

Extraordinary Ministry Guidelines for Communion under both kinds

These guidelines have been produced to aid the commencement of Communion under both kinds - the Sacred Host and Precious Blood. These guidelines are to be followed from the start of Advent 2024.

Below are detailed guidelines and recommendations, as well as essential key points. Please read and familiarise yourself with the information.

Father Martin's guidance is simply to be reverent at all times in your duties. Mistakes may happen but do not worry or be concerned if they do.

Keywords:

- Ciborium (plural Ciboria): the vessel containing the Sacred Host
- Chalice: the vessel containing the Precious Blood
- Communicant: the member of the congregation receiving Communion

Detailed Guidelines

- Please sign in by ticking off your name on the rota sheet found in the sacristy. There will be three extraordinary ministers needed per mass, and signing in allows the sacristans to know if this is covered. Please sign in as early as possible.
- When do we need to go up to the altar? When the priest declares '**Let us offer each other the sign of peace**' please leave your pew to arrive at the altar in good time.
- Hopefully all three extraordinary ministers arrive at the same time, to bow at the foot of the altar and the left most minister will go to the tabernacle
 - Do not wait a long time if all ministers don't arrive at the altar together as this will delay the mass and the ciborium being taken to the priest
- The minister that goes to the tabernacle should kneel, open the doors and take out how many ciboria are in the tabernacle (one or two)
 - The number of ciboria will be prepared by the sacristans
 - Keep the lids on the ciboria
 - Leave the doors open once the ciboria are taken out. This will make things easier when returning the ciboria to the tabernacle
 - Any pyx containing no-gluten hosts will be managed by the sacristans/altar servers/priest so do not worry about this process
- The ciboria should be **handed** to the priest (not placed on the altar)

- All three ministers should stand in a line around a step away from the main altar
- The Communion Rite will continue and the priest, at the appropriate time, will offer the Sacred Host to all three ministers
- If you are not receiving the Precious Blood place one arm across to your shoulder soon after receiving the Sacred Host to indicate this to the priest
- Those ministers receiving the Precious Blood will be offered the chalice. The priest will hand two chalices and one ciborium to the three ministers
 - Father Martin's preferred method of handing out the ciborium and chalices will need to be learnt and these guidelines will be updated accordingly
- Go to minister the Eucharist
 - If ministering the Sacred Host, position yourself next to the priest in the centre aisle, directly in front of the two rows of congregation coming up for Communion
 - When ministering the Precious Blood, position yourself directly next to the column. There is an indication dot stuck on the floor
 - There is no set position for the priest or minister to be on the left or right when ministering the Sacred Host. Preferably it is alternated as much as possible.



- To allow the main congregation to commence Communion on the left and right of the church at the same time, we will be offering Communion to the less physically able at the end.
 - The Sacred Host and Precious Blood should be offered to the less physically able, so both ministers need to travel together
- When offering the Sacred Host you say "The Body of Christ". When offering the Precious Blood you say "The Blood of Christ"
 - The Sacred Host can be given to hand or tongue
 - When ministering the Precious Blood **try** to hand the chalice to consume so they are in control of the vessel

- A communicant taking the host to dip in the Precious Blood (intinction) is never allowed in the Catholic church. Father Martin's advice is not to physically stop the person if this occurs e.g. don't place your hand over the chalice or withdraw as this may cause a spill with the Precious Blood. Inform the priest after church.
- When with the chalice, wipe the position of the sip well with the purification cloth, on the inside and outside of the rim
 - Do not constantly use the same part of the purification cloth, but try to move the cloth in those moments when the chalice is handed to the communicant
 - On each sip make a slight turn of the chalice so communicants aren't always sipping at the same position
 - There is no issue in being careful and taking your time when ministering the Precious Blood
- After ministering to the less physically able, the extraordinary minister with the Sacred Host should return to the side of the altar to **hand** the ciborium to the priest
- After ministering to the less physically able, the two ministers with the Precious Blood should go to the sacristy to purify the vessels
- The priest will hand the ciboria to the extraordinary minister at the side of the altar, who will return them to the tabernacle
 - Place the ciboria in the tabernacle
 - Kneel and close the tabernacle doors
 - Return to your pew

Chalice Purification

- "Purification" refers to making sure no eucharistic elements remain in the sacred vessels. The sacristans will prepare the sacristy before mass to receive the Precious Blood for purification i.e. purificator cloths, water, and a corporal (white linen cloth) to place the chalices once purified.
- The extraordinary ministers, when arriving in the sacristy for purification, immediately and completely consumes any consecrated wine that is remaining in the chalice
- Pour water into each chalice, swirl to collect any drops of consecrated wine and drink the contents again
- Then use the purificator cloths to wipe clean and dry the inside of the chalice and the rim
- Please be reverent and silent when in the sacristy, especially when purifying the sacred vessels
 - Indicate to your fellow extraordinary minister if you won't be consuming the Precious Blood by again placing your arm across your chest.
 - If both extraordinary ministers are not consuming the Precious Blood, it is permissible to leave the vessels that need to be purified, suitably covered, on a corporal and to purify them immediately after Mass following the dismissal of the congregation (*to see advice from Father Martin)
- Leave the sacristy at an appropriate time, so not to disturb any prayers after Communion