place a purificator over the stain on the floor and leave it. It will be cleaned later. 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 covering the stain on the floor.**
- Let the purificator remain on the floor for the duration of the Mass.
- Be sure to indicate the spill to the Sacristan after Mass, so it can be cleansed properly.

If a person fumbles the cup, please feel free to assist them to drink.

If the Body of Christ is dropped, the Minister picks it up and consumes it and gets another Host for the Communicant.

If a person presents the Body of Christ to dip in the cup (intincture) – do not allow them to dip in the Blood of Christ. Take the Body of Christ from the person and dip it into the Blood of Christ – then place it on the person’s tongue (Do NOT hand it to them).

Thank you for being willing to serve in this ministry!!!

It is an honor and a joy to serve in this way and Christ the King appreciates you!