

10/8/2015

## EUCCHARISTIC MINISTER PROCEDURES

### **Before Mass:**

Please arrive **AT LEAST 15** minutes early to help with setup.  
Sign in on the schedule sheet.

**All ministers are responsible for the setup. Please be sure you are early and assist. It is important that all ministers know where things belong.**

Please put out on the credence table:

- The presider's chalice. 2 cups for the assembly, 4 bowls for distribution, two purificators, corporal, the bowl, towel and cruet for the hand washing, and the Roman Missal.

(There are pictures to assist with this task. There is a list on the safe door for the chalice preferences of our priests.)

Please put on the gifts table:

- The large bowl with the **small hosts** and **one large** one for the presider.
- The pitcher with wine. ( **Please check the chart for how much wine to use and use the measuring cup.**)

Procedure: CHECK THE TABERNACLE. We try to have one full ciborium.  
If there is more, we will consecrate less during the liturgy.

Put hosts in the bowl according to the chart for each mass.

If we anticipate needing the extra hosts from the Tabernacle, the ciborium is brought to the altar during the Lamb of God by the #6 minister.

**Before leaving the sacristy, be sure that the #1, #2, #6, and if possible #3 ministers are designated. Anyone who fills in, coming up from the community, should fill in at #4 or #5. Note that when the Deacon is serving or a concelebrating priest is present they will always take the #3 spot. Concelebrating priests and deacons are required to give communion. Please stand exactly where it says on the chart in the sacristy, especially on the music side or the musicians get trapped.**

All ministers should pray together with the presider before going to the back of the church for the entrance. Some priests like to go out a few minutes early. (Those not processing will simply enter the church through the chapel after prayer.)

## Procession

- Altar servers,
- #1 & #2 Eucharistic ministers, (it can be different #s as long as there are 2 processing)
- Lector or Deacon
- Presider.

Process up slowly leaving two pews between yourself and those in front of you, line up in front of the altar on either side of the priest, bow when he does, and then go to your seats in the congregation.

## Distribution of Holy Communion:

Eucharistic ministers go up AT THE BEGINNING OF THE LAMB OF GOD. (After the sign of peace. **You do not need to wait until the cantor starts singing.** We have hand sanitizer on either side of the sanctuary for use before distributing communion, although outside of the Flu season it is not needed. You are encouraged to carry your own and use it before coming up.

**We will have three ministers on each side, with the wine ministers being the closest to the presider. #1, #3 & #5 are on the ambo side of the altar. #2, #4 & #6 are on the font side of the altar.**

**The presider will receive Communion and then serve the Eucharistic ministers. Then he will start one wine cup on each side with #5 & #6 who will in turn serve the other ministers. Sometimes the presider will serve the Precious Blood to all the ministers. Then all go to serve the community.** After the Eucharistic ministers have received, the presider will hand them the bowls of consecrated hosts for distribution to the community, or if he does not, they may pick them up themselves. Then all proceed to serve the community.

The positions for distribution are as before:

#3 - In the center next to the presider, on his right.

#4 - Bread near the pew, opposite the “corner of the step” on the font side,  
**If there are people in the back who need to have Eucharist brought to them, the #4 minister will go back at the beginning of communion and then come back to the front.**

#5 – Bread opposite the “corner of the step” on the ambo side,

#6 - Bread in the chapel as usual, and comes back to keep the other ministers supplied.

#2 - Wine on the chapel side, near the Font.

#1 - Wine on the ambo side your back should be somewhere along the back of the organ. This is very important for the musicians at the organ masses, but for consistency, always stand there.

When distributing communion, please remember:

1. Make eye contact
2. Smile
3. Say "The Body of Christ" or "The Blood of Christ"
4. If someone comes up to you indicating that they do not receive Communion, but would like a blessing, please bless this person in whatever format is comfortable for you, **using the non-serving hand!** It could be a sign of the cross on the forehead, or a touch on the shoulder, and the words, "May Jesus bless you," or "God bless you," or whatever is comfortable for you. Make sure to use the hand that holds the bowl. Should you use your 'serving' hand to administer the blessing please refrain from touching the hair or skin of the person. Extending the palm over or toward them is the best option. **DO NOT MAKE THE SIGN OF THE CROSS IN THE AIR. THIS IS A BLESSING RESERVED FOR THE PRIEST.** And **NEVER EVER**, bless someone with the host in your hand.

The person who goes to the chapel should move around when finished in the chapel and watch to see if anyone needs refills on consecrated hosts. **(Please be sure to watch for signals for refills.)** If so, please bring them to the person. You should walk around to check if anyone is running low. If you run out of what you were given and no one refills for you, please go to the tabernacle to get more. This minister may also help distribute communion to the musicians.

**If you are distributing the Body of Christ, please do not wait until you run out before you obtain extra Hosts. You may obtain extra Hosts from other ministers or the presider. Once the minister finishes serving the chapel he/she is available to replenish the supplies of Hosts. Remember that we should use up all of the Hosts consecrated at that Mass before using those from the tabernacle. If the presider runs out, please give him your hosts, put your bowl on the credence table and wait in front of the altar. You may also go to the tabernacle yourself to replenish if no one is available to help you. It is not necessary for all ministers to continue to distribute until the end. However, if you still have consecrated wine and bread left, please wait until communion is done before leaving your stations.**

**If you are distributing wine, please open up the purificator and wipe the cup so that the rim is cleaned inside and out. Change the place that you use on the purificator. It should look USED when you are done.**

***When you are done distributing communion, please put any empty vessels on the credence table. If there is consecrated bread in your bowl, please take it to the tabernacle, and then leave the bowl on the credence table in the chapel. Do not move the consecrated hosts from the bowl to the ciborium except over the corporal at the altar in the chapel. The first minister there can assume responsibility for transferring all the leftover hosts to the tabernacle.***

*If there is consecrated wine left, please go back to the chapel to consume it. If there is too much to consume, please cover the cup with a purificator and leave it on the corporal by the tabernacle. After mass get someone to help you consume the consecrated wine. The presider will hand his bowl to one of the ministers, probably #3. Please take his bowl to the chapel as well.*

**After Mass:**

At the end of mass, when the presider goes to the front of the altar, please line up with him as you did in the entrance procession, bow when he does and walk out in the same order as when you entered.

**Every minister is responsible to see that the following is done!**

Please bring all vessels to the sacristy to purify and wash them. Leave the cups and bowls on the small table to be used again if there is a mass following. **BE SURE ALL VESSELS ARE PURIFIED AND WASHED AFTER EACH MASS.** Be careful about stacking the bowls. We are concerned about even the smallest amount of consecrated bread or wine being mishandled. Never put the tabernacle key in one of the bowls. Please do not **STACK** the bowls except in the safe with felt in between.

Used purificators and **WET** towels are placed in the plastic container on the counter in the sacristy.

The sacrarium should be dried out with a towel after the 11 AM and 5 PM Masses.

**Note: If you are not scheduled to serve at a mass, PLEASE COME INTO THE SACRISTY BEFORE MASS TO SEE IF YOU ARE NEEDED, AND SIGN IN IF YOU ARE. This is very important and requested at all Masses, since this will make for less anxiety among the ministers.**

**Additional Notes:**

**If you drop a host, pick it up right away, take it to the chapel and put it on the corporal in front of the Tabernacle. The Liturgist or the Priest after Mass should be notified so they can properly take care of it.**

**If you drop a cup with consecrated wine, Dab the consecrated wine with another purificator or a towel from the sacristy. Then place the linens in the laundry basket.**