

COMMUNION MINISTERS' INSTRUCTIONS FOR WEEKEND MASSES ST. FRANCIS OF ASSISI CATHOLIC CHURCH

As baptized Christians we are called to serve the Lord and one another. We are baptized "priest, prophet and king" and sharing the Body and Blood of Christ with our community helps us to fulfill our priestly role. Clearly we are not serving the Body and Blood in a mechanical role because there are not enough priests. We are serving in our own rightful role of faithful laity. Taking on that role can, and should, bring each of us a sense of joy and fulfillment, and that joy should be very evident to those whom we serve!

SCHEDULING:

1. Communion Ministers will be scheduled as follows:
 - a. 12 Ministers of the Cup
 - b. 6 Ministers of the Bread (including the Presider)

2. Ministers are divided into three teams: A(1-6), B(1-6), C(1-6).
 - a. Ministers of the Bread are designated 1 & 2
 - b. Ministers of the Cup are designated 3, 4, 5, 6.
 - c. When you are scheduled to serve you will receive a letter and number designation. The Presider is scheduled as B1 and the Deacon A1.

3. The (3) three teams serve at the designated locations. (Diagram pg 7) Each team is responsible for serving the disabled, and those unable to come forward, in their section.

4. If asked by the Mass Coordinator (MC) to fill for a missing minister, please be aware of all of the duties of that specific position so your responsibilities can be properly executed. If you are unsure of your duties, check the bulletin board in the minister's sign-in room, or the Mass Coordinator before Mass.

BEFORE MASS:

1. Dress appropriately to Serve. "Business Casual" is appropriate in our community. T-shirts, shorts, and revealing clothing are not appropriate. If you are asked to fill in and are not appropriately dressed, please refuse.

2. **Arrive 20 minutes before Mass**
 - a. When you arrive, **sign-in** at the Liturgical Ministers Sign-In workroom.
 - b. The MC will search for your replacement (10) minutes before mass begins, if you have not signed in.

AT COMMUNION TIME:

1. **After the "Our Father"** prayer, begin making your way around the **BACK** of the church proceeding immediately, to the aisle, between section A/B, by the Credence Table. (Diagram 8) **DO NOT WALK ACROSS THE ALTAR**
2. Sanitize your hands and move on (do not wait in the Aisle)
3. Move to the RIGHT (in front of section A) towards the Ambo.
4. Position yourself to receive communion as follows:
 - a. **A3 (1st, In front of the Ambo), C C C C C, B B B B B, A A A A**
5. When the presider communicates A1/Deacon, begin moving towards the Altar.
6. Ministers' Communion: (diagram pg 9)
 - a. The Presider will first communicate himself, then communicate A1.
 - b. The Presider will turn and begin serving the Body of Christ to each of the ministers.
 - c. A1 will begin serving the Precious Blood from the Presider's chalice.
 - d. The ministers receiving order is A3 Section C, Section B, Section A
 - e. **A3**, after receiving the Precious Blood, pick up a cup and purificator. Move to right of the presider. Begin serving the other ministers.
7. Communion Stations: (diagram pg 7)
 - a. Ministers of the Bread will be two abreast at the end of their letter-designated aisle. They will be flanked by two ministers of the cup on either side and slightly behind the ministers of the bread.
 - b. Arriving at your station, **face the altar until ONE bread and TWO cups, are on alternate sides** of the Minister of the Bread are in place. Then, all turn to face the assembly, **begin distribution**. Stand back, from the Assembly, to allow smooth flow of communicants.
8. Blessing of Children – **All Ministers of the Bread**
 - a. Bless every child
 - b. Suggestions:
 - i. When a parent and child approach you, **bless the child first** and then offer the Body of Christ to the parent.
 - ii. Make Eye contact, it's important for that child.
 - iii. Touching the child's forehead, make the sign of the cross, with the **side of the thumb**.
 - iv. Speak words of blessing to the child!
9. Blessing of Adults – **All Ministers of the Bread**
 - a. Request for a blessing (crossing the arms over the chest.)
 - b. Make eye contact
 - c. Make the sign of the cross on their forehead, use the side of your thumb

- d. Speak words of blessing
- 10. Ministers of the Bread: If you run out of consecrated bread, return to the altar and refill your ciborium. If a piece of consecrated bread falls to the floor, **pick it up and consume it later.**
- 11. Ministers of the Cup: If at any time your cup becomes empty you may go to the altar and return to your station with the Presider's chalice. **DO NOT POUR THE PRECIOUS BLOOD, FROM THE CHALICE TO ANOTHER CUP.**
- 12. The first section to complete serving, is to move to the choir area and begin serving. (Look for a nod from the Choir Director, making sure all have received before leaving.) If the choir is being served when your team finishes, check for long lines in another section. **If lines are long, one Minister of the Bread should move in next to the Ministers of the Bread, maxi. (3). Ministers of the Cup, are move to the end of the line of cups, maxi. (6).**

AFTER ALL OF THE ASSEMBLY HAVE RECEIVED:

- 1. Ministers of the Cup
 - a. If **Precious Blood remains** in your cup, **STOP, face the altar, consume it, before leaving the altar area.** When your cup is empty, take your cup and the purificators to the Ministers' workroom.
 - b. Place the cup on the counter, right of the Sacrament.
 - c. Use aisle "A". If communicants are still coming forward, use another aisle.
 - d. Return to your place in the assembly.
- 2. Ministers of the Bread
 - a. When all have been communicated, return to the altar and PLACE, (or have it placed) by the Deacon/Presider, all remaining usable portions of bread into a ciborium. **"DO NOT DUMP" your ciborium.**
 - b. Return your ciborium, with crumbs, to the ministers' workroom. Place it on the counter, right of the Sacrament.
 - c. **C1 & C2** are responsible for **returning the Deacon and Presiders ciboria** to the minister workroom.
 - d. Return to your place in the assembly.
- 3. Deacon (A1)
 - a. After all the ciboria have been emptied, consume remaining Precious Blood in the Chalice.
 - b. Take the ciborium to the tabernacle
 - c. Return to your seat.

SPECIAL INSTRUCTIONS:

- 1. **A2, B2, C1, C2**
 - a. You **MUST** be in the Communion Ministers Workroom **thirty (30) minutes before Mass to break bread.** Wash your hands. Take out the

recommended number of loaves and break them. See wall chart for amounts. Place the broken bread evenly into one of the 6 ciboria.

- b. Each loaf (Altar Bread) is scored into 8 sections. Break into eighths, then break each eighth into 3 portions by breaking off the tip then breaking the heel into 2 pieces. Each loaf will serve 24 people. Break the bread over a paper towel, crumbs can be discarded easily. Place ONLY THE USABLE PIECES in the ciborium. **SAVE and PLACE ONE WHOLE LOAF, in one ciborium, on TOP of the BROKEN PIECES for the ELEVATION at the CONSECRATION.**
- c. If there are an insufficient number of loaves for this Mass, add white hosts to another ciborium, counted out according to wall chart. Do not mix broken bread and white hosts.
- d. There always needs to be ½ ciborium of white hosts in the tabernacle, after Mass. If there is a need to have hosts consecrated, place them in a separate ciborium, on the offertory table. Check with the Mass Coordinator.
- e. **Cover** the 6 bread **ciboria with plastic wrap**. The Mass Coordinator, will remove the plastic.
- f. Pour the suggested amount of wine into the two flagons. **Take the flagons, the 6 ciboria and any additional hosts to the offertory table** (gift table).

2. Minister to Pour the Wine

- a. Prior to Mass, the MC will invite one of the scheduled ministers to assist the Deacon/Presider in pouring of the wine.
- b. Come forward, behind the parishioners bringing the Offertory Gifts. Place the three (3) trays of cups on the altar, in the designated position. After receiving the wine flagon from the Deacon/Presider pour the wine into six (6) cups as evenly as possible. Take the two empty flagons to the Communion Ministers' workroom. Return to your seat.

3. ALL C Team (assigned/substitutes) – **DISHES MUST BE DONE!**

- a. After the Presider has left the Sanctuary and the last song is complete. Remove all remaining vessels, purificators and trays from the credence table. Take them to the Communion Ministers' workroom.
- b. Purify the cups and ciboria according to the process, shown on pg 6.
- c. Wash the cups and ciboria and towel dry. The purificators are to be used ONLY in the purification process and then hung on the drying rack.
- d. Put out fresh purificators for the next Mass.
- e. **Set-up the credence table for the next Mass or store them** after 5pm Mass on Sat./Sun., in the cupboards. (Do not stack the ciboria, they scratch easily)
- f. Credence table set-up: 12cups on 3trays, 13 purificators, presiders chalice, fresh small towel, water (with water) pitcher/bowl, ciborium

EVERYONE

1. Please refrain from the following at the Altar:
 - a. Talking
 - b. Shaking hands
 - c. Offering the Sign of Peace
2. Things to Remember
 - a. Be Reverent
 - b. Know your position
 - c. Know all the responsibilities associated with your assignment
 - d. Know how to move to your assigned position, inconspicuously
 - e. You are the Body of Christ, Let your JOY show
 - f. If you are unsure, check the bulletin board or the ASK the Mass Coordinator before Mass
 - g. Be prepared
3. You are sharing the Body and Blood of Christ with your Brothers and Sisters. That is THE central action for you to remember – all the rest of this is peripheral!
4. God Bless You in this ministry!

QUESTIONS? CONTACT:

Communion Minister Coordinator, Kathy Hassenger (210-602-5476)

Deacon Tom and Agnes Franklin (210-493-7659)

PURIFICATION PROCESS

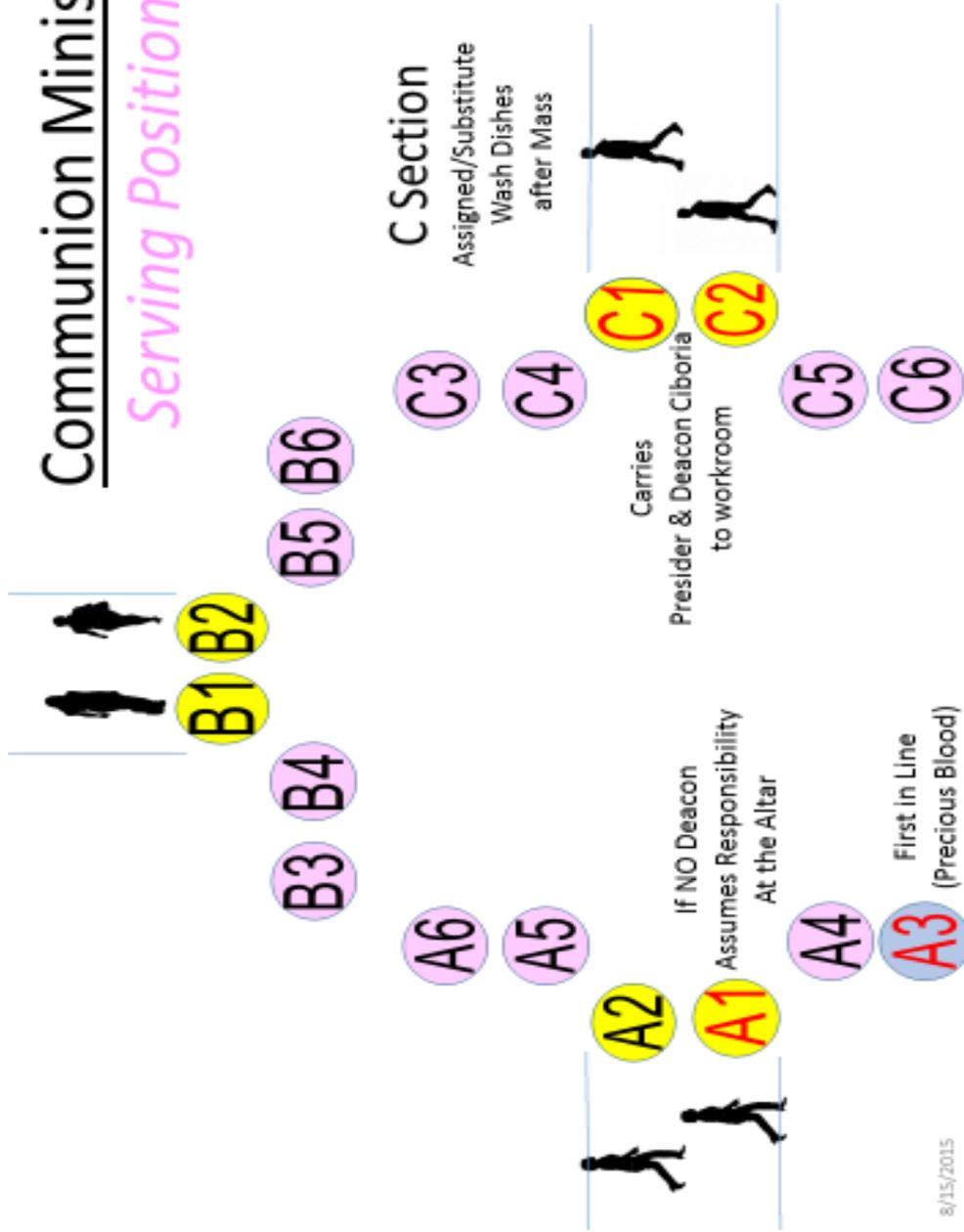
1. Plates:
 - a. Using a purificator from your Mass, wipe any remaining particles from each communion plate, inside and outside, into the larger plate.
 - b. Consume as much of the remaining particles of the Body of Christ as possible from the large plate. Wipe any residual into the sacrarium.
 - c. Add some water to one plate, carefully rotate the plate to capture any remaining Bread and then pour the mixture into the next plate until all plates, including the large plate, have been rinsed. Finally pour the rinse water into the sacrarium.
 - d. Dry the inside of each plate with a purificator from your Mass. Wipe the outside with the damp purificator.

2. Cups:
 - a. Add fresh water to some of the cups and rotate each cup to capture any remaining Precious Blood. Pour this mixture into other cups until all of the cups have been rinsed. Consume the water or pour it into the sacrarium.
 - b. Dry the inside of each cup with a purificator from your Mass.

3. Flagons: As the flagons HAVE NOT held consecrated wine, purification is not necessary.

4. All of the cups, plates and flagons may now be washed in soap and water and dried with a towel before ready for re-use.

Communion Ministry *Serving Positions*

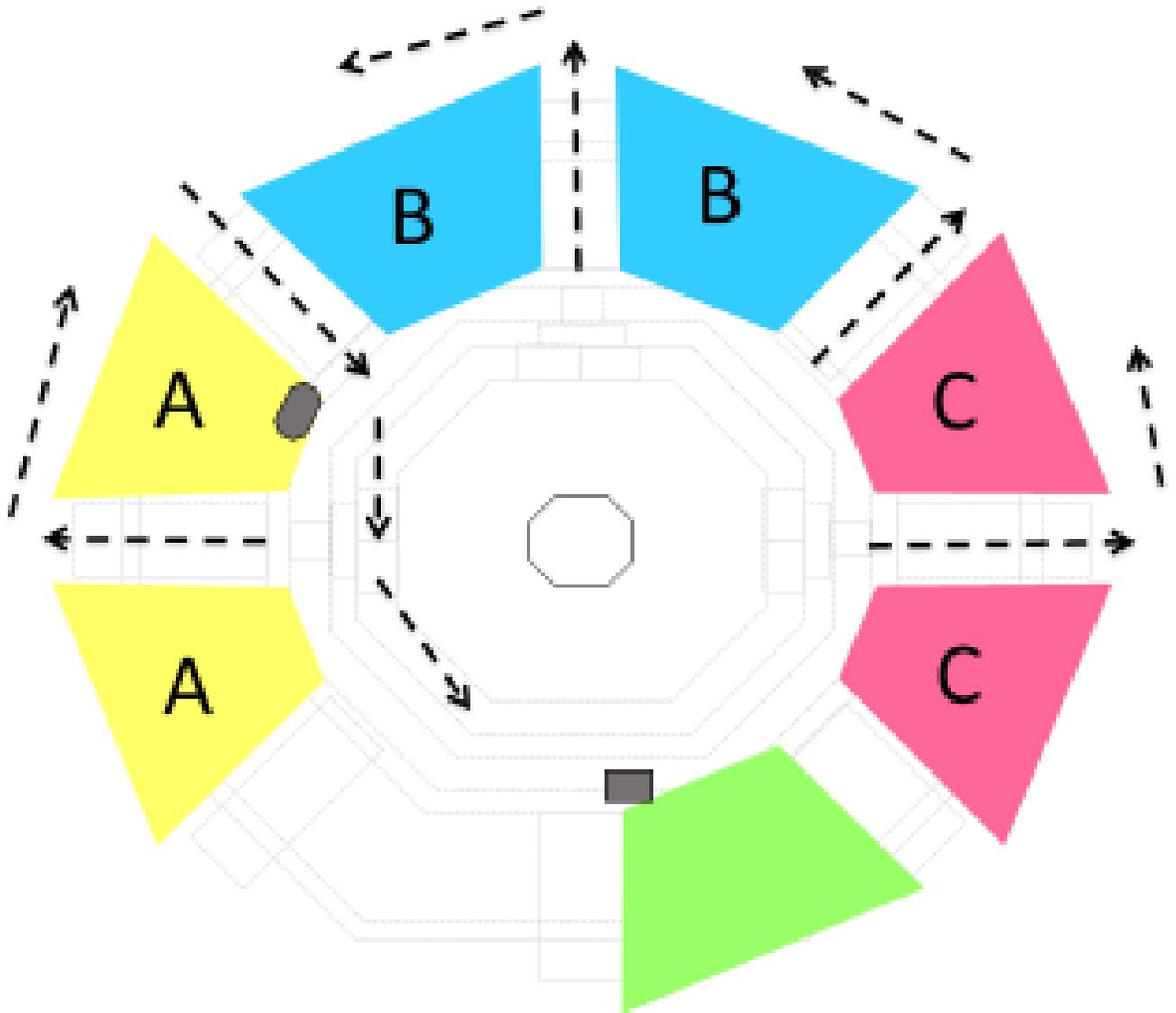


8/15/2015

1

“Our Father”

After



Ministers

Communion Receiving Line

