

## Extraordinary Ministers of the Holy Eucharist Summary of New Procedures and Reminders As of 6 May 2018

### MOTTO FOR 2018: Be Flexible. Be VERY flexible.

There will be times when an assigned station may be covered by a priest, deacon, or religious attending Mass. In this case, as discussed, the lay minister should simply return to his or her seat.

### NEW PROCEDURES

1. There are two acceptable ways for Ministers of the Cup to consume the Precious Blood remaining in the Cup after Holy Communion has been served:
  - A. At the station, the Minister may turn away from the congregation, towards the altar, and consume the Precious Blood;
  - B. The Minister may leave his/her station, return to the Credence Table and consume the Precious Blood in the alcove.
2. To prevent spilling Hosts when serving a Communicant who chooses to kneel instead of standing to receive Holy Communion, Ministers should be sure not to tip the Ciborium
3. When retrieving a Host that was dropped either by the Communicant or the Minister, Ministers should use **the non-dominant hand** to pick up the Host slip it under his/her dish until he/she returns to the Credence Table, at which time the Minister may either consume it to give it a priest or deacon.

### VOLUNTEERS NEEDED

1. There is a shortage of Ministers who are available to serve at the 5:30pm and 7:30am weekend Masses. Please consider volunteering to serve at these Masses.

2. Spouses of Extraordinary Ministers are encouraged to join this ministry.
3. There is an immediate need for Extraordinary Ministers to serve at Sunrise and Fellowship Village, as well as to bring Holy Communion to the homebound. Deacon Pete will train volunteers who will then be assigned to shadow an experienced Minister until he/she is comfortable with the process.
4. Recommendations for new Ministers are welcome. Please contact Deacon Pete with nominations. Please do NOT tell prospective candidates that their names have been submitted. If Deacon Pete decides to pursue the nomination, he will request that the Minister who made the recommendation ask the nominee to contact Deacon Pete if he/she is interested in becoming an Extraordinary Minister. Please note that acceptance is subject to approval by Monsignor Cronin.

## REMINDERS

1. All Ministers should email Terri Sinatra at least two weeks before the first of the month with their availability to serve Communion, even if they won't be available for the month in question. Ministers should note their preferred Mass time(s).
2. Remember that 12 ministers are needed to distribute Communion, including clergy. Options for station assignments are:  
Station 1 – Priest presiding at Mass  
Station 2 – Assistant priest, if present (or Eucharistic Minister)  
Station 3 – Eucharistic Minister  
Station 4 – Additional priest, if present (or Eucharistic Minister)  
Stations 5 & 6 – Eucharistic Ministers  
Station 7 – Deacon, if present (or Eucharistic Minister)  
Station 8 – Additional deacon, if present (or Eucharistic Minister)  
Stations 9, 10, 11 & 12 – Eucharistic Ministers
3. If there is a shortage of ministers, only one Eucharistic Minister should cover stations 11 and 12.
4. Stations 11 and 12 should give Communion to the infirm as directed by the ushers.
5. At the 10:30am Mass (as well as at any Mass at which an adult choir sings), the Ministers assigned to Stations 3 and 5 will serve the choir before proceeding to their stations ensure that the choir can begin the Communion Hymn as soon as possible. Station 9C should step back to allow choir members to receive the Precious Blood and return to their places.



6. At the monthly 9:00am Children's Mass at which the Praisers Children's Choir sings, only the Minister assigned to Station 5 should serve the choir before proceeding to his/her station.

7. If approached by children or others who are not Catholic or who have not yet received their First Communion, Ministers should transfer the dish to the hand used to distribute the Host (usually the right hand) and extend the other hand (usually the left

hand) over the person's head and say, "God bless you" or "May God bless you and keep you safe" before reversing the process and continuing to distribute Communion. **Do not touch anyone's head and do not use the same hand that touches the Host to pray over anyone.**

9. Ministers who have Precious Blood left in their Cups should either consume it, ask another Minister to do so, or just leave the Cup on the Credence Table and report to the attending clergy. Do NOT cover the Cup. **Do NOT wad up the Purificator or put it into the Cup.** Fold the Purificator and leave it on the designated section of the Credence Table.

10. Purification of sacred vessels after the distribution of Holy Communion may only be performed by ordained clergy. Lay Eucharistic Ministers may not purify Chalices or Ciboria.

**SEE POLICIES AND PROCEDURES 2018 FOR ADDITIONAL INFORMATION.**  
**<http://saintjamesbr.org/ministries-and-organization/liturgical-ministries/>**

***If you have any questions, please contact Deacon Pete  
at 848-248-1235 (cell) or [deaconpete33@verizon.net](mailto:deaconpete33@verizon.net).***