



HOLY SPIRIT PARISH

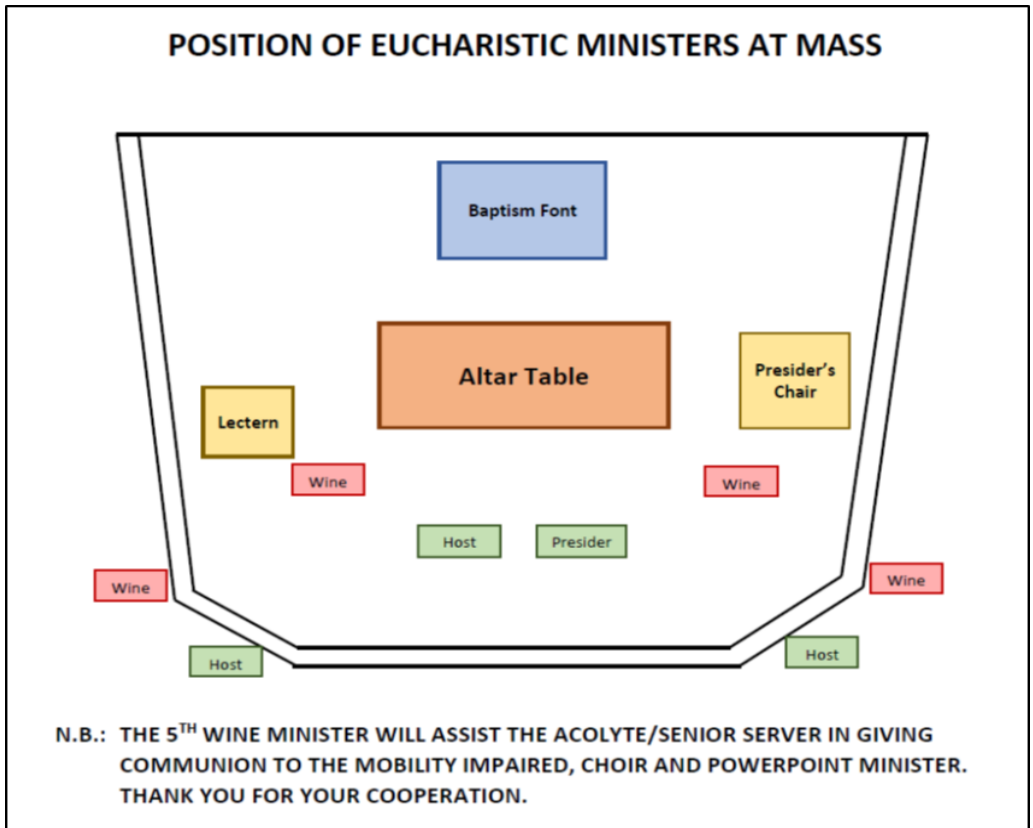
# Guidelines for Extraordinary Ministers of the Eucharist

NOVEMBER 2017



## A) PREPARATION FOR MASS

1. Arrive 10 minutes before Mass and sign on. If unavailable, arrange your own replacement and inform the parish office ahead of time. Please don't be offended if you are late arriving and someone has filled-in your position.
2. Before Mass familiarise yourself with the positions of the Extraordinary Ministers of the Eucharist. See diagram 1 below.



3. Proceed to the sacristy 5 minutes before the start of mass for a prayer together with other ministers.

## B) ENTRANCE PROCESSION

4. The order of procession is as follows:
  - Cross Bearer (acolyte/senior server) **Note: Acolyte/Senior Server – walks at front if carrying the cross or, if not, at the rear of procession, in front of the Lector.**

- Altar Servers with candles
  - Extraordinary Ministers of the Eucharist (2 ministers, one to carry a chalice and the other a paten)
  - Children’s Liturgy Catechist (if scheduled)
  - Lector (or Deacon) carrying Book of the Gospels immediately in front of Presider
  - Concelebrating Priests (if it is a concelebrated Mass)
  - Presider
5. Upon reaching the steps of the sanctuary, fan out around the Sanctuary steps to form one line and wait for the presider. Bow together with the presider.
  6. As the presider moves to venerate the altar, the two ministers carrying the chalice and paten place them on the credence table. All move to their seats.

### **C) PREPARATION FOR HOLY COMMUNION**

7. At the beginning of the Lamb of God, bow at the sanctuary steps and move to the credence table; gently sanitise your hands and stand, either side of the Altar ensuring altar servers have sufficient space to stand alongside the Extraordinary Ministers.
8. One of the Eucharistic Bread Ministers distributes the newly-consecrated hosts evenly into the empty ciboria. Then, if only a small number has been consecrated, use the reserved consecrated hosts from the ciborium. Ensure there are sufficient hosts in each ciboria.

**NOTE:** Reverently stand still, as the presider recites “This is the Lamb of God...”:

9. Eucharistic Wine Ministers step forward as they receive the consecrated wine from the presider and then move back.

### **D) DURING HOLY COMMUNION**

10. When all Ministers have received communion move to the communion positions (see Diagram 1 above). The 5<sup>th</sup> Eucharistic Wine Minister moves with the acolyte/senior server to give communion to the mobility impaired; then serve communion to the choir and PowerPoint minister at the end of the communion hymn.
11. The proper and only permissible form for distributing Holy Communion is to offer the consecrated bread by saying, “The Body of Christ” and to offer the consecrated wine by saying, “The Blood of Christ.” No other words or names should be added; and the formula should not be edited in any way.

(cf. GIRM, 161, 284-287).

12. Exercise discretion in relation to communicants who try to dip the consecrated bread (*self-intinction*) so as to avoid any conflict.
13. If the Eucharistic bread or some particles of it falls to the ground, it should be picked up reverently by the minister. The consecrated bread may be consumed by the minister or completely dissolved in water before being poured into the ground by the acolyte/senior server.

Should there be any mishap, for example, if the consecrated wine is spilled from the chalice, the area should be washed and the water poured into the ground.

14. Blessing of Children and Adults – It is suggested to touch the head or shoulder with the back of your hand keeping the thumb and finger clear that you use to handle the host for hygienic reasons. You may use appropriate words, such as, “*May the Lord keep you in his love*” OR “*May Jesus bless you in your life*” OR “*May God bless you*” OR similar words.

#### **E) AFTER HOLY COMMUNION**

15. After Communion, place any leftover consecrated hosts into the ciborium on the altar and take it to the credence table.

Consume any leftover consecrated wine and place the chalices on the credence table leaving the purificator on the tray.

**NOTE:** Please do **NOT** wipe the inside of the chalice or leave the purificator inside the chalice.

16. As you leave the altar, bow at the bottom of the sanctuary steps. No need to wait for the other ministers.

*Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms. (1 Peter 4:10)*



### **HOLY SPIRIT PARISH**

*Under the Pastoral Care of the Augustinians*

P 02 9670 8222

E admin@holyspiritstclair.com.au

W www.holyspiritstclair.com.au