

Eucharistic Minister Procedure

Set-up for 5:00 p.m. Saturday 7:30 a.m. 9:15 a.m., 11:00 a.m. 5:30 p.m. Sunday

On a day you are scheduled to serve as a Eucharistic Minister, please arrive 15 minutes before Mass begins and come directly to the Vestry to sign in.

If you're an EM attending a Mass that your not scheduled for please check with the sacristan to see if you are needed.

Check with the Sacristan if help is needed. In most cases the sacristan from the previous Mass will have completed set-up, which includes the following:

- Take the large Chalice, Paten and Tabernacle Key from the cabinet.
- Take the Paten and fill it (not overflowing) with hosts and place a large host on top.
- Check the Ciborium in the Tabernacle to determine if you need additional hosts to be consecrated.
- They should be 3/4 full.
 - For these Masses there should be three Ciborium in addition to the priest Patten.
- If there are not two Ciborium in the Tabernacle, take the Ciborium from the cabinet and fill it / them (3/4 only).

Put the Paten, Ciborium, the large Chalice, Tabernacle Key and decanter place all these on the counter in the sacristry. Get four (4) Purificators (white cloths used for wiping cup) and one (1) finger towel.

The finger towel goes with the cruet and dish.

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Pour wine into the glass decanter filled to the neck. After your set-up is complete, everything needs to be moved into the Church. ***Do not multi-task carry only one or two items at a time*** there is always more than one EM at a Mass, if not make more trips, the servers can and will help with the set up at your direction.

The Chalice, decanter (with wine in it), paten (with hosts), and if needed extra Ciborium (with hosts) are to be taken to the rear of the Church and placed on the offertory table.

The glass bowl, water cruet, cups, purificators, dish and finger towel are to be taken to the credence table next to the altar. The Tabernacle Key must be put into the lock of the Tabernacle.

Procedure During Mass

As the "Lamb of God" begins, all Eucharistic ministers move to their spot on the altar, behind the priest. Do not continue the sign of peace. See illustration for Altar positions. The Eucharistic minister responsible for the Hosts (H Center) will go to the Tabernacle (the Key should be in the lock).

When approaching the Tabernacle, first genuflect, then stand and open the Tabernacle. Remove the ciborium (if there are two, remove both of them). Make sure you close the Tabernacle and then take the Ciborium's and place them on the Altar. Ciborium's are placed on the corporal, on the right side of the altar, and then the cover is removed. See illustration for your position. There will be tape on the floor for your position.

The Celebrant will distribute the Host to each Eucharistic minister, and then he will distribute the cup to each Eucharistic minister. Those distributing the cup should take the cup and distribute the precious blood to the remaining people on the altar (altar servers). The Eucharistic minister (H—Cntr) distributing the Hosts should leave the altar after the Celebrant and go to the center aisle to the left of the

priest. H-Choir goes to the choir side aisle of the Church and distribute. H-Tab distributes Hosts at the Tabernacle side aisle. (see illustration). Host-Tab (Tabernacle) is not the one who gets the host from the Tabernacle. Those Eucharistic ministers distributing the cup should also wait for the Celebrant to leave the altar.

When Communion is over, the Celebrant will return to the altar, followed by the Eucharistic minister (s) distributing the Hosts. The ministers distributing the cup should return to the credence table with their cups. If there is some precious blood left, the Eucharistic minister should consume it, put the Purificators next to **(not in or over)** the cup and place it on the credence table. The Eucharistic minister can then return to his/her seat.

The Eucharistic minister distributing the (H—Cntr) Hosts will receive the remaining Hosts from the Celebrant and place them back into the Tabernacle. The Eucharistic minister should genuflect, close the Tabernacle door, and lock the Tabernacle. Take the key and place it on the altar.

The celebrant or deacon will purify the vessels.

After Mass the Tabernacle Key should then be placed in the sacristy with the vessels and ciborium.

Clean-up

After the Mass, the sacristan is responsible to set up for the next Mass. Carry everything back to the sacristy, **except the corporals. The corporals remains on the credence table.** Eucharistic Ministers are to help the Sacristan clean-up and set-up for the next Mass.

The wine in the decanter that was on the credence table during the consecration is not precious blood and may be placed back into the wine container.

The Sacred Vessels used during Mass should be rinsed in the sacrarium prior to washing. Then wash and dry all the vessels with soap and water (sink on the right) after Mass. **Please ensure that all the vessels are completely dry.** Remember the vessels were

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purified after communion by the priest or deacon at the credence table. You may be asked to assist the sacristan in washing and storing the sacred vessels after Mass if at all possible please assist.

Please use a beige towel to dry the vessels and not the Purificators. On Saturday evening and after 11:00 Mass on Sunday the Eucharistic ministers should place all items in the cabinets.

Important Note:

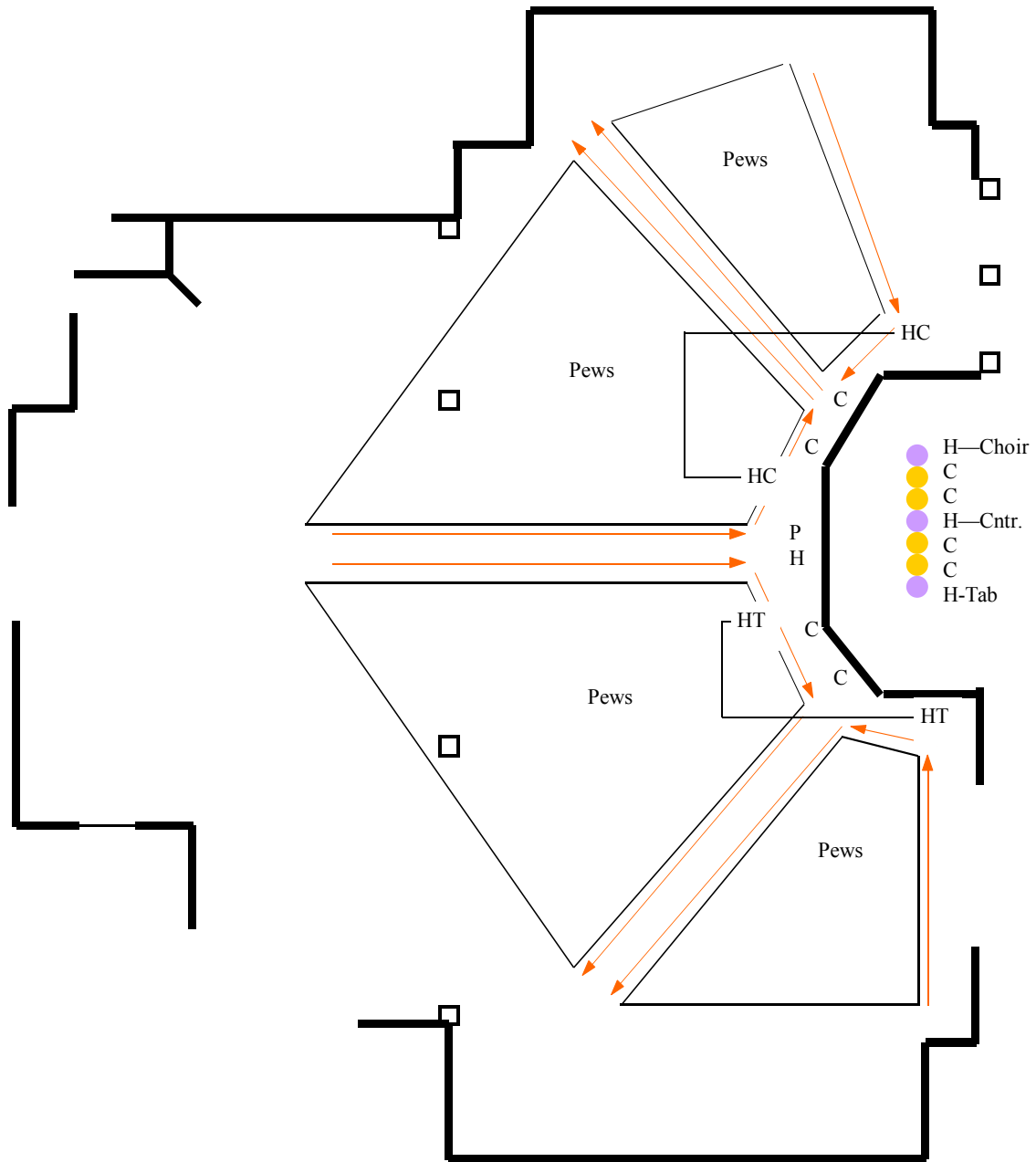
1. Please do not put consecrated Hosts with unconsecrated hosts. No matter how low we are at Mass on consecrated Hosts (a rarity) don't bring out a ciborium of unconsecrated hosts. Break Hosts in half if necessary, or in smaller pieces.
2. If a consecrated Host drops the Eucharistic minister can consume the Host or put it on the side of the Ciborium and dispose of it properly after Mass. If a piece of Host is ejected from someone's mouth because of illness or inability to swallow it, it should be put in a small amount of water to dissolve and then put in the sacrarium. Please tell Father Jay or the celebrant about this and make sure the container is properly marked.

Communion to Nursing Homes and the Sick

We are always in need of Eucharistic Ministers that could help out once a month, distributing Communion to the Nursing Homes or to the sick and shut-ins. This takes a small amount of your time but the personal reward you receive from these wonderful people is great !!!

When you take Communion to a shut-in, make sure that you use a pyx. We have extra ones in the Sacristy if you leave yours at home. It is advisable to go directly to the person's house, avoid talking or doing errands. A sick person is permitted to receive Communion without a Eucharistic fast. Please assure anyone that this is perfectly okay.

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Host Choir and **Host Tabernacle** – After you complete your section you move to the front of the pew at the center aisle per diagram. The respective **Cup Ministers** do the same.