

Communion Distribution Procedures

May 20, 2008

A. Communion distribution procedures at regularly scheduled weekend Masses are as follows:

1. Extraordinary Ministers are seated in the congregation with no specially designated seats. Due to the size of the church, ministers are encouraged to sit close to the sanctuary steps on the Our Lady statute side of the church.
2. "Communion Math" – Total Normal Number of Communion Stations including Priest(s) and Deacon required per Mass:

5:00 Saturday Vigil Mass	6 (Sanctuary Area Only)
8:30 AM Sunday	8 (Sanctuary and Mid-Church)
10:30 AM Sunday	8 (Sanctuary and Mid-Church)
5:00 PM Sunday	8 (Sanctuary Area Only)

B. Due to the size of the church, the approach of the ministers to the sanctuary will be done in two (2) stages:

Stage #1 - Ministers will immediately leave their seats and approach the base of the sanctuary steps (or ramp if desired) on the Our Lady statue side of the center aisle as the choir (if scheduled), cantor (if present) and congregation begins, "Lamb of God You take away the sins of the world....." This will be after the exchange of the sign of peace and may be sung or spoken.

Stage #2 – As the priest begins to consume the host, beginning with the minister on the left end, ministers will proceed up the sanctuary steps (or ramp) and form a line of 2 or 3, 4, 6 or 7 (as dictated and shown on the schedule) between the ambo and the presider's chair with all ministers turned facing the altar. The number of ministers will be dependent upon whether or not there is a deacon assisting at the Mass and the time of the Mass (see "Communion Math").

C. After having given the first extraordinary minister communion under both species the priest may request that a minister distribute the chalice to the remaining ministers in line (note: this practice varies with each presiding priest.) As the extraordinary minister distributes the chalice the priest will follow with the distribution of the ciborium to each minister. After receiving the vessel from the priest the ministers will proceed to the proper communion post as follows:

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Sunday Evening 5:00 PM – 2 or 3 (Sanctuary Area Only)

- The end ministers receiving the ciboria containing the Host on the right side of the sanctuary facing the congregation area will go to the communion posts on the right (choir) side of the sanctuary.
- The end ministers receiving the ciboria containing the Host on the left (Our Lady statue) side of the sanctuary facing the congregation will go to the communion posts on the left side of the sanctuary. The first minister exiting the sanctuary will administer communion to the altar servers as they proceed to their assigned communion post.

The minister that distributed the chalice to the other ministers will be the last minister to receive a ciborium from the priest and will proceed to the center aisle communion post (unless there is a deacon or concelebrating priest) to the left of the priest's position.

- D. Ministers completing distribution of the host will return their ciborium to the altar, and then return to their seats unless requested by the presiding priest to assist with the removal of any empty ciborium. Unless otherwise directed, empty ciboria handed to an Extraordinary Minister are to be taken to the work sacristy for purification after mass by the priest or deacon.
- E. Ministers completing distribution of the Precious Blood at Saturday Vigil and Sunday masses will consume any remaining Precious Blood and return the empty chalice to the "Work Sacristy" where it will later be purified by a priest or deacon.
- F. Ministers completing distribution of the Precious Blood at the daily masses in the chapel will consume any remaining Precious Blood and return the chalice to the Credence Table (Daily Mass Only.)
- G. While receiving at the Altar:
- Ministers may not distribute (handout or pass) vessels to other ministers
 - Ministers may not remove vessels from the Altar. They are to wait until the priest or deacon gives the vessels to them.
 - Exceptions – only when forced by circumstance

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Saturday 5:00 PM Vigil Mass - 4 or 5 Extraordinary Ministers (Sanctuary Communion Stations Only)

- The one (or two) end ministers on the right side of the sanctuary facing the congregation area (choir side) will go to the communion posts on the right side of the sanctuary. The first minister will administer communion to the cantor and then the organist before going to their communion station unless the full Adult Choir is present in which case the priest or deacon will distribute communion before they go to the center aisle.
- The one (or two) end ministers on the left side (Our Lady statue) of the sanctuary facing the congregation will go to the communion posts on the left side of the sanctuary. The first minister leaving the sanctuary will administer communion to the altar servers before they proceed to their assigned communion post.
- The minister that distributed the chalice to the other ministers will be the last minister to receive a ciborium from the priest and will proceed to the center aisle communion post (unless there is a deacon or concelebrating priest) to the left of the priest's position.

8:30 AM and 10:30 AM Masses - 6 or 7 Extraordinary Ministers (Sanctuary / Mid-church Communion Stations)

- The two end ministers on the right side of the sanctuary facing the congregation area will go to the communion posts in the middle section of the church, right (choir) side, using the aisle to the left of the choir area. The first minister leaving the sanctuary will administer communion to the cantor and then the organist before going to their communion station, unless the full Adult Choir is present in which case the priest or deacon will distribute communion before they go to the center aisle.
- The two end ministers on the left side (Our Lady statue) of the sanctuary facing the congregation will go to the communion posts in the middle section of the church, left side, using the far left wall aisle. The first minister leaving the sanctuary will administer communion to the altar servers as they proceed to their assigned communion post.
- The minister that distributed the chalice to the other ministers will be the last minister to receive a ciborium from the priest and will proceed to the center aisle communion post to the left of the priest's position.

March 29, 2008