

Protocols for Extraordinary Ministers of Holy Communion

Updated 8/09/18

- Before Mass, Ministers should arrive at least fifteen minutes or more before Mass, in order to sign for their position. They should wear their Sunday best each week, just in case they are needed as a substitute. They may also wear an optional special cross for Communion ministers. These are in the narthex near the sign in sheet, and should be returned to the narthex after Mass. Hands should be sanitized before Mass. Do not wear perfume/cologne.
- Ministers greet parishioners and guests in the narthex before Mass. About five minutes before Mass begins, Ministers gather with Celebrant, Deacon, and Altar Servers for prayer before entering church.
- At the Sign of Peace, the Ministers come up to the south side of the sanctuary, and sanitize their hands. Ministers line up according to the positions for which they signed in, beginning with Chalice 4, Chalice 3, Chalice 2, Host 5, Host 4, Host 3 and Host 2. As soon as the priest receives the Precious Blood, Chalice 4 minister ascends the stairs, leading the line of ministers across the back of the sanctuary. The priest and deacon will distribute Communion to the altar servers first, then to the ministers. As soon as the minister receives the Precious Blood, he or she goes to the altar to receive either the ciborium or chalice and then goes to their designated position.
- Host 2 minister goes to the chair section and stands to the right of the pillar to distribute communion. When that section is finished, Host 2 minister goes to the chapel. The minister stands at the front of the chapel, in the middle near the windows. The ushers will point out anyone who has difficulty walking, and they should receive Communion first. When everyone in the chapel has received Communion, Host 2 minister returns to Church to help at the south aisle, if needed.
- The remaining ministers wait at their positions, facing the altar, until the priest comes down to his position at the south aisle. If a handicapped person is seated in front of the Church, he or she may be served without waiting.
- When people who are not receiving Communion approach, the Minister should smile and say “God bless you” without touching or making the Sign of the Cross.
- The Minister should not allow “intinction”, that is, dipping the Host in the chalice. If someone tries to do this, place your hand over the top of the chalice.
- If an usher comes at the end of the line and indicates that there are handicapped people in the back of the Church, the minister may then go with the ciborium to give the Eucharist to them.

- When Communion is finished, the minister returns the ciborium or chalice and purificator to the altar. Host ministers purify fingers in the bowl of water next to the Tabernacle. When the aisles are cleared the ministers return to their pews.
- Ministers who have one of the crosses will return it to the narthex after Mass.

Note: The priest always uses ciborium 1 to distribute communion and the Deacon and/or his substitute always uses chalice 1.