

Extraordinary Ministers of the Table

5000 Southpark Drive, Durham, NC 27713

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As ministers of communion, we have been called to serve the very life of the church, the living Body of Christ. Eucharist is what defines us as community, as a Catholic-Christian people living the command of our Lord, as we make known the promise of the Gospel. The sharing of the Body and Blood of Christ is the source of our collective spiritual life. In our ministry, we serve our sisters and brothers by sharing with them the mystery that makes us one. (Liturgical Ministry: A Practical Guide to Spirituality by Donna M. Cole)

All liturgical ministers are registered parishioners, confirmed and in good standing. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

Attire and Behavior

By dressing appropriately, liturgical ministers help the assembly focus on the ministry rather than on personal appearance. Ministers, regardless of age, should dress at a minimum in “business casual” attire. **Sneakers, jeans, T-shirts, flip flops, sweat/jogging suits, shorts, and skimpy clothing of any type is not appropriate. Pins or jewelry with any type of writing, EXCEPT for a name badge, should not be worn.**

Ministers model a respectful and reverent attitude by arriving on time, avoiding distracting behavior (e.g. talking with others during the liturgy unless appropriate), and participating in the entire liturgy.

Training and Formation

Technical orientation and training as well as liturgical and spiritual formation are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. **Each minister is also expected to grow in faith and action and to attend the yearly formation held for all Holy Infant liturgical ministers.**

Substitution Procedure

Each Liturgical Minister is absolutely crucial for the celebration of the liturgy. Be present when scheduled or arrange for a substitute through the website.

Day of the Liturgy

Preparation Prior to the Liturgy

1. The **Point Person** and **lead minister (minister 1)** should arrive **at least 30 minutes** before the celebration. **Place a check next to your name on the posted schedule and pick up a cross hanging in the Liturgical Closet.**
2. If you are the **lead minister**, identify yourself to the Sacristan (Kathy Smith) to receive any instruction she might have pertaining to communion.
3. Note: The instructions for Mass Preparation is listed at the end of this document.
4. All other Extraordinary Ministers should arrive no later **than 10 minutes** before the liturgy. **Place a check next to your name on the schedule posted in the Ministry Closet and pick up a Cross hanging in the Liturgical Closet.** Inform Point Person that you are present. (The point person for each liturgy is posted in the Ministry Closet.)
5. If you are **Minister 2** listed on the schedule, make sure to check in the Ministry Closet to confirm that the lead minister has arrived. If **Minister 1** is not present you may have to assume the duties of the **Minister 1**.
6. After you have checked in consider visiting the Blessed Sacrament Chapel for a few minutes and ask God's blessing upon your ministry. Offer your ministry to the Lord before, during, and after the liturgy. The following is a suggested adaptation of the direction of intention by St. Francis de Sales:

Lord, I give you my actions and ministry. Help me to conduct myself in a manner that will give praise to you and assist my brothers and sisters in their worship of your holy name.

During the Liturgy

1. The Altar attendant will place all of the cups (6) plus main chalice, corporal and all purificators on altar prior to collections.
2. After first collection the gifts along with the first collection (if it is ready) will be brought forward and accepted by Presider. The Host will place the first collection underneath the Credence table.
3. After the Sign of Peace all nine ministers move forward.
4. **Ministers 1-2** go immediately to the Blessed Sacrament chapel after the Sign of Peace and bring the reserved Eucharistic Bread and the Pix from tabernacle to the altar, giving them to the Presider when he is ready

5. **Ministers 3-9** move to assigned places. The Extraordinary ministers stand at the foot of the steps on either side of the altar. Ministers 1-4 on the ambo side and ministers 5-9 on music side. (Ministers 1-4 should use the hand sanitizer on the credence table. Ministers 5-9 are encouraged, but not required to wash their hands.
6. Presider will instruct altar attendant to retrieve the ciboria from the credence table.
7. **Presider will distribute the consecrated Bread between the 4 ciboria.**

Distribution

1. After the community has responded saying "Lord, I am not worthy.....," the Presider takes communion. He then will give Eucharistic bread to ALL ministers on both sides and the altar attendant.
2. All will consume Bread immediately after receiving from Presider.
3. Presider will then give main **chalice** to **minister 4**.
4. **Minister 4** distributes the consecrated wine to the bread bearers **Ministers 1-3**
5. **Presider** will distribute cups and purificators to Ministers 5-9 on the music side and then to **Minister 4** on Ambo side.
6. **Minister 9 will offer wine to the altar attendant.**
7. **Presider** will then distribute ciboria to **Ministers 1-3. (the Presider may indicate which position he will be taking)**
8. **Presider will then move to his chosen position followed by the appropriate Minister.**
9. **Ministers 5-6** will go to the assigned positions in the back of the Church via the side aisles.
10. **Minister 2-3 will move to center aisle. (2 on music side, 3 on ambo side)**
11. **Ministers 7 and 4** will stand to the left of **Minister 03** and distribute wine. **Minister 7** left and **behind Minister 3 and Minister 4** left of **Minister 7** but even with **Minister 3**.
12. **Ministers 8 and 9** will stand on the right side of **Minister 2** and distribute wine.
13. When serving the center aisle, please stand at a semicircle to the back of the bread minister. That way both wine ministers are visible.
14. **When Minister 3 finishes in center s/he turns to Ambo side. Minister 4 will stand near credence table and Minister 7 close to side aisle which will allow for additional room. Distribute the Eucharist to the disabled first. Cup 7 assigned should follow Eucharistic plate.**
15. **Likewise, when Minister 2 finishes in the center, s/he will turn to the music side. Both cups should be to the left of the Eucharistic plate except when the choir is receiving – then 1 cup should move to the music side until the choir has received and then return to the left of the Eucharistic plate.**
16. **Note: If a Deacon or Con-Celebrant is present Minister 3 may need to be at a different station**

17. **If Minister 1 finishes early in the back s/he will stand next too Minister 3 on the Ambo side.**
18. **Likewise, If Minister 2 finishes early check to see if you are needed on the Ambo side.**
19. **If ministers 4-9 finish early check to see if you are needed at another station. Be discreet!**
20. **All Cup Ministers are encouraged to finish any remaining wine in your cup. You may either stay at your place, turn to the Altar and consume the remaining wine OR you may come to the Altar (facing the Altar) and consume the wine there. Return your EMPTY cup to the credence table and then return to your seat. Never return a cup with remaining wine to the credence table – it must go to the Altar. In the case that too much wine remains to be consumed, please cover cup with a purificator and return cup to the Altar then go to your seat.**
21. **When finished, Ministers 1-3 return plate to Altar or pass it to Presider if he is at the Altar.**
22. **Minister 1 will assist the Presider if need be to consume the remaining Consecrated Wine. In the event that Minister 1 cannot perform this task s/he must find a replacement. Both ministers 1 and 2 will remain standing at the steps of the Altar to receive the ciborium and Pix and from the Presider and then return it to the Tabernacle.**
23. **(All Ministers should wash their hands with the hand sanitizer before returning to seats)**

Procedures for distribution of the Eucharist

1. As a member of the community approaches, the Eucharistic minister looks at the communicant (make eye contact) and raises the Eucharistic Bread or cup of Consecrated Wine and says, ***The Body of Christ*** or ***The Blood of Christ***. **No other invitation is appropriate.**
2. Only ministers of the Eucharistic Bread bless children and adults who come forward with hands crossed on their chests (non-communicants). In these cases, the Eucharistic minister simply says to the non-communicant, "May God's blessing be with you" or some other appropriate phrase. Do not touch the individual and do not make any sign of blessing.
3. If a Eucharistic minister needs additional Bread, especially when baked bread is being used please approach another Minister before going to the Ciborium on the Altar.
4. Under normal circumstances, there is NO need to break Hosts or Bread; you will be informed prior to liturgy if this might be a necessity by either Fr. Dave or the Coordinator.
5. The minister of the cup wipes the rim, both inside and outside the cup, after each communicant has received. After wiping the cup, the minister turns the cup a quarter turn in preparation for the next communicant.
6. In the case that a communicant wishes to "dip" the Eucharist into the cup try to indicate that is not acceptable by drawing the cup toward you however they will likely persist if they do let them dip. Be sensitive and don't over react.
7. In the event that Host is dropped, minister should retrieve it and consume it immediately. If the minister is uncomfortable with this place the Host in the hand that is holding the plate and then following communion take it to the Altar and inform the presider.
8. If wine is spilled used the purificator to soak it up. If a great deal of wine is spilled simply put the purificator over it and it will be cleaned following liturgy.

After the Liturgy

Following all liturgies

1. Following liturgy Minister 4 coordinates with the host to bag up the collections and use the provided key to enter the Parish Center where the collections will be **sorted** and dropped in the safe.
2. Return your **Cross to the Liturgical Closet** after everything is in order. Visit the Blessed Sacrament Chapel. Thank God for the opportunity to serve.

3. Following the 5:30pm Liturgy

The **Ministers 1-3** retrieve all items from the credence table including tray and return to sacristy. These **Ministers** will then consume any wine that was not consumed during communion and clean all vessels following the cleaning guidance posted on the wall. Place all of the vessels back on the shelf and lock cabinet.

The lead minister checks the sacristy one last time to assure that everything is in order.

4. Following the 8:30am and 11:00 am Liturgies

Ministers 1-3 retrieve all items from the credence table including tray and return to sacristy. These **Ministers** will then consume any wine that was not consumed during communion and clean all vessels following the cleaning guidance posted on the wall. Following the 8:30 am liturgy these ministers will also set up vessels, corporal, purificators, wine and bread for the 11:00 am liturgy

5. The lead minister checks the sacristy one last time to assure that everything is in order.