

ST. ANDREW PARISH EUCHARISTIC MINISTRY INSTRUCTIONS

APRIL 2025

Thank you for serving as an Extraordinary Minister of Holy Communion at St. Andrew Parish. Below are instructions for serving in this ministry. Please ask the priest, deacon, sacristan, or another Communion Minister if you have questions.

1. **PRIOR TO MASS.** Please arrive fifteen minutes prior to a Mass at which you are scheduled to distribute Communion. When you arrive, please go to the sacristy and mark on the ministry list that you are present.

If you are not scheduled to serve at a Mass you attend and would be willing to fill in if needed, please check the ministry list in the sacristy to see if there are any vacant spaces and let the sacristan know you are available if needed.

As you pray before Mass, please reflect on the fact that it is a privilege to minister the Body and Blood of Christ, and ask for the grace to do the ministry well and to live your life in a manner that demonstrates your love for Jesus.

2. **WHEN TO COME TO THE ALTAR.** You will come to the altar after giving those around you the sign of peace. Walk to the statues of St. Mary and St. Joseph and use the disinfectant to clean your hands. Then stand at the bottom of the steps. You will go up the steps after the priest consumes the Body and Blood of Christ.
3. **RECEIVING THE BODY AND BLOOD OF CHRIST.** The priest will distribute the Body of Christ to each of the ministers. The priest or deacon will distribute the Blood of Christ to the ministers. The minister who receives the chalice will then offer it to the other ministers next to him or her. After all ministers have received, they will move to their distribution positions.
4. **DISTRIBUTING THE BODY OF CHRIST.** You will hold the Body of Christ in front of the person and say, "The Body of Christ". Use direct eye contact. They reply with "Amen". The Body of Christ should be placed securely into their palm or on their tongue.

If the person presents a pyx, put the Body of Christ in the pyx first, and then distribute to the communicant.

If you run out of hosts, first see if the minister distributing next to you has enough hosts to share with you. If he or she does not, go over to the other two distributing ministers to get hosts from them.

When your distribution line is complete, take the ciborium (Communion bowl) to the altar.

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If you witness the Body of Christ not being consumed immediately, inform the priest or deacon after Mass. The Body of Christ has been found outside or on the floor inside the church. This probably happens when a friend that is non-Catholic or a non-practicing Catholic does not know what to do with the host.

5. **DISTRIBUTING THE BLOOD OF CHRIST.** You will hold the chalice in front of the person at face level and say, "The Blood of Christ." They reply with "Amen." Let them take the chalice, being careful they have it securely in their hands before you let go. Receive the chalice back from the person, and wipe with the purificator (white cloth) the area where they consumed. Rotate the purificator after each person receives. You can unfold the purificator to have more surface area.

Do not allow anyone to dip the host into the chalice. If you can tell the person intends to do this, place your hand over the chalice and tell the person we can't receive that way. If you are unaware the person intends to do this or you are unable to stop them, let the priest or deacon know after Mass that this happened.

When your distribution line is complete, turn toward the altar and consume the remaining Blood of Christ, then walk to the altar and place the chalice and purificator on the altar. If you are uncomfortable consuming the remainder, the priest or deacon will consume it at the altar.

6. **DISTRIBUTING COMMUNION TO THOSE WHO ARE NOT ABLE TO COME FORWARD.** The minister who distributes the hosts next to the priest will go to the back after his or her distribution line is complete. People wishing to receive will stand or raise their hand, or a hospitality minister will direct you to someone wishing to receive Communion. The Blood of Christ is not taken to those who are unable to come forward, to avoid the possibility of spilling.
7. **AT THE COMPLETION OF THE DISTRIBUTION OF COMMUNION.** All ministers return their ciborium or chalice to the altar and stand to the sides of the altar until the priest or deacon puts the remaining Body of Christ into the tabernacle. The ministers face the tabernacle as the priest or deacon walks to the tabernacle. When the priest or deacon genuflects, all ministers bow and return to their pews.
8. **WHAT TO DO IF YOU DROP THE HOST OR SPILL BLOOD.** Pick up the host and consume it. (If you prefer not to consume the Body of Christ yourself, take it to the altar and make the priest or deacon aware). If the Blood of Christ is spilled, get a cloth from the altar to cover it. Inform the priest or deacon so they can take care of this after Mass. You may need to place a chair over this area to keep people from walking on it.
9. **NON-CATHOLICS OR CATHOLICS TOO YOUNG.** If someone comes forward with their hands folded over their chest, or a younger person is with their parents, you can say "God Bless You and Protect You". We do not touch them or make the sign of the cross on them. Only the Priest or Deacon is allowed to give a blessing.

10. WHEN WILL WE BE COMMISSIONED? The names of all Extraordinary Ministers of Holy Communion (the technical term for ministers of Communion other than priests or deacons) will be submitted to the Bishop (or Diocesan Administrator), who will grant his permission for them to be Commissioned as Extraordinary Ministers of Holy Communion. That Commissioning will take place during a parish Mass. Ministers are recommissioned every three years.

11. SCHEDULING.

To sign up on line, go to <https://standrew.diojeffcity.org>. The St. Andrew web site will come up. Slide up to Liturgical Role Sign Up and click on it. Click on the month you are signing up for, then click on the Eucharistic Minister of Body or Blood. You will receive an email reminder of your selection. There is a place to change what you signed up for if needed. Ministry lists are usually printed by the office on Thursday. To be accurate, please sign up before that day.

A member of the Worship and Spiritual Development Commission will regularly call ministers to fill open slots.

When you arrive at a Mass at which you are not scheduled to serve, please check in the sacristy to see if we need additional ministers.

12. ADDITIONAL NOTES.

Catholic theology teaches that the Bread and Wine when consecrated become the Body and Blood of Christ – not a symbol or reminder of Jesus, but his Real Presence. It is vital that those who distribute the Body of Blood of Christ believe this. If you have doubts about this, please discuss this with Fr. Chris or Deacon Ed.

Terms to know:

Ciborium – the bowl/plate used to distribute the Body of Christ

Chalice – The cup used to distribute the Blood of Christ

Purificator – The rectangular-shaped cloth used to wipe the chalice

Corporal – The large white cloth unfolded on the altar in the area where the hosts and chalices are placed.

Pyx – The small container in which hosts are placed that will be taken to people who are in nursing homes or homebound.