

Procedures For Eucharistic Ministers

Before the Liturgy

- ❑ Pray and prepare!
- ❑ Come early (15 – 20 minutes), sign in on the “sign in sheet” and then sign your name on the board to specify your station where you will serve. Then, be a greeter with the other ministers.
- ❑ If you are not feeling well, please find a substitute to serve in your place.
- ❑ E.M. #1 and #2 come at least 15 minutes prior to celebration.
 - ❑ Put key in Tabernacle.
 - ❑ Check Tabernacle for amount of Body being reserved. If less than 20 hosts, ask Father about consecrating more at Mass. Hosts are in the cabinet in the sacristy
 - ❑ Make sure enough cups, plates, purificators are on the credence table
 - ❑ Prepare enough bread and wine for the liturgy. At 5:00, 8:30 & 5:30, 4 loaves and 2 carafes filled to the bottom of the handle. At 10:30 6-7 loaves and 2 carafes filled above bottom part of the handle. For Christmas, Easter and special occasions, follow directions on special sheet in the sacristy.
 - ❑ Set the needed plates (minimum of 2) and TWO carafes of wine on the table of the St. Joseph statue.
 - ❑ Ideally all preparations are made before the first guest arrives!
- ❑ 5 minutes prior to celebration gather with other ministers to pray in the Gathering Space.
- ❑ If you have not arrived by 10 minutes prior to the celebration, we will assume you are not going to be there and will find a substitute.
- ❑ If anyone of the eleven needed is missing, EM #1 or #2 will start to find substitutes before the prayer begins.
- ❑ Find your seats and participate in the celebration.
- ❑ Practice good hand hygiene. Cough or sneeze into a tissue or your upper sleeve, not your hands. You are encouraged to wash your hands with soap and water or use an alcohol-based hand sanitizer.
- ❑ Wear appropriate attire. Remember you are distributing the Body and Blood of Christ. Please be attentive to any wording that might be on your clothing and to any inappropriate clothing.

Note: If not assigned for the weekend, please check in with the EM# 1 or #2 to let them know you are willing to serve. If you substitute please sign in on the sheet and board.

Communion Rite

- ❑ After you have shared a sign of peace with your brothers and sisters, You are encouraged to sanitize your hands by using your personal hand sanitizer in the pew or going to the working or vesting sacristy to wash your hands with soap and water. Then, come to the altar.
- ❑ Those on the Chapel side help bring the other vessels (the Altar Servers will help). Then line up at the foot of the sanctuary (There is no need to wait for the presider to return to the altar. However, *the Lamb of God is to cover the action of the breaking and pouring.*)
- ❑ There needs to be a total of four plates and eight chalices including the presider's. Four cups should go down Chapel side of the altar and three down the music side.
- ❑ E.M.s #1 and #2 pour the Blood into the chalices (thus the need for two carafes) they then join the Altar Servers behind the presider.
- ❑ After the Lamb of God, the Presider consumes the Body and Blood. Then E.M. #1 and #2 receive communion from the presider. They then each take a plate and while standing on the first step minister to the rest of the E.M.s on their side.
- ❑ After each E.M. receives the Body they then go to the presider who will offer them the Blood of Christ. They consume it and then take the chalice and the purificator and go to their station but face the sanctuary. The 2nd E.M. on the choir side receives the Blood of Christ from the presider and then places the chalice on the altar and takes a plate.
- ❑ Once your station is complete (one plate and two cups) turn toward the community and begin distributing Communion.
- ❑ Ministers of the Plate should have the first to receive in their line hold the plate for them if there is no server (usually choir line only).
- ❑ Ministers of the Cup it is **CRUCIAL** that after each communicant receives the Blood of Christ you wipe the entire rim of the cup and turn it one quarter turn before presenting the cup to the next communicant. To properly use the purificator, unfold it completely.
- ❑ The Projectionist, handicapped persons or other persons unable to walk to the altar should be identified by the Hospitality Ministers and ministered to first by the E.M.s ministering closest to the baptismal font on the choir side of the nave (sometimes there are some on the other side as well).
- ❑ Always break the Body over the plate and offer the Blood to the communicant at eye level saying, "*Name*, the Body of Christ" or "*Name*, the Blood of Christ." (Firmly place the Body in the communicant's hand and be aware of any crumbs.)
- ❑ Should someone come forward with their arms crossed across their body they are indicating that for whatever reason they are unable to receive communion. Simply extend a blessing on this person by placing your hand on their head and say, "May the Lord bless you." or something similar to this (this also applies to children).
- ❑ E.M. at piano side should stand on the step. When no one else is coming to your station join the minister on the right.

Finishing Up

- ❑ As a *minister of the plate*, if your line is finished, move to the other line on your side of the sanctuary and help out with the remaining communicants unless they are almost finished. You may cross over to the other side of the sanctuary if there is a need.
- ❑ As a *minister of the plate*, if you are running low, get Body from another E.M. first. **Only as a last resort** should we take from the ciborium in the tabernacle.
- ❑ As a *minister of the cup*, when your line runs out (this will most likely be the outside two cups) move to the center to help out with the remaining communicants.
- ❑ When you are done:
 - ❑ **Minister of the Plate:** if empty, take your plate to the working sacristy and return to your seat. If not empty, take your plate to the tabernacle and wait for the other plate ministers. Once all who have anything remaining come to the tabernacle, combine what you have and place one plate in the tabernacle. Then take your empty plates to the working sacristy and return to your seat.
 - ❑ **Minister of the Cup:** if you run out, take your cup to the working sacristy, put purificator in bowl of water and return to your seat. If you have any remaining, take it to the working sacristy, set it on the counter, place your purificator over it and return to your seat.
 - ❑ **All Ministers** are encouraged to **cleanse their hands** in the working sacristy before returning to their seats. You may also remain near the working sacristy instead of returning to your seat.

After the Liturgy

- ❑ **All** E.M.s go to the working sacristy to consume any remaining Body and/or Blood. This includes any Body (substantial bread) in the Tabernacle.
- ❑ Cups and plates are then, rinsed using one of the following methods:
 - a. Put some water in the chalice or plate, rinsing down the sides, and consume the combined water and Blood/Body.
 - b. Put some water in the chalice or plate, rinsing down the sides, and pour it down the sacrarium.

Please note: Nothing goes in the sacrarium other than the Body and Blood of Christ (in a small amount) and the water used to rinse them out. The soapy water is poured down the usual sink!

- ❑ All the plates and cups are then washed in hot soapy water.
- ❑ Two plates and the two wine carafes are returned to the vesting and placed on the counter above the refrigerator sacristy after each liturgy.
- ❑ Clean cups and other plates are all returned to the top of the credence table.
- ❑ 8 clean purificators (found in the top left drawer) are placed on the credence table for the next Mass.

5:30 Mass – After all plates and cups have been purified, take two plates and two carafes to the vesting sacristy. All other vessels are placed inside the credence table.

Special Notes:

To determine who is presiding at Mass, check the Presider's Notes posted each week on the bulletin board.

If Father Don is presiding:

- E.M. #1 or #2 break 1 full loaf of bread, cover with 1 full loaf of bread in the same plate. Then find another minister to assist Father.
- Assistant duties include
 - Approach the altar with the E.M. #1 and #2.
 - Evenly distribute the Body to the plates.
 - Break the Body into fourths and about 10 individual pieces. (The plate for the choir side should contain somewhat less in quantity.)
 - Join E.M. #1 and #2 behind Father.
 - After Father receives communion, go to his side, receive Body, then hold plate for Father as he distributes to E.M.'s and Servers.
 - Place the plate back on the altar, receive Blood from Father, wipe the rim and return the cup to Father Don. Then the E.M. selects a cup and purificator from the side of the altar and proceeds to administer the Blood to E.M. #1 & 2 and the servers, then offer Blood to EM#1 and #2, then Servers (in this order)
 - When finished take your plate or cup to your station

If Deacon assisting Father at Mass

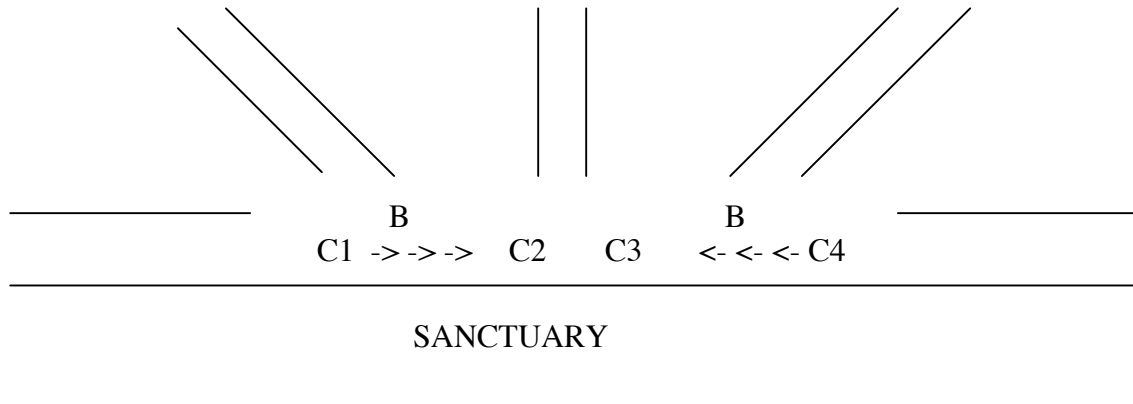
- E.M. #1 and #2 come to the altar
- The Deacon pours Blood so only one E.M. pours. (usually Deacon on chapel side)
- Deacon will offer Blood to E.M. #1 and E.M. #2 and the Servers.
- If Deacon is assisting Father Don there is no need for an E.M. Assistant as described above.
- Other lead E.M. will assist Body breaking.

If visiting priest presiding

- E.M. #1 and #2 will introduce themselves to the visiting priest.
- Offer the opportunity to quickly review our communion distribution procedures

Notes:

These are the stations for all liturgies.



The above is duplicated on this side as well!

Note: It may be necessary for C1 to stand on the first step in order to allow for a good flow of the communion procession.

All Ministers, cups and plate, stand against the first step.