

## EXTRAORDINARY MINISTERS of HOLY COMMUNION

### Saturday Masses

4:00 p.m. = 3 Host Ministers

6:00 p.m. = 1 Host Minister

### Sunday Masses

8:00 a.m. = 3 Host Ministers

10:00 a.m. = 3 Host Ministers

12:00 p.m. = 3 Host Ministers

5:00 p.m. = 1 Host Minister

## PREPARATION BEFORE MASS

### Items setup included on right-side table near altar – verify if ready

- Priest Chalice for the current Mass
- Bowl for water used for washing hands
- Cruet with water that the Priest uses to wash hands
- Hand towel to dry hands
- Small cruet ½ full of water
- 2 bowl patens used to hold consecrated host (those Masses with 1 minister – only one bowl paten)

### Items taken to back of church for when gifts are brought forward

- 1 basket (and a second if needed)
- Small cruet ½ full of wine
- Bowl paten with hosts to be consecrated

### 2 Candles in sacristy

- Verify candles are lit and put on back table for the altar servers & servers have lit candles on each side of altar

## AFTER MASS

### After Mass all serving ministers for current Mass should verify following items be completed

- Extinguish candles on the altar (and tabernacle). Please *do not blow* candles out; please use the candle snuffer in sacristy.
- Take back to sacristy:
  - Priest Chalice from the current Mass; replace with clean purificator then place the current pall and corporal on top – next place the chalice in the corresponding priest closet
  - Bowl for water used for washing hands; empty water into the sacrarium and return to table
  - Cruet with water that the Priest uses to wash hands; empty and leave for setup at next Mass
  - Hand towel to dry hands; place in basket in the closet and replace with dry one from the drawer
  - Small cruet ½ full of water; empty and leave for setup at next Mass
  - Bowl patens used to hold consecrated host; cleanse in sink with soapy water for use at next mass, dry with a new hand towel and place the used towel in the basket in the closet
  - Small cruet ½ full of wine and placed in refrigerator
- Verify that there is clean water and a dry finger towel by the tabernacle.
- Take the collection basket to sacristy. 2 people need to take part in the placing of money and sign the document in the zippered bag. Place the key from the money bag in the slot of the black lock box in the cupboard. One minister will assist the priest taking the money to the office.

## INSTRUCTIONS

1. All Communion Ministers should learn/know how to prepare for the Mass and the clean-up process after Mass. Make sure after the last Mass on Saturday and Sunday that items are put away in cabinets & closets. If ever unsure and/or additional training is needed please reach out to the parish office or directly to Elaine.
2. You may sign up online at <https://stmarycathedral.com>, then go to Ministries → Liturgical Ministries → then pick the Mass time of your choice. If you are not able to sign up for Mass by this process you may always call the parish office at 307-635-9261 Ext. 2082. Signup changes can be made up to 30 minutes after. If after 30 minutes of signing up, should a need arise to cancel/change your scheduled time simply contact the parish office.
3. When scheduled for Mass, please arrive no later than 15 minutes early. Go to the sacristy and inform the priest that you are an EMHOC and check your name off the schedule. Check and see if items are set up on the right side table near the altar. If needed use the PREPARATION BEFORE MASS reference information. If late, please verify with the priest or look at the schedule to see if someone else has volunteered.
4. Keep a prayerful presence in the sanctuary, and dress appropriately when serving the Lord.
5. Any Mass with a Deacon assisting the celebrant; 1 less Minister of Holy Communion is needed.
6. When it is time to go to the altar, (make sure you are wearing a face covering) all minister(s) should meet at the bottom of the steps, bow together, then proceed up the steps, sanitize hands and then stand in a row on the north side of the altar to receive the Host. After the priest gives you the bowl paten, ciborium, or chalice, proceed down to an open location at the base of the steps.
7. Please distribute Holy Communion to the handicap seated at the front of the church on both sides.
8. When someone with crossed arms or a child approaches you *do not touch their heads*; extend your hand over them. and say “God bless you”. Remember only the bishop, priest, or deacons can bless people with the *sign of the cross*.
9. If a Host is dropped on the ground, pick it up and consume it **or** hold it in your hand and take it to the priest or deacon after mass.
10. When an Usher informs you that there is a handicap person in the back of church needing to receive Holy Communion; take it back after the congregation on your side has been served and then proceed to the altar with your bowl patent to give to the priest.
11. Taking Holy Communion to the choir is not currently being done.
12. After everyone has received the Lord, Ministers of Holy Communion should place their bowl paten, ciborium or chalice on the altar. Cleanse your fingers and dry them on the finger towel by the tabernacle. Be aware of the priest on the altar, stand on the south side of the tabernacle and wait for the priest to put the Lord back in the tabernacle before continuing. All ministers should leave together, stand at the bottom of the steps, bow, and return to your seat.
13. At the end of Mass follow the AFTER-MASS INSTRUCTIONS

Last Update: October 2021