

EUCCHARISTIC MINISTER DIRECTIVES

The role of the Eucharistic Minister is to share the Body and Blood of Jesus, as well as themselves, with another person at the celebration of the Eucharist, communion services, and visitation of the sick and homebound. They are to demonstrate at all times reverence to Consecrated Host and Precious Blood of our Lord. This includes the time before and after Mass, when the Sacred Vessels are set up and when they are washed and put away.

HEAD EUCCHARISTIC MINISTER (Before Mass)

1. The Head Minister arrives at least 20 minutes early. This allows enough time to set up for Mass. Please dress appropriately and respectfully for this ministry.
2. Large Corporals are embroidered with a Red Cross. Place one on the Credence Table (behind the Altar).
3. Put out one Purificator for each cup and an extra one for Father.
4. Fill two cruets and a small water glass with water. Place the cruets on the small oblong glass tray on the Credence Table.
5. Make certain you have enough Communion bowls and wine glasses on the Credence Table as follows:

6:30 p.m. Vigil Mass	1 bowl, 2 cups
9:00 a.m. Mass	3 bowls, 4 cups
6. Place a large finger bowl and two terry finger towels on the Credence Table.
7. Insert key in Tabernacle, check the amount of Consecrated Hosts inside. Make a mental note of the amount, then close and lock the door. Key stays in the door.
8. After checking Tabernacle, count the additional unconsecrated hosts needed for Mass.
9. Fill the large pitcher of wine, enough for that Mass. Measurements are posted on the wall in the Sacristy.
10. Place both unconsecrated hosts and wine on table in back of church. Do not move table from against the wall.
11. Check to see if all Eucharistic Ministers for the Mass are present as follows:

6:30 p.m. Vigil Mass	3 Ministers (if Deacon is present only 2
9:00 a.m. Mass	7 ministers (if Deacon is present only 6

If a Minister does not show up, please try to locate a replacement Minister from Assembly.

EUCCHARISTIC MINISTERS

1. Please arrive at least 10 minutes before Mass begins and check with the Head Minister. This also allows set-up to be performed if for any reason the Head Minister is not there, or if they need help setting up. Thank you for being appropriately and respectfully dressed for this ministry.
2. Obtain your ministry emblem (Communion medallion on chain) from the hook in the Sacristy. Check the Eucharistic Minister schedule in Sacristy and place a check by your name on the schedule for the Mass you are serving.
3. Following your pre-Mass duties, please join the Assembly in the pews. Prior to your day of service, if you cannot keep your assignment, please arrange for your substitute. Directories with names, phone numbers and preferred Mass times are available if you do not have one. Also please be ready to fill in as a Minister at the Mass you are attending, when you are not scheduled, if there are not enough Ministers to distribute Communion.

LITURGY OF THE EUCHARIST

1. At the Lamb of God approach the Altar. As you come forward stop at the first Pew to purify your hands, than proceed to the bottom step before entering the Sanctuary.
2. After the Presider has Communion, you may approach the Altar.
3. As you reverently approach to serve, form an even line behind the Altar. Ministers of the Cup will pick up a purificator from the Credence Table and place it on their arm just above their wrist, so that the Presider or Deacon will know to whom the cups will be handed. The Presider (Father) will distribute the Body of Christ to each Minister and Server.
4. Then the Presider or Deacon will distribute the Precious Blood to each Minister. After receiving Communion from the Cup, proceed to the Assembly for Communion.
5. The bowls of Consecrated Hosts will then be given to the Eucharistic Ministers by the Presider or Deacon to be distributed to the Assembly.
6. When Father goes to distribute Communion, the Ministers take their positions. The Head Minister stands beside the Presider in the center aisle of church, distributing Consecrated hosts to the Assembly. When you go toward your

stations, be certain to step down off the Sanctuary to the main floor level (Nave) of the church so you will have eye contact with recipients.

7. If you are a Minister distributing Precious Blood at the outer areas of the Church, please stand close to the interior walls, underneath EXIT signs, to distribute.
8. **For the 6:30 Vigil Mass:** When the line of Communicants in the center aisle had ended, Father and/or Ministers then move to the side aisle to continue distribution to the side sections of the church, including Choir Members, who will come up for Communion following the Assembly.

For the 9:00 a.m. Mass: Due to the large number of Ministers during Communion, please remain at one station until everyone at your station has received. When you have finished distributing Communion, please return to the Altar. **EXCEPTION:** Those ministers at stations on the Choir side of the Church remain until the choir approaches and have received Communion.

Immobile Communicants will receive, usually sitting in the front pews, before the rest of the Assembly. The Ushers will identify to the Ministers those who are seated farther away, and will accompany Father or Minister to the Communicant's location.

9. As Communion is distributed, please make eye contact with each recipient saying only, "Body of Christ," or "Blood of Christ."

PLEASE NOTE: At times you will have someone in your line approach you with their hands and arms crossed over their chest. These faithful are not asking for Communion, but for a blessing. Please take a moment to give them a blessing instead of Communion.

10. **Ministers of the Cup:** Prior to distributing the Precious Blood, please unfold the Purificator and hold it in your hand to be used. Following each distribution, carefully and thoroughly wipe both the inside and outside of the Cup where the Communicant drank, then rotate the Cup for the next Communicant. Also please try to use an unused area of the Purificator for each fresh wiping of the Cup.

REMINDER: Consecrated wine is never to be poured from one cup to another. This avoids any chance of spilling the Precious Blood.

When you have finished distributing the Precious Blood at your station, check to see if there are more Communicants waiting to receive at another station. If so, proceed to that area and assist the other Minister. If not, please consume the remainder of the Precious Blood before returning to the Credence Table.

If you run out of Consecrated Hosts during distribution, walk to the Altar where more Consecrated Hosts will be found in a Cup on the Corporal. Remove what is needed by hand, return to your station and continue distribution.

IMPORTANT: If Precious Blood is spilled, immediately place your Purificator over the spill as this identifies there is a spill. Leave your station to pick up another Purificator from the Sacristy. Return to your station and continue to distribute the Precious Blood until your line is finished. Continue as usual, as the spill will be attended to following Mass.

If a Consecrated Host is dropped, the Minister is to pick it up immediately and consume it, or place it in the Communion Bowl and identify it to Priest or Deacon. Also, always try to see that the Communicant consumes the Consecrated Host immediately or as they are walking away. They are never to carry off a Consecrated Host. It must be consumed.

11. Following distribution, if there are any Consecrated Hosts left over in your Communion Dish, they should be placed in the Ciborium on the Altar. Please transfer any remaining Consecrated Hosts in your dish into the Ciborium by hand, not pouring, due to crumbs possibly falling to the ground.
12. If the Deacon and the Altar Server have not done so, the first Minister to finish distributing Eucharist should clear the Altar of any remaining items and place them on the Credence Table. Then please rejoin the Assembly in the pews.