



**ST. MARK'S**

CATHOLIC MISSION PARISH

# Guidelines



for

# Extraordinary

# Ministers of Communion

2021



Ministering in the Holy Eucharist (Liturgy) requires care, love and attention. We all share the presence of Christ in this sacrament AND “the way we minister” is a sign of Christ for those who receive Him.



All Ministers of the Eucharist must be committed members of the St Mark's Parish and attend Sunday Mass.

These guidelines are offered also in the light of the Safeguarding Principles being undertaken by the Catholic Diocese of Auckland so that we can best serve our Parish in this special ministry.

### **Personal Preparation**

Your calling to serve as an extraordinary minister requires that your demeanour and attitude reflect the sacredness of the action you are performing. You will reflect the Love of God and your faith as you exercise your ministry. Because proclaiming the Word of God enliven the congregation to participate in the Holy Eucharist, the Church recommends that you experience the **Sacrament of Penance** (Reconciliation) at appropriate intervals so that you can perform your work in a **state of grace**.





## Attire

In the Catechism of the Catholic Church: “The Mass is at the same time, and inseparably, the sacrificial memorial in which the sacrifice of the cross is perpetuated and the sacred banquet of communion with the Lord’s body and blood is made present” (CCC #1382). Moreover, the Catechism recognizes the need for outward signs of our inward understanding of just what is happening at Mass. “Bodily demeanor (gestures, clothing, attitudes) ought to convey the respect, solemnity, and joy of this moment when Christ becomes our guest” (CCC #1387).

The focus of the members of the congregation should be on the Mass, not on the appearance of the Liturgical Minister. Ministers should dress respectfully and with decorum. Clothing that is too casual or too flamboyant will distract the congregation from the Holy Sacrifice of the Altar. Attire that is immodest may cause discomfort amongst God’s people. Clothing for both men and women should fit comfortably and not be form-fitting or tight.

Dresses and skirts should be modest in length (i.e. to the knee). A modest neckline is recommended for dresses, sweaters and blouses. Short skirts or dresses, revealing blouses (such as low cut, sleeveless or see-through), or shorts of any length do not meet the standards for assisting at the Eucharist. T-shirts with unsuitable messages and advertising on them are to be avoided.

We anticipate that this Dress Code will assist our parish family in fostering a deeper respect and reverence at Mass. If you have any questions or concerns, please do not hesitate to contact the office.

Please be advised that the Priest and/or Deacon reserve(s) the right to request any liturgical minister who, in his prudent judgment, does not meet the requirements of this Dress Code, **not to serve**.

## **Before coming to Mass**

- Please collect your roster from the church foyer when available and note when you are rostered.
- If you cannot be present on the set day, please arrange a replacement.
- Please advise the Parish Office if you will be away for an extended period.



## **Before Mass begins**

- Assemble in the foyer 15 minutes before Mass begins. This ensures that the Mass co-ordinator knows you are present and assign positions for the communion.
- The Mass co-ordinator will select who will purify the chalices and return ciborium to the tabernacle at the end of Holy Communion.
- Collect crosses from the work sacristy. After processing in and gathering at foot of steps, keep a 'side-ways' eye on the priest and be ready to bow with him before you move to your seat.

## **Administering Holy Communion**

- Please come forward during the Sign of Peace. Wait for other ministers to join you at the foot of the sanctuary, bow together and come forward to stand in a semi-circle behind the altar, facing the assembly.
  - One person to bring ciboria from the tabernacle to the altar. Remove lid and place on corporal.
  - The priest or deacon administers hosts to all ministers.
  - After the priest consumes his host you do likewise.
  - After the priest has consumed the precious blood, he will give the chalice to the chalice minister. This minister then offers chalice to other host ministers and altar servers.
  - When all ministers have received the precious blood, walk reverently to your assigned position for Distribution of Communion
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- **In reverence to the Holy Host and Blood, please hold the chalice or ciborium at chest level.**



### **Host Ministers**

If the side seats are occupied, two host ministers distribute to the sides first, one standing near the back wall of the church next to the credence table on the bottom step, and one near the tabernacle on the bottom step. When communion has been distributed to the side pews those ministers then take up position one beside the priest, the other one on the opposite side.

### **Chalice Ministers**

Take a position well out to the sides of the Church, leaving a space between each minister.

## During the Distribution of Communion



- Ministers hold the host before the person receiving and say: “The Body of Christ” and for the chalice say: “The Blood of Christ”

### For ministers of the hosts:

- Be sure that the host is in the communicant’s hand or on the tongue;
- Be sure that the host is consumed.
- Give a blessing to children or adults who are not receiving communion, saying: “The blessing of Jesus Christ be upon you”
- When giving the blessing; it is recommended that you lay the base of your palm on the head of the person. Avoid touching the person with the fingers you use in distributing the Host.
- If you run out of hosts return empty vessel to the altar.

### For ministers of the chalice:

- Hand the chalice to each communicant saying “The Blood of Christ”: After each person has received, use the purificator to wipe the chalice rim firmly inside and out where the communicant has drunk;
- Make sure you turn the chalice after each communicant so the next person receives communion from a different part of the rim;
- Open the purificator and use different parts of the cloth each time you wipe the chalice;
- If you run out of Precious Blood, return your chalice to the credence table;



### **At the end of Communion**

- For Chalice Ministers on the “school side”, please wait until everyone has received communion before returning to the side table. You may sit in the front pew while waiting. Cross at the foot of the altar and purify the chalice by the credence table.
- Chalice Ministers to consume any Precious Blood remaining in chalice. May ask others or Ministers to consume the “Blood”, if needed. Pour water, drink and purify (wipe clean); and leave the empty chalice and purificator on the tray.
- One Host Minister collects the remaining hosts and places them in a ciborium which is then placed in the tabernacle. Empty Holy Vessels are to be purified by consuming all bits and pieces of the Hosts - may be put into a chalice and dissolve in water, drink and purify.
- Tabernacle key is to be taken to the side table.



### **At the End of Mass**

Two Ministers who have been asked by the Mass Co-ordinator are to purify the sacred vessels after Mass.

### **To purify the Sacred Vessels**

After the final Hymn, those assigned, will carry the tray back to the Sacristy. Chalices and ciboria are to be washed clean and returned to where they belong (except after the 8.30am Mass) The chalices, ciboria and tabernacle key belong in the safe. All purificators are placed in the bag for washing.