

Revised Guidelines (October 2003)
Extraordinary Ministers of the Holy Communion
Corpus Christi Catholic Church of Piedmont

LEAD MINISTERS

(#1 Bread & #4 Wine) RESPONSIBILITIES BEFORE MASS, DURING THE COMMUNION RIGHT & AFTER MASS:

Before Mass: Both lead ministers should arrive at least fifteen (15) minutes before Mass and check the following:

- A) The Lead Bread Minister's responsibility will be to check the Tabernacle for the key.
- B) The Lead Minister of the Cup's responsibility is to check the credence table for bowls, cups and purificators:
 - 1) 5 p.m. & 8 a.m. Masses, four (4) bowls if Fr. Leo presides and three (3) bowls if Fr. Basil presides (Fr. Basil uses the bowl brought up during the offertory when distributing communion), there should be four (4) cups and four (4) purificators.
 - 2) 10 a.m. Mass, six (6) bowls if Fr. Leo presides and five (5) if Fr. Basil presides, there should be six (6) cups and six (6) purificators.
- C) Sign in at the Reconciliation Room.

Communion Rite: At the Sign of Peace the Presider goes to the Tabernacle, brings the Ciborium to the Altar and distributes the consecrated bread into the bowls. While the Presider is distributing the bread, the Lead Minister of the Cup (#4) will pour the wine into the cups. After the Lead Minister of the Cup finishes filling the cups he/she should take a few steps back while the Presider finishes the prayer over the bread and wine.

The Presider will then turn and offer Communion to the Lead Minister of the Cup. The Presider followed by the Lead Minister of the Cup carrying the cup handed to him/her by the Presider will offer Communion to the other ministers and altar servers (beginning with the bread ministers). After distributing Communion to the ministers, the Presider returns to the altar and the Lead Minister of the Cup places the cup and the purificator that he/she has used on the Altar and returns to stand with the other wine ministers. The Presider will then hand the bowls and cups all ministers.

After Mass:

- 1) Lead Ministers (#1 & #4) are to bring the cups and bowls to the Sacristy for cleaning.
- 2) Any remaining consecrated wine is not to be put in the Tabernacle and under no circumstances should anyone pour consecrated wine down the sink

As you have seen, the Lead Bread Minister's duties have been reduced. He/She still holds the title of Lead Bread Minister for the purposes of helping the coordinators Virginia de la Puente (5:00), Julie Rettagliata (8:00), and Mary Mockel or Delphine Regalia (10:00) in making sure that all positions are filled before Mass and assisting the Lead Minister of the Cup in the cleaning of the bowls and cups after Mass. If the

coordinator for your mass is not present it is requested that both Lead Ministers make every effort to see that most if not all positions are filled prior to the start of Mass.

Following the 8 a.m. Mass please place five or six bowls (depending on who is scheduled to Preside at the 10:00-see item 2above), 6 cups and 6 purificators on the credence table in preparation for the 10 a.m. Mass.

Please note that after the 10:00 Mass the hand washing bowl and the cruet are left on the sacramental sink cover and are not put back in the cupboard. Please leave the corporal cloth on the credence table. It will be taken care of after the liturgy.

ALL OTHER EXTRAORDINARY MINISTERS OF THE HOLY COMMUNION (assigned and substitutes):

Before Mass: All assigned ministers are asked to arrive at least ten (10) minutes before Mass and check in at the reconciliation. Please put on a cross and wear it until you have finished distributing Communion. (All other ministers are requested to go to the reconciliation room upon arrival to make sure all positions are filled. This will be much appreciated.)

The Procession: Five (5) minutes before the start of the Liturgy, all serving ministers (unless you are unable to process) are to form two lines behind the altar servers and process to the Altar. At the Altar the Extraordinary Ministers of the Holy Communion are to stand to the left and the right of the readers and Presider. The reader carrying the Book of the Gospels will place the Book on the Altar and return to stand beside the Presider. At that time the Presider and all liturgical ministers will bow to the Altar then go to their respective seat for the celebration of the Mass.

Communion Rite: All serving ministers are to approach the Sanctuary during the sign of peace. The bread ministers are to stand to the left of the Presider and the wine ministers to the right. The first minister on either side of the Altar is to stand parallel to the Presider. All other ministers should form a line going towards the back of the Presider leaving ample space between themselves and the bottom step so that there will be enough room for the Presider and the Lead Minister of the Cup to distribute communion.

It is at this time that all non-serving ministers should be observant to see whether there are enough ministers in the Sanctuary. Please come forward if you see that we are short of ministers:

1. At the 5:00 and 8:00 mass there should be three (3) bread ministers and three (3) wine ministers standing around the altar waiting to receive Communion ; and,
2. At the 10:00 mass there should be five (5) bread ministers and five (5) wine ministers standing around the altar waiting to receive Communion.

After you have received Communion, please move close to the bottom step so that the Presider can hand you your bowl or cup. All ministers are to remain in place then following the lead of the Presider are to go to his/her designated station to distribute Communion to the assembly.

Special Instructions for those serving at the 2, 3, 5 & 6 Positions:

1. At the 5:00 and 8:00 Mass:

a. (Fr. Leo presiding)

Fr. Leo has asked that after ministers 2, 3, 5 & 6 have finished serving their section of the assembly they proceed to the center to assist him and the other three ministers. (Please note on the position sheet where these ministers are to stand.)

b. (Fr. Basil presiding)

Fr. Basil has requested that only wine ministers (#5 & #6) go to the center to assist. Minister #5 should stand to the right of the lead wine minister and minister #6 should stand to the left of minister #7. Bread ministers 2 & 3 are asked to go to the center to see if the Presider or lead bread needs more hosts. If they do, simply pour your hosts into their bowls, return your empty bowl to the credence table and return to your seat.

2. At the 10:00 Mass:

When those serving at positions 2, 3, 5, & 6 have finished distributing Communion to their section they are asked to go up to the other ministers to check and see if anyone is in need of bread or wine. If that is the case, either pour your bread or wine into the other minister's bowl or cup or simply trade your bowl or cup with him/her. It is of particular importance at this mass you check with those ministers at the side stations. (Unlike at the 5:00 and 8:00 Mass those serving at the 10:00 are not to stand in the center area and serve.)

When you finish serving, place your bowl or cup and the cross you are wearing on the credence table and return to your seat.

It is customary that all of the remaining consecrated wine be consumed before the ministers return to their seats for the final blessing. With that in mind Fr. Leo has requested that all ministers who are able should make every effort to consume the remaining consecrated wine. In other words when the ministers return their bowls or cups to the credence table and see that there is wine remaining, please consume it at the credence table before returning to your seat.

The Presider will return the reserved consecrated hosts to the Tabernacle.