

Procedures for Eucharistic Ministers – 2011 Edition

0. Please review the Eucharistic Minister schedule for all occurrences of your name. **If you cannot serve on an assigned date, it is your responsibility to find a substitute using the on-line system.**
1. **Eucharistic Ministers are asked to sign-in on the clipboard in the Sacristy workroom no later than 10 minutes before Mass begins.**
 - Come through the workroom door and sign-in on the clipboard in the Sacristy workroom. Using the workroom door leaves the door in the Sanctuary available to Lectors and Liturgical Assistants as they prepare for Mass.
 - Note that the weekend's Schedule is downloaded on Thursday, so if you have participated in a swap after that time it will not be listed on the clipboard. Plan to arrive early to inform the Liturgical Assistant.
 - If you have not signed in before Mass begins, do not come up to the altar as a Eucharistic Minister – you have been replaced.
2. When you sign-in at Mass, please check for the location of your assigned position on the chart.
 - As of June 18 2011, the positions for all Eucharistic Ministers have changed. Cup 1 is now nearest to the icons and Cup 6 or 8 is by the choir. Maps for both Cups and Bread Ministers are posted in the Sacristy.
3. **Bread Ministers**

Bread 1:

 - a. At the Presentation of the Gifts, take the bread bowl from west side (icon side) to the back of church.
 - b. At the beginning of Communion, (if the LA asks) bring extra bread bowl(s) from the Tabernacle to the altar.
 - c. During Communion, distribute bread on west side of church moving to the center aisle, if needed; return bread bowl to the altar; combine the bread from other bowls and return bowl(s) to Tabernacle; close the tabernacle and return directly to your seat.

Bread 2:

 - a. At the Presentation of the Gifts, take the bread bowl from east side (choir side) to the back of the church.
 - b. At Communion, distribute the bread from the large bowl into the smaller bowls. (Do not assist Father in breaking the large wheat bread).
 - c. During Communion, distribute bread on east side of church moving to the center aisle, if needed; then return to east side to distribute bread to choir; return the bread bowl to the altar and go back to seat.
4. All Eucharistic Ministers should stay in the pews through the Lord's Prayer. **At the Sign of Peace, the Eucharistic Ministers should come and gather at the altar.**
 - Complete using the hand sanitizer at the credence table. A small amount (size of a pea) is enough to do the job and will evaporate quickly particularly in cooler weather. We don't want to create a delay at the credence table but do prefer to eliminate the distraction of multiple hands "in action" behind the altar.

- Bread Ministers should stand together nearest the pulpit side behind the altar, while the wine ministers complete the arc to the choir side. If the Bread Ministers are at the pulpit end, this will help everyone to know who they are.
 - Before the Fraction Rite begins, all the dishes need to be assembled on the altar.
5. The Presider will receive Communion first, and then give it to the Liturgical Assistant. The Presider will then give the Bread to the Eucharistic Ministers and Altar Servers. When you receive the host, consume it immediately - do not wait for all the Eucharistic Ministers to receive. The Liturgical Assistant follows with the Cup. After you have received the wine, you may offer it to the minister next to you to insure that all have received before going to the congregation. Wine ministers should make sure that the bread ministers have the opportunity to receive the cup.
 6. Father will give the bowls to the Bread Ministers and indicate when it is time to distribute the Eucharist. Follow Father's lead: if he chooses to distribute Bread other than at the center aisle; take his place if he takes yours.
 7. When giving the Eucharist, the words to say are, "The Body of Christ" or "The Blood of Christ". You should not attempt to address people by name, and please don't add other words. Wine ministers should be sure to clean the cup thoroughly with the purificator between communicants.
 8. Young children and adults who are not receiving Communion may present to a Bread Minister with their arms crossed on their chest. A gesture of blessing should be given; there are no required words to say, but you may use such words of blessing as you are comfortable.
 9. If everyone in your area has received Communion, go to the front of the church to assist the ministers there. Do not pour wine from one goblet to another. If your vessel is empty while Communion distribution is still going on, return the cup or bowl to the Credence Table and move to your seat (if congregational traffic makes this possible).
 10. Not all the choir members and musicians will receive communion at the same time so that the music can be continuous. **"Bread 2" and the Wine Ministers on the Choir side of the church, therefore need to be alert that the choir and all the music ministers have received communion.**
 11. When the congregation has received Communion, the Eucharistic Ministers with Wine should place the empty cups on the Credence Table. No wine should be left in the glasses on the Credence Table, so the Eucharistic Ministers collectively should consume it. (Please feel free to assist those Wine Ministers who cannot personally consume everything in their glass.) Purificators should be folded in half and stacked together on the table. The Eucharistic Ministers who have finished may immediately return to their pew. There is no need to wait for the Eucharist to be returned to the tabernacle.
 12. The Bread Ministers will return the bowls to the altar, and "Bread 1" should return the Eucharistic Bread to the Tabernacle.
 13. All things should be done in such a way that a sense of reverence for the Eucharist is conveyed. Non-verbal communication is powerful!