

## Extraordinary Ministers of Holy Communion Guidelines

**As ministers, it is our job to be welcoming and accepting;  
To minister God's love along with Christ's Body and Blood.**



### Before Mass:

- Please arrive 15-20 minutes before Mass and sign in on the ministry board in the coat rack area. **The Altar Ministers have been instructed to begin finding replacements 10 minutes before Mass.** If you are a substitute, please write your name next to the person for whom you have replaced on the schedule posted above.
- Select a communion station by signing your name on the diagram located on the Ministry Bulletin Board by the coat area. You may take any open place for which you are eligible. For now, Altar Ministers will continue to serve the station by the choir.
- Take your place in the assembly on the side closest to your communion station and prepare for Mass with prayer.

### During Mass:

- Participate fully in all parts of the liturgy by singing, praying, listening and responding. We Gather to worship Jesus Christ to encounter Him in the various parts of the Mass and through our sisters and brothers in Christ, God's people. Allow yourself to experience the grace of Jesus' loving presence.
- As Ministers of Communion, you are responding to a call from God to live out your baptism as a minister of the faith. You demonstrate to all that Jesus Christ is truly present in our midst by your actions, gestures, attire, etc. Please move deliberately, bow before the Altar when you approach it (the Altar is where Christ lives!), and dress as you would to welcome a beloved guest into your home for a special dinner. How you act as you approach the altar, how you handle the Body of Christ, and how you dress not only expresses your own attitudes, but helps form the attitudes of others. **Please consider your ministry not as a volunteer opportunity to which anyone can serve, but as a calling from God specifically for you, for which you are uniquely responsible as a disciple to help demonstrate the unconditional love of Jesus. Your timely stewardship of this opportunity is appreciated, expected.**
- At the sign of peace go to the credence table to sanitize your hands. Ministers must wash hands thoroughly upon arrival AND use the sanitizer before going to your station.
- Walk naturally to and from the altar with purpose – you are called by God to help nourish God's people with the Bread of Life! How incredible our God is! Bow in a deliberate, paused way to the Altar when you first approach it to sanitize your hands—you are the sign that who we celebrate there is truly worthy of our respect and praise. Once your hands are sanitized, take your station. Stand at your station facing the altar, ready to receive Holy Communion.
- All ministers at the Altar are now serving the capacity of Extraordinary Ministers of the Eucharist, so you are now no longer part of the assembly, but part of the ministry of Christ's outpouring of love to God's people. You remain standing in witness to Jesus Christ while the assembly kneels at the Lamb of God for this reason.
- You will receive communion first from the priest for yourself, then be given your vessel for distribution to the assembly. When you have received your vessel, turn and begin communion distribution.

- **Extended Minister**, your place is behind the Altar to the Ambo side. After we finish with: “Lord I am not Worthy” you will be given the ciborium to go immediately around the church with an usher who will guide you to those who need Communion. **When the Extended Ministers have finished their distribution of Communion, the Extended Plate Minister goes to the credence table to return the vessel and all hosts.**
- As Ministers of Hospitality, you embody the presence of Jesus Christ. Look at each person in the eyes. Be friendly and kind. Pray a prayer of blessing for those who do not have their hands out ready to receive.
- **Keep focused as they bow to receive. Hold the consecrated host level with the communicant’s chin so that the communicant can see them when responding “Amen” to the formal prayer of the church: “The Body of Christ” or “The Blood of Christ.” Please do not add any personal greetings, names, gestures or change the words of the Church.**
- When your section has completed communion, move to the other stations if they need help. If lines appear to be winding down, please come by the shortest route (not in front of people – you may use the lowest step of the Altar platform) to return your vessel to the credence table and rejoin the assembly.
- **Plate Ministers:**
  - Do not bless non-communicants with the sign of the cross. Instead, pray a prayer of blessing from your heart. Our bishop recommends: “May God bless you.” Do not place your hand on their head or hair (avoid touch entirely at this time, please). The best way to bless one of our friends is to raise your hand over them, like we do for all other blessings at Mass.
  - If you are running out of hosts, please go to another Plate Minister and ask for some of theirs. It is okay to move around and to ask the communicant to wait for you to return. You can also obtain hosts from the ciborium for the homebound. If we do not have enough, break the hosts into pieces as a last resort.
  - If a host should accidentally drop to the floor, pick it up. If it is not “seriously soiled” the host should be consumed. If you are uncomfortable, consuming the host, you can ask the Presider, Deacon, Nick, or the Sacristan to consume it.
  - Communion may be received in the hand or on the tongue (intinction [dipping] is not allowed). If someone comes forward desiring to receive on the tongue, rotate your hand to minimize any possibility of touch. You may politely ask ‘please extend your tongue further’ to make your ministry easier.
  - If you have contact with someone that compromises the cleanliness of your hands (saliva, etc.), please ask the next person in line to wait for a moment, return to the credence table and sanitize your hands, then return to your station and resume the ministry. This kind gesture shows all that each person matters.

**After Communion: Once all have received Communion**

- **The Plate Ministers will go up to the credence table and hand their bowls to the priest/deacon and then return to their pew.** Once the priest/deacon has purified the bowl, the priest/deacon will hand the bowl to the Altar Servers.

**After Mass:**

- **A must:** Reflect on these two questions and share your experiences with other ministers, family, friends:
  - Where did I see Jesus today? (or in whom)
  - How did others see Jesus in me today?

**Other Information:**

- Please request a substitute using the Online Ministry Scheduler. Visit here to find access to the ministry portal: [www.stpiusxblgs.org/worship/liturgical-minister-schedules/](http://www.stpiusxblgs.org/worship/liturgical-minister-schedules/)
- When you are not scheduled, please consider stopping by the Ministry Bulletin Board to see if additional help is needed.