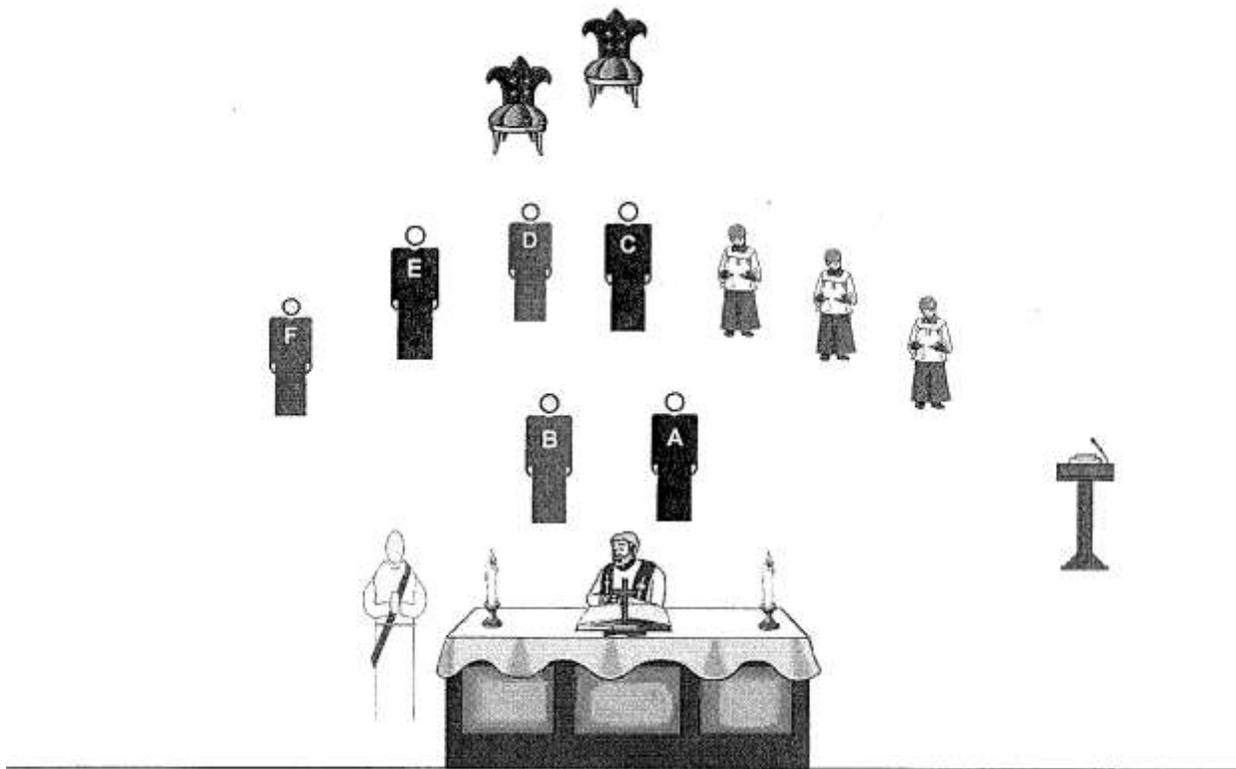


# St. Clement Parish Extraordinary Minister Guidelines

## Positions



## Duties

Deacon : (When present) Minister of the Blood. Will act as position D. Distributes on the North Transept side in the front.

Position A: Minister of the Body. Distributes to the remaining ministers beginning with position F. Afterwards, distributes to the south transept and to handicapped in the rear of church. Responsible for consolidation of extra hosts in the ciborium and securing them in the Blessed Sacrament chapel. Key to be returned to the drawer in the sacristy.

Position B: Minister of the Blood. Distributes to the remaining ministers beginning with position F. Afterwards, distributes to the south transept and , if blood is remaining, to the front of the church on the same side. **Responsible for washing dishes after mass as necessary. (This instruction is for the 8:30 Mass only since Father Joel will be in Position D.)**

Position C: Minister of the Blood. Distributes on the south transept side in the front. Responsible for washing dishes after mass, as necessary.

Position D: Minister of the Blood (When Deacon is not present) Distributes on the north transept side in the front.

Position E: Minister of the Blood. Distributes to the north transept side., and. if blood is remaining, to the front on the same side. **This position will be filled by Father Joel on those occasions when Deacon John is present. (This instruction is for 8:30 Mass only )**

Position F: Minister of the Body. Distributes to the north transept and then to the front on the same side.

# Extraordinary Ministers Guidelines

## Page 2

### Procedures

**Schedule:** Ministers should be sure to check their written schedule or the schedule on the St Clement website. If you are not able to perform your ministry it is important that you find a substitute to avoid delaying communion.

**Dress:** All ministers should dress in a manner which accords dignity and respect to the ministry in which they are involved.

**Approaching the altar:** Ministers should gather on the altar in a timely manner, following the sign of peace. They should form a semi circle behind positions A and B. If upon approach you cross in front of the altar, it is appropriate to bow.

**Distribution:** It is not necessary for position A to bring the ciborium from the chapel prior to communion.

- The priest will distribute the body and blood to positions A and B. If the deacon is present, he will distribute the Blood to these positions following the priest.
- Positions A and B will distribute the Body and Blood to the remaining ministers and to the servers, beginning with position F.
- As each minister receives the Blood they will step forward to the priest, receive their vessel and then return to their previous position.
- After all ministers have received the proper vessel, the priest will proceed from the altar to the front. At this point, all ministers should proceed to their assigned places and begin to distribute. Please begin with any handicapped in your area.
- When distributing, please take your time., Please do not use the recipients name as it is not possible to know everyone's name.
- Ministers of the Blood should be sure to leave enough space between themselves and the minister of the Body to avoid lines of recipients that will block the aisles.
- Ministers of the Body on the north and south transepts should pause in the distribution of the host to allow their ministers of the blood to change sides. This gives everyone the opportunity to receive under both species.
- Position A will be notified by the usher if there are handicapped in the rear of church who wish to receive communion. After distributing to the south transept, the minister should proceed to the rear of church and distribute to the handicapped. The usher will assist by pointing out those to receive. Upon completion the minister should return to the altar by a side aisle.
- Ministers of the Blood should, upon completion, return their vessels to the credence table and then return to their seats immediately.
- Position A should consolidate remaining hosts in the ciborium placed upon the altar by the servers and secure it in the Blessed Sacrament chapel. The key for the tabernacle will be on the altar.
- After mass, positions C and D are responsible for washing dishes as necessary for their particular mass and putting them away (**See note for Position B on Page 1 for 8:30 Mass regarding washing dishes.**).