

Holy Cross Catford



Special Ministers of Holy Communion

Practicalities: An Aide-Memoire

March 2018

1. The Sacristy

Chalices	Ciboria	Purificators	Corporals	Lavabo towels
Wine	Breads	Used linen	The Key *	The Safe

*visiting priests / change to routine. Introduce yourself BEFORE Mass begins, explain procedure.

1. *Coming onto the Sanctuary*

- At the sign of Peace come forward.
- Bow towards the Altar as you enter the Sanctuary.
- In line with 2nd step, to allow servers to pass behind.
- All SMs there by the time Priest returns from giving the Sign of Peace. (3 SMs on Ambo side 2 on other side stand in line facing the Altar.)
- Ciborium SM to tabernacle.
- Place Ciborium on the altar BEFORE “Lamb of God” is recited. Otherwise WAIT.
- When the celebrant genuflects **all bow** together.
- Ciborium SM offers chalice to SM no 2. Fr. Brings chalice to other 3 SMs.

2. *The Tabernacle.*

- SM 1 straight to the Tabernacle.
- Open the door fully.
- Genuflect – we are showing reverence to Jesus.
- Remove the ciborium.
- Leave the door of the Tabernacle open return to the Altar before the Lamb of God, if necessary WAIT. Do not cause distractions by unnecessary movement at this very solemn moment
- Place the ciborium/ ciboria away from Fr. so that there is no danger of it/them being knocked over remove the lid and leave nearer the edge of the altar. Withdraw to join other SMs on the Ambo side.
- At conclusion of Communion place ciborium on the altar so that the priest can put the hosts from his ciborium into it. Place the lid on the ciborium before it is returned to the Tabernacle. The priest may genuflect or bow, you do not, you are carrying Our Blessed Lord back to the Tabernacle.
- Genuflect “Thank the Lord for allowing you to bring him to others”.
- Return to the body of the church, bowing towards the altar on the way.

3. *Positions*

- SM1 Ciborium: Proceed with priest to the **centre of the aisle** stand either on 1st step or floor level. Stand close enough to the priest
- SM 2, 3, (4,5) Chalices: Go to the agreed positions to the left and right of the centre aisle. Be prepared to move if there is an obstacle in the way e.g. buggies, wheelchairs, displays crib etc.

4. *Ciborium Practical*

- Guard the ciborium against babes in arms or accidental knocks or bumps.
- LOOK at the communicant as you say audibly and clearly “The Body of Christ” Post host into the mouth. Place on the tongue. Thumb up – more secure.

- If communicant approaches holding their hands out in front of them, place host on the palm of the recipients' hand.
- If unsure place host in mouth.
- Adults who approach for a blessing will have their arms crossed in front of them or may even ask just for a blessing. Use a form of words that the person will recognise and receive consolation from, as well as more fully receiving a spiritual communion.
- Babes in arms and young children should all be offered a blessing. (For adults it is affirming to place a hand on their shoulder as you give them a blessing. For a child a hand on the top of their head is very meaningful.)

5. Chalice Practical

- Hold the chalice low enough so that the communicant can **see** the level of the Precious Blood. (Especially important for children!)
- Look at the Communicant (smile) as you offer them the chalice and say "The Blood of Christ"
- Prompt the communicant to take the chalice in both hands if necessary. Say, ***"Take the chalice in both hands!"***
- Take care with children in arms to avoid spillages.
- Let go of the chalice as you offer it to the communicant. Receive the chalice from the communicant. Wipe the inside and outside of that area of the chalice with the purificator.
- Rotate the chalice $\frac{1}{4}$ turn before the next communicant comes along. Start at one end of the purificator and move along each time turn it over and start again when necessary.
- In the event of a spillage stand astride the affected area until communion is over. Place the purificator over the spot and deal with after mass.
- Return with the chalice to the credence table once all the Precious Blood has been consumed and begin purification.
- The last SM to finish take the ciborium from the priest for cleansing.

6 Purification. The Ciborium

- The last Chalice SM should collect the (empty) ciborium from the priest once the SM distributing communion has returned the ciborium to the Tabernacle. Hold the ciborium over the chalice and use the purificator to remove crumbs and fine particles by wiping them into the chalice. It is not necessary to use water to purify the ciborium.

7. The Chalice

- Consume any Precious Blood remaining. If there is a large quantity share with other SMs.
- Pour some water into the chalice, rinse around and consume.

8. Use the purificator to thoroughly dry the chalice and remove lipstick marks etc. Place the purificator over the chalice once purification is completed and depart.

Leaving the Sanctuary.

- Leave the sanctuary discreetly and without any fuss.
- Bow to the Altar once you have come down the sanctuary steps, and return quietly to your place.

9. Special Ministers Taking Communion to the Sick

- As the distribution of Communion is over and as the SM returns the ciborium to the Tabernacle, come onto the sanctuary.
- As the congregation sing O Sacrament most Holy.... Leave the sanctuary and leave the church directly. Remember to take a newsletter (and any other communication available that week-end) to the person you are taking Holy Communion to.
- If not taking communion straight from Mass, wait until Mass is over and the sanctuary is clear. Using the Tabernacle key go to the tabernacle, open the door, genuflect, take the ciborium out and place on ledge, remove the ciborium lid, take the number of hosts required. Replace the lid and the ciborium, close the door of the tabernacle, genuflect, lock the door. Take communion directly to the sick or housebound person.

A few points to remember

1. If you are unable to perform your duty you should make arrangements to find a replacement.
2. Please arrive in good time for Mass and let the Steward know that you are present. (6.30pm Phil, 10am Joe, 11.30 John)
3. When the priest genuflects at the altar all Special Minister **to bow, NOT genuflect.**
4. The special ministers on the Organ side, the first should stand in the corner the other on the altar side of the column until the servers and the first three rows have received, then should move to the other side of the column away from the altar.
5. At the Mass of the Lord's Supper on Maundy Thursday Special Ministers are expected to attend and renew their commitment to distribute communion and be commissioned for the following year.
6. Once trained Special Ministers should attend a Diocesan Commissioning Day. The next date is 5th May at Aylesford, and October at St George's Cathedral.

Stewardship Prayer

*Walk with me O Lord
 Help me on my spiritual journey
 and constantly renew my relationship
 with you and the people in our parish.
 Renew in me your spirit.
 Give me the strength and courage
 to follow you more closely as a steward in
 your creation.
 Help me to hear your call
 "Come Follow Me"
 I give glory to you,
 as I make stewardship a way of life.*

Amen

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On certain matters to be observed or to be avoided regarding the Most Holy Eucharist

1. The Extraordinary Minister of Holy Communion

[154.] As has already been recalled, “the only minister who can confect the Sacrament of the Eucharist *in persona Christi* is a validly ordained Priest”.[\[254\]](#) Hence the name “minister of the Eucharist” belongs properly to the Priest alone. Moreover, also by reason of their sacred Ordination, the ordinary ministers of Holy Communion are the Bishop, the Priest and the Deacon,[\[255\]](#) to whom it belongs therefore to administer Holy Communion to the lay members of Christ’s faithful during the celebration of Mass. In this way their ministerial office in the Church is fully and accurately brought to light, and the sign value of the Sacrament is made complete.

[155.] In addition to the ordinary ministers there is the formally instituted acolyte, who by virtue of his institution is an extraordinary minister of Holy Communion even outside the celebration of Mass. If, moreover, reasons of real necessity prompt it, another lay member of Christ’s faithful may also be delegated by the diocesan Bishop, in accordance with the norm of law,[\[256\]](#) for one occasion or for a specified time, and an appropriate formula of blessing may be used for the occasion. This act of appointment, however, does not necessarily take a liturgical form, nor, if it does take a liturgical form, should it resemble sacred Ordination in any way. Finally, in special cases of an unforeseen nature, permission can be given for a single occasion by the Priest who presides at the celebration of the Eucharist.[\[257\]](#)

[156.] This function is to be understood strictly according to the name by which it is known, that is to say, that of extraordinary minister of Holy Communion, and not “special minister of Holy Communion” nor “extraordinary minister of the Eucharist” nor “special minister of the Eucharist”, by which names the meaning of this function is unnecessarily and improperly broadened.

[157.] If there is usually present a sufficient number of sacred ministers for the distribution of Holy Communion, extraordinary ministers of Holy Communion may not be appointed. Indeed, in such circumstances, those who may have already been appointed to this ministry should not exercise it. The practice of those Priests is reprobated who, even though present at the celebration, abstain from distributing Communion and hand this function over to laypersons.[\[258\]](#)

[158.] Indeed, the extraordinary minister of Holy Communion may administer Communion only when the Priest and Deacon are lacking, when the Priest is prevented by weakness or advanced age or some other genuine reason, or when the number of faithful coming to Communion is so great that the very celebration of Mass would be unduly prolonged.[\[259\]](#) This, however, is to be understood in such a way that a brief prolongation, considering the circumstances and culture of the place, is not at all a sufficient reason.

[159.] It is never allowed for the extraordinary minister of Holy Communion to delegate anyone else to administer the Eucharist, as for example a parent or spouse or child of the sick person who is the communicant.

[160.] Let the diocesan Bishop give renewed consideration to the practice in recent years regarding this matter, and if circumstances call for it, let him correct it or define it more precisely. Where such extraordinary ministers are appointed in a widespread manner out of true necessity, the diocesan Bishop should issue special norms by which he determines the manner in which this function is to be carried out in accordance with the law, bearing in mind the tradition of the Church.