

## GUIDELINES FOR MINISTERS OF HOLY COMMUNION – SAINT BONIFACE CHURCH

In an attempt to provide an efficient distribution of Holy Communion, the following procedures are listed.

- All Masses (on Saturday @ 5:00 pm, Sunday @ 8:15 am, 10:15 am and 5:15 pm) will have 11 ministers of Holy Communion plus the priest. (Occasionally, the deacon will participate. In that case, we will have 13 ministers and an extra cup will be utilized. He will position himself independently.)
- ***A Ministry schedule will be distributed periodically from the Parish Office. If you are unable to make your scheduled Mass, it is your responsibility to utilize the phone list to find a substitute.***
- When you arrive at church, check your name off the schedule in the front of church in the vestibule and take a cross necklace. Please arrive **10 minutes before Mass** to allow the Sacristan time to find substitutes. If there are no crosses left when you arrive, the Sacristan has found a substitute and you will not be needed.
- Begin your procession to the altar when the music **begins** for the Agnus Dei (Lamb of God).
- Your position in the arc at the altar determines where you are to distribute Holy Communion. (There are gold stickers on the floor marking where to stand within each area).
  - a) Facing the altar, the 4 to the right (2 bowls, 2 cups) go to the Baptismal side.
  - b) The 3 in the center (1 bowl and 2 cups) go with the priest to the middle.
  - c) The 4 on the left (2 bowls, 2 cups) go to the choir side.
- ***After Holy Communion distribution to the choir side of the altar is finished, 2 of these ministers (one cup and one bowl) should go to the back of each section of pews to distribute to any handicapped or elderly people who wish to receive. Holy Communion should also be given to those in the cry room. The remaining two ministers will move to the end of the first pew (bowl) and end of the second pew (cup) as shown in the diagram.***
- ***After Holy Communion distribution to the Baptismal side of the altar is finished, the bowl ministers should consolidate the hosts, retiring one minister. The remaining minister with the bowl will move to the end of the first pew and one Precious Blood minister will move to the end of the second pew as shown in the diagram. The remaining Precious Blood minister left on the Baptismal side should stand back to the side of the center ministers (near the Baptismal font) available to replace any minister with the cup if one should retire. Please do not position yourself to form another line because it will cause crowding and confusion with the procession.***
- If you run out of hosts, you should take from what is left on the altar or some from your partner if near the end. If none is remaining, retire. If your cup is completely consumed, you should also retire.
- After you have finished distribution or are retired, all cups are to be placed on the small table behind the altar. You may consume the remains or leave it for the Sacristan after Mass. Neatly place all cloths in a separate pile and **not in the cups**. All bowls should be placed on the altar for the priest and you may return to your seat.
- After Mass, please return the cross necklace to its original position.

Should you have any questions or know of anyone interested in this ministry, please feel free to call the coordinators of the Ministers of Holy Communion, Jenny and John Sanford, at (618) 692-9815.