

Extraordinary Ministers of Holy Communion Quick Checklist

1. Check the minister's light above door to Sacristy; if it is on we need help!
2. Pick up a medallion at the credence table
3. At the Sign of Peace – line up in the center aisle
4. Host Ministers use a drop of Purell to cleanse your hands
5. After the priest receives communion, he will come forward and offer communion to the Head Chalice minister and next chalice minister inline.
They will flank the right and left sides of the priest and assist him in offering communion to the EMs.
6. Come forward, receive communion (Host Ministers receive Precious Blood from minister to priest's left; Precious Blood (chalice) Ministers receive Precious Blood from minister to priest's right)
7. Pick up your vessel and go directly to your station
8. **Face the altar and wait for the presider to go to his station**
9. Distribute Communion – reminder... 'eye contact' 'smile'
 - a. Host – hold up and say “The Body of Christ”
 - i. Place in hand or on tongue after the “Amen” response
 - b. Chalice – present Chalice and say “The Blood of Christ”
 - i. After the “Amen” response – allow the communicant to hold the Chalice
 - ii. Then after the Chalice has been placed back in your hands, gently wipe the rim with the purificator
 - c. Silent Blessing given by Host Ministers to children and adults – Not by the Chalice minister.
 - d. Handicapped/Elderly:
 - i. If they are sitting in the first couple of pews, give them Communion before you begin your line
 - ii. If they are farther away, give them Communion after you finish your line.
10. If your station finishes before other stations, please look around and assist those stations with long lines remaining.
11. **Station 4 (StA); Station 2 (SES)** – remember to communicate to the choir and the musicians
12. With Reverence, place ALL remaining Hosts into the large ciborium that will be on the altar; any remaining Precious Blood should be consumed at the credence table if you are comfortable doing so and if there is no more than a sip remaining in your Chalice
13. Return your vessels and medallions to the credence table.
 - a. Purificator – place in basket
 - b. Return to your seat