Communion Minister Guidelines

• Arrive at church 15-20 minutes before Mass starts. This is an earlier time to allow you to be clear on new procedures.
• Sign in for a position at the CM board only if the Captain is there.
• During the Lamb of God move forward to the altar using Purell first.
• Follow new procedures.
Communion Minister Captain Guidelines

• Arrive at church 20-30 minutes before Mass starts.

• Check the amount of hosts in the tabernacle. If necessary, divide into additional ciboria.

• Introduce yourself to the Sacristan. Verify number of ciboria and chalices to be used. Verify number of hosts and amount of wine to be used.

• Greet presider and deacon. Review procedure for distribution of vessels. Remind presider/deacon to fill presider’s chalice with a lower amount for 10 communion ministers.

• Sign in for a position on the CM board. Captain can take any position. If deacon present, assign him to Cup 3.

• Greet and answer questions from ministers. Check with Head Usher to see where people with special needs are sitting so that communion may be brought to them.

• Fill all positions for Mass. Sit near the sacristy to monitor attendance and adjust amount of hosts if needed.

• After receiving communion, adjust number of consecrated hosts in ciboria on altar if needed. Distribute ciboria.

• After communion, apportion consecrated hosts to ciboria and cover in tabernacle. Have roughly 100-150 per ciborium.

• Close/Lock tabernacle. Bring key to sacristan. Help carry vessels to sacristy.
Distribution of Vessels - New Procedures Developed Because:

- Less confusion on where cup ministers are to stand.
- Easier distribution of vessel to right minister.
- Less movement behind altar.
Before Mass

- Sacristan will place 5 purificators on altar before Mass.
- Sacristan will put 4 regular communion cups and presider’s chalice on server table. So 5 chalices total.
- Sacristan at Saturday 4pm Mass will set out the following books on the sacristy counter: Roman Missal, 2 Lectionaries, Book of the Gospels.
What does 100 hosts look like in a ciborium? How many hosts are needed for each Mass?

<table>
<thead>
<tr>
<th>Mass</th>
<th>Hosts</th>
<th>Ciboria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 4pm</td>
<td>500-600</td>
<td>8</td>
</tr>
<tr>
<td>Sun 7:30am</td>
<td>300</td>
<td>6</td>
</tr>
<tr>
<td>Sun 9am</td>
<td>500-600</td>
<td>8</td>
</tr>
<tr>
<td>Sun 11am</td>
<td>500-600</td>
<td>8</td>
</tr>
<tr>
<td>Sun 5pm</td>
<td>500-600</td>
<td>6</td>
</tr>
</tbody>
</table>
How much wine should go in the decanter?
The Sacristan and Captain should determine the appropriate amount. Here are guidelines.
New Guidelines for Distributing Vessels at Mass with a Deacon Present

- Captain stands in first position on west side of altar (choir side).
- Host 6 stands next to Captain.
- Hosts 3 and 4 get consecrated hosts from tabernacle as usual (leaving lids).
- *3 cup ministers each take a purificator and place on left arm as they move into position directly behind the altar standing together.*
- Host ministers stand on side of altar closest to their position. See diagram.
- Presider and deacon consume bread and wine.
- Presider gives communion to ministers beginning with Captain. Deacon follows with presider’s chalice.
- After presider is finished distributing communion to ministers, he serves Cup 1 with a second chalice.
- After receiving, Cup 1 serves the 3-4 ministers on his right and moves to his spot on the floor.
- Captain distributes ciboria to host ministers.
- *Deacon leaves presider’s chalice/purificator on altar. (If necessary, deacon finishes Precious Blood left in presider chalice before setting on altar.)*
- *Presider/Deacon distributes communion cups to remaining 2 ministers.*
- Deacon takes remaining communion cup and purificator to Position 3.
- *Server removes presider’s chalice after receiving communion.*
New Guidelines for Distributing Vessels at Mass without a Deacon

- Captain stands in first position on west side of altar (choir side) as usual.
- Host 6 stands next to Captain.
- Hosts 3 and 4 get consecrated hosts from tabernacle as usual (leaving lids). They bring to altar.
- 4 cup ministers each take a purificator from altar and place on left arm as they move into position directly behind the altar.
- Host ministers stand on side of altar closest to their position.
- Presider consumes bread and wine.
- Presider gives communion to Captain. Presider sets ciborium down and serves Captain from presider’s chalice. Captain keeps presider’s chalice and purificator.
- Presider serves communion to Host 6 and follows with remaining ministers.
- Captain serves Host 6 from presider’s chalice. Host 6 keeps presider’s chalice/purificator after receiving.
- Host 6 follows presider serving from chalice.
- After presider is finished distributing communion to ministers, he serves Cup 1 with a second chalice.
- After receiving, Cup 1 serves the 3-4 ministers on his right and moves to his spot on the floor.
- Captain distributes ciboria to host ministers.
- Presider/Captain distributes communion cups to remaining 3 cup ministers.
- Host 6 leaves presider’s chalice/purificator on east side of altar after serving Precious Blood to each minister. (If necessary, Host 6 finishes Precious Blood left in presider chalice before setting on altar.)
- Host 6 receives ciborium from captain.
- Server removes presider’s chalice after receiving communion.
Cup ministers take a purificator and place on left arm as they move into position directly behind the altar.
Cup ministers take a purificator and place on left arm as they move into position directly behind the altar.
Presider serves Holy Communion and Precious Blood to Captain. Captain keeps presider’s chalice and purificator.
Presider serves Holy Communion to remaining ministers.
Captain serves Host 6 from presider’s chalice. Captain then adjusts number of hosts in ciboria if needed.
Host 6 follows presider serving other ministers from chalice.
Host 6 finishes Precious Blood in presider’s chalice and leaves it on altar with purificator. Host 6 waits at side of altar for ciborium from Captain.
Presider distributes communion cups to cup ministers while Captain distributes ciboria. Captain hands ciborium to Host 6 last.