

St. Catherine of Siena Parish Extraordinary Ministers of Holy Communion Instructions

1. Arrive 15 or 20 minutes before Liturgy, 25 minutes before the 4:30 P.M. Mass.
2. Sign in on the Liturgical Ministry Schedule sheet.
3. Go to the vestibule and wait for the Entrance Procession.
4. At the Invocation (“Lord I am not worthy to receive you...”) move out of your pew and line up at the sanctuary in front of the altar table.
5. Come up to the altar and stand on both sides of the altar table.
Host Ministers to the right with cantor and Accompanist and altar servers
Wine or cup ministers to the left.
6. Host ministers, squirt a little Purell located in front of the pew by the choir side on your hand before you move up to the altar
7. The Presider will give you the host (both sides)
8. While the Deacon is giving the cup to the right side.
9. The Presider will give the wine to No. 1 and 3 wine ministers.
10. Wine ministers will offer the wine to No. 2 and 4.
11. Ministers No. 2 and 4 hold on the cup and No. 1-3 will receive the remaining cup from the Presider or Deacon.
12. Hosts ministers receive the ciborium from the Deacon or Presider
13. Upon receiving the vessel move to your designated stations facing the altar and wait for the Presider and deacon to reach their stations.
14. Face the community and start giving communion.
15. Hosts and Wine: Distribute Communion
 - a. Consecrated host- hold up and say “The Body of Christ”
Place in hand or tongue after the “Amen” response.
 - b. Consecrated Cup – present cup and say “The Blood of Christ”
After the “Amen” response –allow the communicant to hold the cup. Then after the cup has been placed back in your hands, wipe the rim with the purificator and turn the rim of the cup for the next person.
 - c. Silent blessing given by Hosts ministers to children and adults who wish not to receive communion.
 - d. Handicapped and elderly : communion should be given to them after finishing your station if they have not been given yet by the Presider. One of the ushers will notify you.
If the Presider gives communion (host) ahead, the Head Wine Minister should follow him. And offer the wine to the communicant if he or she wants to.
Reminder:....”eye contact, smile.
16. Once communion is done, hosts ministers take the ciborium from the Presider and Deacon and bring it to the altar.
17. Wine ministers, consume all remaining wine or Precious Blood if you can at your station. If you can’t bring the vessel at the table. Do not put the purificator inside the cup.
18. If you run out, put your hand on top of the vessel and wait till communion is over. Stay where you are.
19. After communion, stay at the side of the altar table till the purification process is over, both hosts and wine ministers.

20. Head cup minister bring the tray on the table. After the purification the Deacon will put the cups on the tray and the Head minister puts it on the credence table.
21. Once purification is over. Move down and make a vow and return to you seats.