



# **The Ministry of Eucharist**

*St. Francis of Assisi*

## Extraordinary Minister of the Eucharist Handbook

September 15, 2012

(Note that this version includes significant  
additions/clarifications to “At Mass Information”)

# THE EXTRAORDINARY MINISTERS OF THE EUCHARIST

## INTRODUCTION

"The Eucharist constitutes the very life of the Church, for the Lord said, I am the bread of life. No one who comes to me shall ever be hungry, no one who believes in me shall

"In every celebration of the Eucharist there should always be a sufficient number of ministers for the distribution of the Eucharist. Priority is always given to ordinary ministers (bishops, priests, deacons) and auxiliary ministers (instituted acolytes). When there are large numbers of the faithful present and there are insufficient ordinary and auxiliary members at hand, special or extraordinary ministers properly appointed beforehand should assist in the distribution of Communion." (HLS, #29 - USCCB).

## WHAT IS AN EXTRAORDINARY MINISTER OF THE EUCHARIST?

In short, an extraordinary minister of the Eucharist is a lay person or a religious who has been appointed by the bishop for a period of time, or by a priest for a single occasion, to assist the priest and the deacon in distributing the Holy Eucharist to the faithful; on those occasions where a shortage of ordained clergy makes it impossible for them to distribute the Holy Eucharist to all the faithful in a reasonable way. It is thus a privilege to which the Church invites certain individuals under given circumstances, and not a right. The distribution of the Holy Eucharist should not be seen as a more complete exercise of the priesthood that belongs to all believers in virtue of their baptism, as that priesthood is ordered to the sanctification of the world through the public life of the individual, together with their private prayer and sacrifice, and not to conducting public worship in the name of the Church. Pope John Paul II points this out in his instruction, *Dominicae Cenaë*:

"To touch the sacred species and to distribute them with their own hands is a privilege of the ordained, one which indicates an active participation in the ministry of the Eucharist. It is obvious that the Church can grant this faculty to those who are neither priests nor deacon, as is the case with acolytes in the exercise of their ministry, especially if they are destined for future ordination, or with other lay people who are chosen for this to meet a just need, but always after an adequate preparation."

Extraordinary Ministers perform a very valuable service to the Church in satisfying this need.

## QUALIFICATIONS TO SERVE AS AN EXTRAORDINARY MINISTER OF THE EUCHARIST

- The role of **Extraordinary Minister of the Eucharist** seems simple enough: to minister the Body and Blood of Christ to the assembled faithful. In reality, the role of each Eucharistic Minister is to draw faith from the people of God, to become more and more like the Body and Blood of Christ. Eucharistic Ministers are called not only to minister the Body and Blood of Christ, but also to take on Christ's likeness. The ministers accomplish this by strengthening their faith from within and sharing it with the faithful at communion.
- Those who serve should bring a strong faith, a sense of awe, and an inclusiveness of others as the foundation for their ministry. They must be comfortable in establishing a relationship with each communicant in what is most likely the most intimate moment in the liturgy.
- Your willingness to serve as an **Extraordinary Minister of the Eucharist**, reflects not only response to your Baptismal call to serve the people of God, but a commitment to Christ as you share in the preaching, teaching and leading aspects of the church. You offer the Eucharist, recognize the Body of Christ in those to whom you offer Eucharist and ultimately you act as the Body of Christ by fully participating in the life of the parish and the wider community. Your willingness to commit to a monthly schedule, to prepare properly for your service and to arrive on time dressed appropriately for your assigned Mass, further reflects that commitment.

## GENERAL MINISTRY INFORMATION

- The selection of and invitation to serve as an Extraordinary Minister of the Eucharist is a reflection of the diversity of the parish. An invitation to join the ministry does not mean that one is "better or holier than another", nor is it an invitation indicative of a reward of some sort.
- Extraordinary Ministers of the Eucharist will be appointed by the pastor or his delegate for a term of three (3) years, which term may be renewed with the Pastor's approval.
- Upon completion of a term or terms, the Extraordinary Minister returns to the Assembly, allowing someone else within the parish community to respond to the invitation to serve.
- Your respect for the Ministry should be reflected in your appearance and attire; appropriate attire includes being properly groomed and wearing a suit and tie or clean, nicely creased trousers with shirt or nice sweater; pants suit or skirt or slacks with blouse/sweater. Please note: no jeans or shorts at any time! Jewelry or

clothing which would be distracting to the Assembly should not be worn.

- If you have a cold or are not feeling well, please refrain from serving as an Extraordinary Minister of the Eucharist to prevent others from getting ill.

## **BEFORE MASS INFORMATION**

- On the day you are assigned to serve as an Extraordinary Minister of the Eucharist, it is appropriate and a good practice, to develop the habit of taking time to prepare for your service with quiet prayer and if possible, a reflective reading of Scripture.
- Plan on being at the place of worship at least 15 minutes prior to your scheduled Mass time; **check your name on the sign in sheet or insert your name for the person for whom you are substituting, gather together with the rest of the ministers for a short prayer**, and then go to your seat among the Assembly.
- You should sit in the Assembly with family or friends, preferably within the first to third front rows of the Chapel, close enough to the altar to move from there easily **during** the sign of peace within the liturgy.
- Your participation in the liturgy should be whole and complete, by paying respectful attention to the proclamation of the Word, joining in the singing and offering the peace greeting, etc.
- If, at the Mass to which you are assigned, there is the unexpected presence of a deacon or another priest, please defer to the priest or deacon to distribute the Eucharist. The deacon may offer the chalice up containing the Precious Blood. The priest always distributes the Consecrated Bread. Check in with the Worship Coordinator to determine who will not serve as Extraordinary Minister of the Eucharist if there is a deacon assisting or if there are other priests concelebrating Mass. Stations may also change, so it's always good practice for the coordinator to talk to the priests and deacons before Mass begins. In particular, visiting clergy appreciate the information and coordination.

## **AT MASS INFORMATION**

- To encourage the Assembly to understand their own participation in the sacrament, the Church explicitly encourages the reception of communion from bread consecrated at that Mass. Receiving Eucharist, then, from the sacrament reserved in the Tabernacle is not desirable.
- If enough bread for each Mass is brought forward at the Presentation of Gifts, the need to go to the Tabernacle before the distribution of the Eucharist is avoided. For Sunday masses, we should always take steps to avoid the need of a ciborium

from the Tabernacle. Sacristans or coordinators are able to add or subtract unconsecrated hosts before the offertory processions, adjusting for estimates of the congregation's size. The sacristan should also be standing in front of the Tabernacle after communion starts with a ciborium in front of them on the table. The ciborium would typically hold a nominal number of hosts from the Tabernacle to bring to ministers, if necessary, and room to store hosts from other minister's patens when returning from their stations (also see instructions below). For daily Masses, however, a sacristan may bring a ciborium from the Tabernacle to the altar during the Lamb of God and before the Fraction Rite.

- Ministers come forward to the altar, **during** the "Sign of Peace", and stand behind the Presider. It is important to proceed **immediately** and reverently to the altar. A good rule of thumb is to proceed after offering no more than 2 people the "Sign of Peace." This is particularly true for Ministers #1. Time your arrival to **precede** as early as possible, the Presider's readiness to begin the Breaking of the Bread as **this is a significant liturgical action**. Please **forgo** exchanging the *Sign of Peace* with other ministers in the sanctuary. There is no need to continue the peace greeting on the altar as your attention at this time should be focused on the altar.
- You should participate in the singing of the Lamb of God chant.
- Form a semicircle, comfortably close and behind the Presider as a group. **The Wine Ministers stand on the right hand side of the Presider; the Bread Ministers stand on the left hand side of the Presider.** At some locations, it is easier to move closer to the Presider just before he begins to distribute communion.
- In this document, the "Chalice" refers to the vessel the Presider consecrates the wine, and the "cups" are the remaining vessels that hold the Precious Blood. Although the "cups" may be identical vessels, all the vessels holding the Precious Blood will be referred to as "Chalice and Cups". The Eucharist is distributed in "patens", and the "ciborium" is a covered vessel that holds the Eucharist in the Tabernacle.
- As a general rule, Bread Minister # 1 and Wine Minister #1 bring their respective trays of patens for the bread, and cups with purificators from the credence table to the altar. In some communities, a sacristan may carry the trays to the ministers at the altar. The patens are placed on the left hand side of the Presider; the cups and purificators on the right hand side. Trays are immediately removed from the altar. Bread Minister #1 assists in distributing the consecrated hosts into the patens; Wine Minister #1 assists in arranging the pouring the consecrated Wine into the cups. The large bowl that held hosts to be consecrated and the wine carafe are removed from the altar.
- Bread Minister #1 (or the sacristan) also brings all the pyxes for the Ministers for the Homebound to the altar, if any. The pyxes should not be brought and placed on the altar before this time. The Presider fills the pyxes with the requested

number of consecrated hosts. If the Presider motions you to fill the pyxes, please do so.

- Reduce movements in the background during the Fraction Rite. The sacristan stops all movement like taking trays and wine carafe when the Communion Rite begins. The sacristan may stand near the lower credence table to take the water cruet, trays and carafe from the smaller table in the sanctuary and bring these down during the Fraction Rite. Bread #1 stands on the first left side of the Presider; Wine #1 stands on the first right side of the Presider. Wait until the presider has *fractioned* (broken) the large wafer; he will give you the signal when to begin filling the small bowls from the large one. The presider takes and breaks the bread handing it to Bread #1 to assist in distributing into the patens. Two Bread Ministers could assist with the consecrated hosts if there is a large number. Generally fill the patens 1/2-3/4 full, as evenly distributed as possible. It is helpful, however, to fill the Presider's paten with extra hosts, since they generally have the longest lines and give Eucharist to the ministers. Place the Presider's paten on the corporal.
- Wine Minister #1 (next to the presider) assists at the Altar with pouring the wine into the cups. Wait until the *fractioning* (breaking) of the large wafer is completed. The presider takes and lifts the decanter containing the Precious Blood and then hands this to Wine Minister #1 to fill the chalices. If there is a deacon, the deacon pours the Precious Blood into the chalices. Watch for the presider to hand it to you or "nods" for you to begin. Usually fill the cups 1/2-3/4 full depending on the number of chalices. Use a purificator when you fill the chalices to prevent any spillage and to wipe spills if any. Never pour from one chalice to another.
- Unless the Presider requests you to add Precious Blood to his chalice, please fill the cups only.
- The Presider starts distributing the Body of Christ to the Wine Ministers (on his immediate right) and then to all the Bread Ministers.
- Immediately consume the Body of Christ when this is offered to you and after you respond "Amen". Please do not wait for everyone to be handed the Body of Christ. Refrain from making any personal devotional gestures when receiving the Eucharist at the sanctuary, remembering that you are serving as a minister for the congregation on the altar and part of the liturgy.
- After distributing the Body of Christ, the Presider offers the Precious Blood to Wine Minister # 1 who then partakes from the chalice., and then to the rest of the Chalice Ministers. With the exception of Wine Minister #1, all Wine Ministers will wait in place until after all the other Wine Ministers have partaken of the Precious Blood before offering the chalice to the Bread Ministers. When all the Wine Ministers move to offer the chalice to the Bread Ministers, Wine Minister #1 immediately goes to Station # 1. This way, we prevent crisscrossing or bumping into the Presider or each other.
- As soon as the Bread Ministers receive the Precious Blood at the altar, they take

their patens containing the Body of Christ and immediately go to their stations .  
The respective wine ministers at this point should already be at their stations.

## DISTRIBUTION OF THE BODY OF CHRIST

- When offering the Eucharist, state in a clear, audible, but not loud voice, "**The Body of Christ.**" This is a faith statement and should not be modified in any way under the guise of making it more "meaningful" by such statements as "Take Jesus", "The Precious Body of Jesus" etc. These statements **DO NOT** profess the faith of the Catholic Church regarding the meaning of the action at that moment.
- When offering the Eucharist, do not state a person's name, even if you know it. This fragments the common unity of the assembly. When you say some names and not others, it implies some are more important than others.
- Remember - you are a presence of Christ to each person as you minister, so, smile kindly, make eye contact, and refrain from appearing annoyed or stern and never appear to be in a hurry.
- Refrain from elevating the consecrated bread when giving these to the communicant. The elevation has already been done by the Presider after the words of Institution.
- Allow each communicant a moment to respond "Amen".
- If you start to run out of the consecrated host and there are still communicants in your line waiting to receive the Eucharist, ask the communicant to wait a minute and then go to another station. Carefully and reverently transfer some of the Eucharist into your paten..
- At various communities, there are sometimes differences of how sacristans can best work with the Bread Ministers when additional hosts are needed at a station. If you run out, first check with the minister nearest you, and carefully and reverently transfer some Eucharist into your paten. If you both are very low, look to the sacristan, who should be watching with a ciborium at the table in front of the Tabernacle. They will carry a ciborium and transfer consecrated hosts as needed. At some Masses with altar servers, the server closest to each side of the altar will raise their hand reverently to signal to the sacristan if ministers nearest them need additional hosts. The sacristan will then carry a ciborium to those ministers needing additional Eucharist.
- Sometimes a separate and special minister is designated to serve the special needs of the handicapped and others. They will take an additional paten with consecrated hosts directly to those who receive from various locations in the congregation. An additional wine minister may also be designated. (At some

Masses in the Chapel, this can often be done while moving to the Narthex) If an additional bread minister is designated, they should return immediately and put their hosts into the ciborium in front of the Tabernacle so the sacristan may redistribute if needed. At crowded Masses, the returning minister(s) may also establish another station for distribution to help serve others. Please check with your local leaders who will know people of specific changes for the Mass.

- In all cases, please move reverently, deliberately, patiently, and respectfully. The Ministry will enhance the spirit of the community, who is focused on receiving the Eucharist and Precious Blood at this time in the Mass.
- If you drop the consecrated host, do not serve it to the person in front of whom you dropped it. Your calm demeanor at this moment can calm or assure an anxious and embarrassed person. Pick up the Host and consume it yourself, or put it to the side of the ciborium until you can properly dispose of it.
- When there are no more communicants at your station, bring any unconsumed Eucharist to the table in front of the tabernacle as quietly, efficiently and reverently as possible. The sacristan or a designated Extraordinary Minister of the Eucharist receives the remaining consecrated host by the tabernacle and places these in a ciborium inside the tabernacle. The Minister then genuflects (or bows if unable to genuflect) closes and locks the tabernacle. Once you have finished at the tabernacle, you may return to your seat within the assembly and join in the communal silence or singing which may be occurring at that time.

## **DISTRIBUTION OF THE PRECIOUS BLOOD**

- To avoid back-up of communicants while offering the chalice containing the Precious Blood, please leave a significant distance between the minister offering the Consecrated Bread and you offering the chalice..
- Remember - you are a presence of Christ to each person as you minister, so, smile kindly, make eye contact, and refrain from appearing annoyed or stern, and never appear to be in a hurry.
- Refrain from elevating the chalice or cup up with the consecrated wine when giving this to the communicant. The Presider has already done the elevation after the words of Institution.
- Hold the chalice or cup before each communicant and say "**The Blood of Christ**". The same comments hold true about not modifying this statement as those for "**The Body of Christ**." The Communicant responds with an "Amen" and the minister hands the cup to the communicant, who takes the cup, takes a sip and hands the cup back.



- Wipe the rim of the chalice or cup carefully with the purificator, (inside and out) and **turn the cup** a quarter turn for the next person. (The easiest way to do this is to, before offering the cup to the 1st communicant in line, open the purificator from its folds so that is available to use like a small table napkin...that is what it is!)
- If your cup is emptied and there are more communicants, see if another minister is finished and has **Precious Blood** remaining in his or her cup, and ask him or her to take your place. Do not pour the Precious Blood from another minister's cup into your cup.
- If, after the last communicant, you have Precious Blood remaining in your cup, look around at the other stations to see if there is a place where you can assist..
- All Wine Ministers (in the Chapel and Gathering Hall), except the assisting Deacon or Concelebrant, immediately go to the sacristy to purify the chalice or cup after distributing the Precious Blood. A Wine Minister, usually #1, will also **take the decanter** to purify in the sacristy. The sacristan will have put a tray with a cruet of water on it. Consume any remaining Precious Blood **after** you arrive in the sacristy, and then proceed to purify the chalice or cup (i.e. pour in some water, swish it around the vessel, consume it, and wipe it with the purificator). Each Wine Minister should leave their vessel on the tray for the sacristans/minister after mass. This should reduce congestion and allow ministers to return to the assembly immediately after purifying. If you have access to the sink, you may immediately wash, buff, and store it in the designated cabinet shelf, but try to return to the congregation as soon as possible. The microfiber blue cloths are for buffing the chalices.
- Please note, that if there is a substantial amount of Precious Blood left, no one is expected to consume an extraordinary quantity of Precious Blood. Together with the other chalice ministers, consume whatever Precious Blood is left, then purify the cup with water and consume it.
- If you drop or spill the Precious Blood - **DO NOT PANIC!** Stop what you are doing. Your demeanor will reassure those communicants in line or, in particular, the person who may have caused the spill. If the spill is small, your purificator may be all you need to blot the spill. Delay the communion line as little as possible. If it is a large spill, go to the sacristy for a large towel or cloth. Soak up the Precious Blood as well as you can and then place a clean towel over the spot, get another cup (if yours is empty or broken) and begin distributing at a spot removed from the spillage place so that no one needs to step on it. After the Liturgy, get a cold wet cloth and carefully scrub the place where the spill occurred. The cloths used to soak up the original spill should be placed with the purificators to be rinsed out in the appropriate manner.

## INFORMATION ABOUT INTINCTION AND CELIAC DISEASE

- **The General Instruction on the Roman Missal** offers four (4) methods for administering communion from the cup, weighted in order of preference: drinking, by a spoon, through a tube, or by intinction (dipping the sacred host in the Precious Blood by a Priest only). The spoon and tube are not customary in the United States. **Drinking directly from the cup is clearly preferred to any other method of ministering the Precious Blood**, Extraordinary Ministers are not allowed to administer Communion with intinction. Although we may have in times past received in this manner, there are several liturgical and theological reasons why this is not done. If you are faced with a communicant who presents a consecrated host to you as a minister of the cup, cover the cup and tell the person that intinction is not practiced in the Diocese.
- Celiac disease is a disorder causing an allergic intestinal reaction to the gluten in wheat. Gluten is a protein enzyme which activates when flour is kneaded and functions to bind the wheat together. Gluten is a toxin to persons with the disease and damages the digestive system which inhibits the absorption of vitamins and nutrients and predisposes its victims to a myriad of illnesses. As a Eucharistic minister, it is important to recognize that there are persons in the assembly who are medically advised against the reception of the Eucharist under the form of bread and it is not your place to judge those who approach only the cup. The principle of extending the cup to these faithful is a matter of justice. **Canon Law # 925** permits the reception of communion "under the form of wine alone in cases of necessity."

## MISCELLANEOUS INFORMATION

- At times you may question whether a child is old enough to receive the Eucharist. If the child seems to know what to do, give the Eucharist. If in doubt, look for an older person with the child and ask, or ask the child.
- If there is a handicapped person or someone who obviously cannot come to you, you should go to that person and give the Eucharist to that person **FIRST** before serving at your station. It is good practice for an usher or minister to check with the person ahead of time, so you will know before communion what's best for them. In some communities, the handicapped sit in the back, and ministers moving to the Narthex (if in the chapel) minister to them.
- Be aware of people with disabilities who come to you to receive the Eucharist. The only rule is: do whatever seems most practical, convenient, and respectful of the person.
- If a child or an unbaptized person approaches you, raise your hands over the person's head without touching the person and say "God bless you."
- When you come forward from the Assembly to fulfill your ministry at Mass, and

when returning to your place within the Assembly after fulfilling your service within the Liturgy, do so quietly and efficiently without calling attention to yourself.

- If you are taking the Blessed Sacrament from the tabernacle, you approach the tabernacle, open the door, genuflect (or deeply bow if unable to genuflect) then remove the ciborium. Then close the Tabernacle.
- If you are taking the Blessed Sacrament to the tabernacle without a sacristan present, place the paten on top of the corporal on the table in front of the tabernacle, open the door of the tabernacle, place the Blessed Sacrament in the tabernacle, genuflect (or deeply bow if you are unable to genuflect) and close and lock the tabernacle door.
- A Liturgical Minister may perform only one liturgical ministry at a time at Mass, thus, e.g. if you are performing the function of Extraordinary Minister of the Eucharist at Mass, you may not also perform the function of Lector at the same Mass.

#### **AFTER THE MASS INFORMATION**

- If any cups or the decanter were left at the altar or credence table, it is preferable that they are purified with water at the credence table immediately after Mass. This is still part of liturgical function.
- There is no need to purify the bowl with water at the credence table. This will be done by the sacristan in the sacristy. Make sure however that there are no particles of the Consecrated Bread left in the bowls. Consume any particles that are left.
- The Eucharistic Ministers assist in bringing the tray containing the cups and bowls to the sacristy.
- The used corporal and purificators are placed in a specified container for proper washing and cleaning.

**A EUCHARISTIC MINISTER'S PRAYER**

**Jesus, bless these hands you have chosen as  
your tools.**

**Jesus, always keep us aware and in awe of our  
sacred mission.**

**Jesus, make us worthy of this great ministry we  
have humbly accepted.**

**Jesus, send us out into the world to distribute  
your love.**

## **Extraordinary Ministers of the Eucharist Checklist (plus assisting Sacristans/Ushers) for Special Feast Day Masses at Saint Francis of Assisi (Chapel)**

### **Purpose:**

SFOA often has Special Masses that are multicultural, large, and involve many Extraordinary Ministers of the Eucharist. They often include multiple Priests and Deacons, and it's useful to refresh the **existing and new procedures that EM's and sacristans, who work together, should use**. All are included in the Extraordinary Ministers of the Eucharist Manual, which can be downloaded at [www.sfoasj.org](http://www.sfoasj.org).

### **Sacristans:**

1. Mass will likely be heavily attended, and **no consecrated hosts from the tabernacle should be used** unless absolutely necessary (see below).
2. Before Mass, **take an extra tray and put a cruet with cold water on it**. Leave it on the corner of the table **in the sacristy** for returning wine ministers after communion.
3. Please prepare unconsecrated hosts for the chapel and Narthex plus 50 extra. Prepare unconsecrated wine for the number of cups as usual. A sacristan should **watch carefully the number of people who are attending, and guess what is needed by the end of the homily**. **Add or subtract unconsecrated hosts** before the offertory procession if an unusual number of people have arrived or it's lighter than expected.
4. After you receive Communion ( be one of the first in line, as normal), be sure one sacristan **moves and stands in front of the tabernacle**. It's helpful to take a ciborium from the tabernacle that contains a smaller number of consecrated hosts and place it on the table in front of the tabernacle. This will be used if Bread Ministers run out as well as to put the extra consecrated bread from the patens carried by returning minister. Make sure that a corporal is placed on the table in front of the tabernacle.
5. **Be very watchful of the Bread stations** inside the Chapel. If a minister runs out of Bread, they will reverently check with the ministers around them, share the Bread, or look to the tabernacle (if they feel that they will eventually need more). **When they look to you, please reverently carry the ciborium** you have placed on the table **to the minister**, and transfer additional Bread to their paten. Look at the other bread minister there to see if they are also short. Return immediately to the position in front of the tabernacle,
6. As ministers return and place their extra hosts into the ciborium, watch to insure they are not overfilled, while keeping an eye if others run out inside the chapel. Don't worry about Narthex, since people will be routed into the chapel for communion at the end.
7. Continue to clear the altar as normal.

### **Ushers:**

1. As always, your help may be needed to identify those who want to receive Communion

at their seats. **You may also be needed to assist ministers in the Narthex by helping the assembly to form lines and return from their seats.**

2. If a wine minister runs out, they will go immediately into the sacristy to purify their vessel. **If a Bread minister runs out** (which will likely be at the end), the ministers and **ushers will direct the remaining communicants to proceed into the chapel and join the remaining lines.** The ministers will also return to the chapel and place the paten in the appropriate location.

#### **Extraordinary Ministers of the Eucharist:**

1. Please check in **at least 15 minutes** early with the coordinators, dressed appropriately (and may include multicultural dress). There may be some last minute station changes, due to less or more priests or deacons. Be flexible.
2. Sit in a convenient location to your function, and **go to the altar during the kiss of peace** (normally after 2 people, especially if you are Bread 1 or Wine 1).
3. Bread 1 or Wine 1: These positions will **normally be taken by priests and/or deacons**, so **check** who will bring the cups and patens to the altar (could be sacristans, you, or the priests/deacons. The priests and deacons will fill both at the altar. EM's take their place behind the deacons - wine to presiders right; bread to presiders left. The priests and/or deacons will normally give you the cups and patens at the altar after you receive, then go to your station as normal. Be flexible and helpful when you can! Coordinators and local priests normally be sure visiting priests/deacons know their intended positions.
4. We have somewhat changed what happens **when a bread minister runs out** (see manual). If that happens, check with your other **bread minister beside you** in the chapel, and reverently share if possible. If it looks like you will need more, **look to the tabernacle** and the sacristan will bring consecrated hosts to you (they should be looking so be sure they see you. If in the **Narthex** and you run out, politely advise the people to proceed into the chapel and receive Communion there. Ushers will help. Place your paten (if empty) on the sacristan table or return consecrated hosts to the ciborium in front of the tabernacle.
5. If **wine ministers run out**, go immediately go to the sacristy. Purify the vessel using the water on the table, consume and wipe with the purificator. Then leave the cup on the table for the sacristan to later clean and polish, and return to the congregation. If you **had additional wine** and felt you didn't need to help with an additional station, also go to the sacristy, consume the Precious Blood in the sacristy, and purify the vessel as described.
6. Remember to both wipe the inside and outside of the cup with the purificator, AND turn it  $\frac{1}{4}$  turn.

Thank you for all you do! Remember, we should only participate in one ministry at a given liturgy if possible. If you have any questions, ask John Toole, coordinators, or Deacon Willy,