

COMMUNION MINISTER CHECKLIST

revised August 2013

PREPARATION

Ministry scheduling

Monthly assignments are made by Claudia Larraza. Please submit the dates you are available to serve prior to the 15th of each month. Contact Claudia at sccministers@gmail.com or 663-2552. If you find you are unable to serve on your assigned date, it is your responsibility to secure a replacement. Your commitment and your presence really make a difference for all the other ministers at that Mass. If you need help finding a substitute, you may call Sr. Sharon any time at 373-2628. If she is not in the Parish Office, you can always leave a message for her anytime at extension 11. Please call, even if it is at the last minute.

At home before Mass

Take some time for quiet prayer. Reading the Scripture selections for the Sunday Mass and reflecting on them prior to Mass may be helpful.

ARRIVING AT THE CATHEDRAL

Please arrive 15 minutes early and sign in on the Ministry Schedule in the binder displayed in the kiosk. Your arrival in good time before Mass is an act of courtesy to the other ministers so that a prayerful attitude before Mass can be maintained. Check that schedule to see your assignment and location.

Please begin welcoming the people arriving for Mass, taking care not to block the door of the Cathedral.

Join in the opening prayer with the priest and other ministers.

DURING MASS

The Procession

Ministers of the Precious Blood immediately follow the acolyte(s) as the Gathering Song begins. The Body Ministers come next. Take a moment to note your partner so that as the Recession forms, you can stand with this same minister. You will be assisted in processing so that there will be a large space between you and the ministers in front of you. Try to maintain that same spacing throughout the Procession. As each pair of ministers reaches the altar, they bow together and move to take their reserved seats (or sit with their family).

Celebration of the Mass

Communion Ministers participate fully in the celebration of the Mass: singing with the assembly, maintaining an attentive silence after the readings, listening thoughtfully to the homily, joining the assembly in all the spoken responses.

Distribution of Holy Communion

After the Sign of Peace, Communion Ministers come forward and move to their assigned location around the altar.

Body D goes directly to the tabernacle and brings the ciborium to the altar, placing it on the corporal, taking off the lid, and then returning to place.

The Deacon brings the tray of Communion Cups to the altar, pours the Precious Blood into the Communion Cups, and hands the empty decanter to a nearby Minister to place on the credence table.

If there is no Deacon, **Blood 1**, upon reaching the sanctuary, brings the tray of vessels to the altar. The ciboria are placed on the corporal. The Precious Blood is poured into the Communion Cups, using a purificator to absorb any spills. The empty decanter is handed to another Communion Minister who takes it to the credence table. **Blood 1** returns to place.

Just before the priest turns to give Communion to the Ministers, they each step forward to gather closer to him to make the distribution of Communion easier for the priest. All Communion Ministers receive the Body of Christ from the presider. Blood Ministers receive the Communion Cups and purificators from the presider (or the Deacon if one is assisting); they offer the Precious Blood to the other Ministers near them and then take their places to offer the Precious Blood to the assembly. The Presider offers the ciboria to the Body Ministers who then follow the Presider to their places.

Body D distributes Communion in the main aisle toward the back of the Cathedral. The Ushers will direct you to your place.

Minister of the Precious Body

Remember that the heart of your ministry is the interaction between the person receiving the Body of Christ and you.

Elevate the host above the ciborium so that the person you are serving has an opportunity to acknowledge the Body of Christ before them. Always smile.

Look into the person's eyes and in a clear, gentle, but audible voice say, "The Body of Christ." After the "Amen," gently but deliberately place the host in the person's hand or on the tongue. If the person does not respond "Amen," say it for them silently in your heart.

Some persons may need more time to prepare to receive Holy Communion. Take whatever time is needed. There is no need to rush.

Look around and be aware of people who may not be able to come forward to receive Holy Communion. Please take Communion to the person at their seat. When your Communion line is finished, bring your ciborium back to the altar, placing it on the corporal. After bowing to the Blessed Sacrament there, return to your seat.

When Communion distribution in the back of the church is concluded, **Body D** brings Communion to the musicians. *This is done quietly as the silence after Communion has begun.* **Body D** then returns to the altar, combines all the hosts from the ciboria on the altar into one ciborium, and returns that ciborium to the tabernacle. After bowing to the altar, **Body D** Minister returns to his or her seat.

Minister of the Precious Blood

Remember that the heart of your ministry is the interaction between the person receiving the Blood of Christ and you.

Before you distribute the Precious Blood, please be sure to open the purificator completely. This will enable you to easily wipe both the outside and inside of the Cup. Elevate the Communion Cup so that the person you are serving has an opportunity to acknowledge the Blood of Christ before them. Always smile. Look into the person's eyes and in a clear, gentle, but audible voice say, "The Blood of Christ." If the person does not respond "Amen," say it for them silently in your heart.

After the "Amen," slowly hand over the Communion Cup. Be sure the person has hold of the Cup before releasing it. It is helpful to hold the Cup with one hand under the base with the other hand at the top of the Cup so that the person may grasp the stem.

After the person has consumed the Precious Blood, take the Cup back and with the opened purificator, wipe the entire area inside and outside of the Cup with a clean area of the purificator so that the area is now clean and dry. Turn the Cup one quarter and present the clean and dry surface to the next person. Turn the purificator often to provide a clean place on the linen to wipe the Cup.

Look around and be aware of people who may not be able to come forward to receive Holy Communion. Please take Communion to the person at their seat. If the Precious Blood has been completely consumed from your Cup, hold the purificator over the top of the Cup to indicate that the Cup is empty.

If you are a Minister of the Cup at the 4:00, 7:30, 9:00, or 10:30 Masses, wait for your partner Blood Minister so that you both return to the credence table together. If you are a Minister of the Cup at the 12:00 or 5:30 Mass, return to the credence table whenever you have a clear path after the Precious Blood has been consumed.

Place the empty Cup on the tray; leave the purificator on top of the Cup or on the tray. Avoid stuffing the purificator into the Cup. After bowing to the altar, return to your seat.

Blood 4 (or Blood 2 at the 12:00 and 5:30 Masses) waits for **Body D** to distribute Communion to the musicians, and then offers the musicians the Precious Blood. *This is done quietly as the silence after Communion has begun.* **Body D and Blood 4 (or 2)** then return to the altar. When **Body D** brings the ciborium to the tabernacle, **Blood 4 (or 2)** brings the empty ciboria to the credence table. Sometimes the acolyte may assist in this. When this task is completed, the **Blood Minister** returns to his or her seat.

Recession

During the closing song, when the Presider moves to reverence the altar, all liturgical ministers stand and gather again in line with their partners in reverse order of the Procession.

All should bow in reverence to the altar with the presider, then turn inward so as to face your partner during the turning, and process out. Communion Ministers join the assembly in singing the closing song, walking somewhat more quickly than the Procession.

RESPONSIBILITIES AFTER MASS

Communion Ministers return to the sanctuary, and bring the tray of vessels to the sink in the sacristy. They also carry in the chalice, cruet with water, lavabo bowl and towel. Remove the key from the tabernacle after the 4:00, 12:00, and 5:30 Masses, and return it to the safe (with the chalice).

Purifying the Vessels after Mass

Since fragments of the Body of Christ and drops of the Precious Blood still remain in the vessels, purification of the vessels happens first before the vessels are washed.

For each ciborium: using a purificator, wipe out all the remaining crumbs from one ciborium to the next until you have gathered all the crumbs in one. Empty this last one into the chalice the best you can. You can also tap the crumbs from the purificator into the chalice. If the ciboria have been stacked and there may be crumbs adhering to the bottom of the ciborium, use the purificator to remove any remaining crumbs and place them in the chalice. Proceed with purifying the chalice and other vessels.

For the chalice, decanter, and Communion cups: add water to each vessel and gently swirl the water around so that all the remaining liquid on the inside of each vessel is rinsed. Combine the water from each vessel and then consume this water, or consume this water from each vessel separately.

Use a purificator to dry the ciboria, chalice, and cups. (This method assures that any remaining drops of liquid are collected into the purificator.)

Washing the Vessels

After this purification process, wash all the vessels with hot and soapy water. Dry them with the towels provided. Return the vessels to the assigned cabinet or use them to set up for the next Mass. You will find photographs indicating where all the vessels belong in the cabinet. After the 4:00, 12:00, and 5:30 Masses, please place the chalice in the safe. The tray belongs in the cabinet to the right of the vessel cabinet. You will see a photograph of where the tray belongs in that cabinet.

Place the used purificators and corporal in the altar linen hamper. (The corporal may be reused for another Mass unless it is stained or wrinkled.) Place the towels where they may air dry for repeat use. If the towels are very wet, please place them so that they hang down the front of the altar linen hamper.

Set up for the 9:00, 10:30, and 12:00 Masses

Make sure that one Communion Minister checks the amount of consecrated hosts in the tabernacle. If the ciborium is half full, for example, remember that three times this amount of hosts will be needed for the next Mass. It is better to have too many hosts than too few. If the ciborium in the tabernacle is less than half full, add even more hosts to the large ciborium.

If it regularly happens that the musicians are not able to receive the Precious Blood because it is consumed before it can be offered to the musicians, please begin to add a bit more wine to the large decanter before Mass.

Refer to the diagrams for the items needed for each Mass. The diagrams are in the ministers' binder which you will find open and on the "island" in the sacristy.

In general, on the credence table will be:

chalice with priest's purificator and corporal

lavabo bowl and hand towel

water cruet

tray with 4 Communion Cups and 4 purificators, small glass ciborium,

silver ciborium

for the 12:00 and 5:30 Masses, only 2 Communion cups with purificators are needed and only one of the small ciboria

On the gifts table will be:

large glass ciborium with hosts and priest's host

decanter with wine

The key remains in the tabernacle for these Masses.

OTHER QUESTIONS

OFFERING A BLESSING

A number of adults and children will come to you in the Communion Procession and indicate their desire for a blessing. As a general rule, for someone of toddler age or younger, it is appropriate to touch their forehead. For those older, you may touch their shoulder, if you wish, or omit touching. Fr. Peter trusts your judgment in making the Sign of Cross over them and in offering any blessing you wish. "May God bless you" or similar words are fine.

INTINCTION (self-dipping host into Precious Blood)

If someone approaches you with host in hand to dip it into the Communion Cup, gently but firmly say, "Our Pastor does not allow this. I'm sorry." If needed, cover the Cup with your hand as you say this. The communicant is welcome to consume the host and then receive from the Cup you offer.

This practice of "self-dipping" is not allowed anywhere in the Catholic Church. The only intinction practice that is allowed is when the priest himself dips the host into the Precious Blood and then places the host on the communicant's tongue. This legal practice is not implemented in our Diocese.

Please do not hesitate to politely refuse anyone who comes to you ready to "dip."