

COMMUNION MINISTER CHECKLIST

Revised February 2019

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 373-2628, ext. 26. 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 Claudia any time during the week at 373-2628, extension 26. If it is a weekend, please call her at (831) 206-3121. Please try not to call at the last minute if possible.

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 altar server(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 come forward and stand behind the priest and altar.

Body C goes directly to the tabernacle and brings the ciborium to the altar, placing it on the corporal, taking off the lid, then returns to place behind the altar with the other Communion Ministers. If there are two ciboria in the tabernacle, please bring both of them to the altar.

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 catch any drips or absorb any spills. The empty decanter is handed to another Communion Minister who takes it to the credence table. **Blood 1** returns to place. The empty tray remains on the altar for the altar servers to move to the credence table.

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 B stands to the priest's left and **Body C** stands to the priest's right. They both stand up against the front pew near them and in line with the White Marble Plaque on the floor while the celebrant is behind them closer to the steps of the Sanctuary. This enables the people to have enough room to receive from you and then to immediately move forward to receive the Precious Blood.

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. Do not use the person's name when distributing Holy Communion and **never** enter into a conversation when distributing the Precious Body of Christ.

Look around and be aware of people who may not be able to come forward to receive Holy Communion. Also, be alert to the directions of the ushers to help you identify such people. **Body C** and **Blood 2** take Communion to any person(s) seated in the transepts (both sides) who are unable to come forward and need to receive from their seat and **Body B** and **Blood 4** take communion to any person(s) in the nave (both sides) who are unable to come forward and need to receive from their seat but **only after** the assembly has come forward to receive communion.

Otherwise 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 is concluded, **Body C** 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. If you need an additional ciborium because of the large number of hosts remaining, you will find it on the bottom shelf of the credence table.

Please note that sometimes the priest will do this and then hand you the ciborium to return to the tabernacle or will leave it on the Altar for you to then pick up and return it. When **Body C** returns from the tabernacle, he or she removes any remaining vessels from the altar to the credence table. **This should not be done by the altar servers.** Avoid stacking the ciboria. This avoids having crumbs of the Precious Body on the bottom of the ciboria.

All the actions of **Body C** described above are done as silently as possible, since the priest and assembly have already entered into their silent time of thanksgiving and adoration. Before leaving the Sanctuary, **Body C** makes sure that nothing is left on the Altar. If the red book (the Sacramentary) has been left on the corner of the Altar they are to pick it up and hand it to the seated priest or altar servers then bow to the altar and return to their seat. t.

Low-Gluten Hosts

San Carlos has **low-gluten hosts** for those people with a sensitivity to gluten. During Communion they will be invited to enter the sanctuary and wait by the tabernacle. When a Communion Minister returns to the sanctuary upon completing their distribution of Holy Communion they can then communicate the person waiting to receive the Precious Body in its **low-gluten** form. These consecrated low-gluten hosts are in the tabernacle in a small pyx (**please be aware of the difference between the hosts that are taken to the sick which are smaller in size and the low-gluten hosts which are the larger of the two. NEVER** combine the low-gluten with the other hosts. The Communion Minister will then return to their 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. Do not use the person's name when distributing Holy Communion and **never** enter into a conversation when distributing the Precious Blood of Christ.

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. Also, be alert to the directions of the ushers to help you identify such people. Please take Communion to the person at their seat only after the assembly has come forward.

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 have a clear path to return to the sanctuary through the line of people, you may do so. If no clear path is available, wait until all have received and then return to the sanctuary.

If there is Precious Blood left in the Cup, please drink it or ask others to help you finish it before returning the Cup to the tray. The Precious Blood should not be left unconsumed. But please don't feel like you have to drink it all if there is a lot left. After making sure that there is no Precious Blood remaining in the Cup, 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.

If a minister to the homebound approaches a minister of the Precious Body with a small pyx and signals or tells you they would like a few hosts placed inside the pix, please ask them to see you after Mass at the Tabernacle when you are happy to comply with their request. If you do not know this person, please refer them to the priest.

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 6:00, 12:00, and 5:30 Masses, and return it to the safe (with the chalice and Communion Cups).

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 wipe out 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 large towels (found in the drawer just to the right of the sink) provided. Return the vessels to the safe or 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 6:00, 12:00, and 5:30 Masses, please place the chalice and Communion Cups in the safe along with the key to the Tabernacle. The tray belongs in the cabinet to the right of the vessel cabinet,

above the Altar Server alb closet. The lavabo bowl also goes in the closet next to the tray. 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 6:00, 9:00, 10:30, and 12:00 Masses

Before Mass, make sure that one Communion Minister checks the amount of consecrated hosts including the **low-gluten 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. Please place **low-gluten hosts** in a separate ciborium **NEVER** mingling the **low-gluten hosts** with the regular hosts or the hosts for the sick.

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,

a silver ciborium placed on the bottom shelf of the credence table

for the 12:00 and 6:00 Masses, only 2 Communion Cups with purificators are needed and the small glass ciborium.

On the gifts table (just inside the front doors of the Church) will be:

large glass ciborium with hosts and priest's host

decanter with wine

The key remains in the tabernacle for these Masses.

After the 6:00, Noon, and 5:30 Masses please return the tabernacle key to the safe in the Sacristy.

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. Jerry trusts your judgement in making the Sign of Cross over them and in offering any blessing you wish. "May God bless you" or similar words are fine. Please keep the blessing short.

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 Diocese 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.