

GUIDELINES FOR EUCHARISTIC MINISTERS

St Jude Church

Elyria, Ohio

Through baptism, we live out our lives as being followers of Christ. As Eucharistic Ministers we respond to the call of the spirit to use our gifts in service to the church community. In accepting this position, we are challenged to:

"be examples of Christian living in faith and conduct. You must strive to grow in holiness through this sacrament of unity and love. Remember that though many, we are one body because we share the one bread and one cup.

(From the Rite of Commissioning Special Ministers of Communion)

Instructions for Eucharistic Ministers (EM)

Arrival:

Before Mass:

1. Arrive 20 minutes before assigned Mass.
2. Check off your name on the schedule in the sacristy.
3. Substitutes write in your name.
4. **Dress Respectfully.**
5. After you have checked in, please take a few moments to offer reflection in the chapel before mass.

These few minutes help in preparing one to fully enter into the liturgy and the service you are about to give.

Assigned Ministries:

(2 host & 2 cup stations):

1st Name on List - Host for Holy Family side (HHF)

2nd Name on List - Host for St. Jude side (HSJ)

- 3rd Name on List - Host for Middle Aisle (MEM)
- 4th Name on List - Cup
- 5th Name on List - Cup
- 6th Name on List - Cup
- 7th Name on List - Cup
- 8th Name on List - Host for Gathering Area (HGA)
- 9th Name on List - Cup for Gathering Area (CGA)

Duties

(1st Name on List)

Set-up Person Checklist

(Before Mass)

Tray Set-up for 2 Hosts and 2 Cup Stations

Cups	2
Small Purificators	2
Patens (Plates)	2

Offertory Table Set-up

- Crystal Pitcher
- Large Gold Bowl

Tray set-up for 4 Hosts and 4 Cup Stations

Cups	4
Small Purificators	4
Patens (Plates)	2

Offertory Table Set-up

Crystal Pitcher

Large Gold Bowl

Tray set-up for 5 Hosts and 5 Cup Stations

(Communion station in Gathering Area - One (1) Host and one (1) Cup)

Cups 5

Small Purificators 5

Patens (Plates) 3

Offertory Table Set-up

Crystal Pitcher

Large Gold Bowl

Hosts amounts:

- Always Check Tabernacle Supply!

Full ciborium = 200 Consecrated Hosts (enough for middle aisle at most masses)

Half full ciborium = 100 Consecrated hosts

- Use your judgment based on the mass attendance as to how many hosts to put out. If in doubt ask for assistance.

- Leave the key in the tabernacle after checking the amount of consecrated hosts in the ciborium.

Wine amounts:

- Fill to level indicated in the picture posted on the bulletin board

At the Altar, fill cups to approximately 1/2 to 3/4 full.

Church Set-up

Take Tray and Offertory Gifts out into the church.

During Mass:

- After the server brings the tray to the altar, pour wine into cups.
- Take your place with other EM's behind altar.
- Set up person normally serves communion next to the Holy Family Statue
- After communion takes tray back to the credence table.

(2nd Name on List)

Attendance Check Person:

(Before Mass)

- Makes sure that all ministers are present.
- Makes sure that the lector is present.
- Get substitutes if needed.
- Normally serves communion next to the St. Jude Statue
- Correct line up for procession into the church:

Servers

EM Ministers (5 - 9 people)

Lector (and C.L.O.W. Reader side-by-side, 10:30 AM only)

Deacon

Presiding Priest

(3rd Name on List)

Middle-Aisle Eucharistic Minister:

(Before and During Mass)

- Checks for key in tabernacle. If it isn't, then get it and put it there.

- Serves communion next to the priest.
- Gets the ciborium in the tabernacle at the "sign of peace" and brings it to the altar.
- Takes their place with other EM's behind altar.
- Returns the ciborium to the tabernacle after communion
- For 4:30 and 8 Pm Saturday mass IMMEDIATELY after closing and locking Tabernacle doors, return the key back to the sacristy.
- DO NOT put the key in your pocket or hand and return to your seat! For Sunday masses, the key remains in the Tabernacle door until after communion at the 12 PM mass.
- Remember that when you open the tabernacle doors, you genuflect. Then take the ciborium out and close the doors.
- After you return the ciborium to the tabernacle, you genuflect again before closing the doors.
- Also, be gentle in opening and closing the tabernacle doors.

(3rd-7th Name on List)

Cup Eucharistic Ministers:

During Mass:

- Line up closest to the choir side in the sanctuary area.
- After receiving communion with the cup, go to your station.
- Cup ministers on Holy Family side should serve the servers ASAP!

(8th & 9th Names on List)

Gathering Area Ministers:

During Mass:

- After receiving communion and the sacred vessel, host EM and cup EM go directly to the Gathering Area.

- Host EM stands about in the middle of the Gathering Area and serves communion for the balconies and the Community Room.

- Cup EM stands behind the Host EM. This way the communicants can approach the cup from either side.

E.M. Pointers

Before Mass:

Occasionally, it may happen that the deacon or other priests participate at a given liturgy. *As ordinary ministers of the Eucharist, they should distribute communion.* Generally, the setup person should put out another paten for them to distribute from. Have them distribute in the middle or Holy Family side. The replaced EM should go to the Gathering Area and help as an extra minister there. Should there be too many, an EM might not be needed. You should know ahead of time (before mass starts) if this were to happen. Make adjustments as necessary.

During Mass and Before Communion:

At the sign of peace, greet others around you and immediately begin to approach the sanctuary area before the "Lamb of God" is sung or recited.

Set-up person promptly goes to the altar, places the empty patens from the tray by the altar corporal and begins pouring the wine into the cups (if the servers forget to bring the tray up, you should immediately go and get it.) Note if the Deacon is present, he may do the pouring. Please check with him before mass.

Cup ministers come up and stand behind the altar closest to the choir side. Bread ministers come up behind the altar closest to the ambo side. Middle isle EM steps back closest to the ambo.

The EM distributes the host by showing the host to the communicant and saying "The Body of Christ." The communicant responds "Amen" and the host is placed in the opened hand or mouth of the communicant.

The EM distributes the cup by showing the cup to the communicant and saying "The Blood of Christ." The communicant responds "Amen" and takes the cup and drinks. Use your judgment if the communicant appears nervous about holding the cup, you may wish to assist them in holding the cup while they drink, especially in the case of young children. (The key is to properly use your own judgment in cases like these.) After they receive, wipe the brim inside and out with the opened purificator, and rotate the cup slightly for the next person.

It is not proper for the communicant to carry the host to the cupbearer and "dip" the host. If someone attempts this, simply tell him or her that it isn't allowed and ask him or her to consume the host and then drink from the cup. Do this if you catch it in time. If not, do not make a big scene about it. Again, use your judgment in a reverent way.

If the host should fall to the ground while you are distributing it, pick it up, set it to the side of the paten and redistribute another to the communicant. If any of the Precious Blood should spill, place your purificator over the spot to dab up the spill. Continue to distribute communion. The purificator should be rinsed out in the sacrarium after mass.

When everyone in your line has received communion, check to see if there is another minister that could use your assistance. If so, host and cup minister should proceed nearby that station and continue until all have received communion.

If you run out of hosts, first check with the middle isle stations to get some of theirs and continue distributing. Break hosts only if necessary. After you are finished distributing communion, take your paten to the altar and either lay it on the corporal or empty it reverently into the ciborium that is to be taken back to the tabernacle. Empty patens can be placed directly on the tray, which the setup person will take to the side table, by the servers' chairs.

If the cup is emptied, simply take the cup to the side table by the servers' chairs and cover it with the purificator. Do not stuff the purificator into the cup.

If the cup is not emptied at communion, proceed to the side table by the servers' chairs and consume the remaining precious Blood. EMs should assist each other in consuming, especially if someone has a great deal remaining in their cup.

After Mass : (a Team Job)

1. Wash ciborium and cups.
 - a. The first rinse is emptied into the sacrarium.
 - b. Wash rinsed out cups in plastic tub with mild detergent.
2. Rinse patens out in the sacrarium and dry. DO NOT immerse the patens in water.
3. Rinse the priest's chalice out in the sacrarium and carefully dry. DO NOT immerse chalice in water.
4. Place used purificator, from priest's chalice and the cups in the basket in the closet.
5. Place wet drying towels on closet skirt hanger.

6. Return chalice to safe: -Use a fresh purificator
7. Do not put the tray corporal in the basket. Reuse it. Corporals are changed weekly.
8. Set up tray for the next mass.

Dress Code

Please keep in mind that our ministry is not only one of service but of example. It's about the reverence and example we must show to and for the Holy Mass. We sometimes forget that our dress and manner is as important as our decorum. We, as eucharistic ministers, should dress in a manner which reflects respect for the Mass and Eucharist in which we participate and for the sensitivities of the community whom we serve.

For women, conservative dresses, skirt-blouses or dress slacks w/blazer should be considered for Sunday Liturgy. Jeans, shorts, baggy slacks, any form-fitting outfit, or plunging necklines might be the current fashion trend but are not respectful attire.

Conservative attire for men should be a coat and tie with dress slacks for Sunday liturgy. Jeans, tee-shirts, shorts, open collared shirts, or any other leisure attire is not appropriate.

Think and dress conservatively! Our example sets the tone for those who are coming to Mass to meet our Lord.

Miscellaneous Items:

1. Get to know those you minister with when scheduled. It helps in forming community.
2. Be responsible for the masses you are scheduled. If you are not able to attend an assigned mass, call for a substitute or trade with someone. If you still cannot get a sub then call the setup person (first person on the list) and inform them you need a sub.
3. Be able to help with the duties after Mass. This responsibility is to be shared by all ministers.
4. Spend time each Wednesday in front of the Blessed Sacrament at Adoration keeping your ministry before the Lord.

A Final Note:

"The person who has been appointed to be an extraordinary minister of Holy Communion is necessarily to be duly instructed and should distinguish himself/herself by his/her Christian life, faith, and morals. Let him/her strive to be worthy of this great office; let him/her cultivate devotion to the Holy Eucharist and show himself/herself as an example to the other faithful by his/her piety and reverence for this most holy Sacrament of the altar. Let no one be chosen whose selection may cause scandal among the faithful." (*Immensae Caritatis*)