



ARRIVAL:

We ask that you arrive 15 minutes early and sign in, in the ministers' sacristy (please remember your position and responsibility). After you have signed in, go to church and be seated. No special seats are assigned, but it is probably best if you sit close to the altar, especially if you are bringing up a tray at the Offertory. If not assigned for the Mass you are attending, please check the sign-in sheet in the ministers' sacristy 5 minutes before Mass and sign in where needed. **VERY IMPORTANT!** Remember what position you signed for, and what duties might go with this position. This is essential to keep things going smoothly! Please do not sign up for the same position every week. We ask that you rotate your position. This allows others, as well as yourself, to become acquainted with different positions and helps to ensure that all spots are filled at every Mass. **Please ensure that the Tabernacle/Tray (TT) position and Plates/Patens (PL) position are filled. THESE SLOTS MUST BE COVERED FOR EVERY MASS SO THAT FILLED CUPS AND PLATES ARE ON THE ALTAR PRIOR TO THE CONSECRATION AND THE RESERVED CONSECRATED HOSTS ARE ON THE ALTAR PRIOR TO THE DISTRIBUTION OF COMMUNION.** If there is a deacon at the Mass, he will sign in and distribute Precious Blood in the Center Section.

COMMUNION PREPARATION:

Following the *Prayers of the Faithful*, as the altar server prepares the altar, the ministers signed in as the "Tabernacle-Tray" (TT) minister and the minister signed in for the "Plates/Patens" (PL) minister should proceed to the credence table and cart to get the trays holding the cups and purificators, and the plates.

TT - Remove the cloth from the top of the cups and place the cloth on the cart next to the credence table. While the server is spreading the corporal (altar cloth) upon the altar, the trays should be carried to the altar. Help the server, if necessary, to correctly position the corporal. Cups and purificators are removed from the tray, placed on the corporal (altar cloth) on the tower side of the altar (right as you face the congregation), and the tray is returned to the credence table. Please do not touch the top of the cups, but rather handle them by the stem.

PL - The patens are placed on the choir side of the altar (left as you face the congregation), and the tray is returned to the cart. FYI: all patens from the tray are to be placed on the altar even if they are empty of unconsecrated hosts. (3 or 5 depending on the mass). The Deacon and altar servers will be responsible for returning the patens to the tray/cart when Communion has been completed.

The EM's then return to his/her seats until the beginning of the "Our Father."

At the beginning of the "Our Father," the person designated to get the reserve hosts from the Tabernacle (TT) should do so. The key to the tabernacle should be retrieved from the cart on the side near to the credence table. Please move cautiously but efficiently to bring the reserve

hosts to the altar (at the *Lamb of God*, place on the altar on the left side of celebrant, or hand to the celebrant). It is suggested that this person sit on the "tower" side for Mass. Leave the key in the tabernacle and retrieve after returning reserved consecrated hosts, after all have received Communion. After returning hosts and locking tabernacle, key should be returned to the sacristan's cart.

COMMUNION RECEPTION:

At the *Lamb of God*, the EM's will leave their pews and line up in front of the small brick wall under the ambo. Use the "separation" line on the altar floor to provide a definite break between the bread and wine side (bread lines up on choir side and wine lines up on the tower side). After the celebrant (and deacon) receives the Precious Blood, the ministers walk forward, remaining on the carpet, standing next to the altar platform.

The celebrant and deacon (if present) will distribute the Bread and Precious Blood to each of the ministers

The presider and deacon will then distribute the patens and cups to the ministers as appropriate.

DISTRIBUTION:

When it is time to go to your station, ministers, except for "choir side" ministers, should proceed to their RIGHT, following a line until you get to your station. If you are a Eucharistic Bread or Precious Blood minister on the "choir side", step back while other ministers proceed to their right. "Choir side" ministers DO NOT follow to the right, but instead immediately go to their LEFT to the back area of the choir side – FOR EVERY MASS.

Once you have arrived at your station, Precious Blood ministers, keep a DISTANCE between yourself and the Eucharistic Bread minister. Many ministers have a tendency to stand too close causing backups to form. DISTANCE also allows members of the congregation choosing to pass the Precious Blood room to walk through to their seats. You cannot, in reality, stand too far, but you can stand too close.

As recipients for the Eucharist come forward, the EM should make a head bow to the Body/Blood of Christ, after which the EM will say, "The Body/Blood of Christ" in such a manner so as to be heard, then offer Eucharist to the recipient. The minister is to make eye contact with the recipient when saying, "the Body/Blood of Christ". If serving as a bread minister, gently place the consecrated host in the hand or on the tongue of the recipient. If serving as a Precious Blood minister, hand the cup to the recipient. Refrain from exaggerated movements.

As the minister distributes the consecrated host, please feel free to show some sign of "communion" with children or non-Catholics. This may be done by extending your hand on the person's head, or perhaps making the Sign of the Cross on the forehead.

It is important that the cup be wiped aggressively after each recipient of the Precious Blood and rotate slightly (1/4 turn) before handing to the next person. The purificator that is used should be repositioned in your hand so as not to be using the same spot continuously. Please do not

place the purificator in the Precious Blood when wiping the Cup. Avoid wiping where the red cross is located on the purificator as it is somewhat difficult for sacristans to clean afterwards.

If the Precious Blood is consumed before the Communion Rite has ended, you may return the cup to the credence table and return to your seat. If Precious Blood remains in the cup after all have received, return to credence table and, if possible, consume remaining Precious Blood. If not possible to consume Precious Blood, place purificator ON TOP of cup to cover cup and sacristan or priest will consume after Mass. DO NOT place purificator inside of the empty cup...place purificator **beside** the empty cup.

If your section is finished distributing Communion and your cup has remaining Precious Blood, take a quick look around – perhaps there is a station where the cup has been emptied – and proceed to that station.

An EM that has finished with distribution in his/her section may be approached by an usher and asked to bring the Eucharist to a disabled parishioner in the back of the church or in the narthex. Please follow the direction of the usher.

TOWER SECTION

At ALL Masses, distribution of Communion on the TOWER side will start with the back section first. At Masses where two Eucharistic Bread ministers are appointed (5:15, 9, 10:30 and 12) both will begin at the back. When completed, one will distribute to the last three rows of the front section, and the other will proceed to the very front section of the pews. Follow the direction of the usher. Remember that the people in the front rows (rows without kneelers) do not approach the minister – the minister walks to them. (Be sure to include the servers.)

CENTER SECTION

Two bread ministers (one will be the presider) and two cup ministers (if a Deacon is present, he will be one of the cup ministers) will serve in the CENTER section. Ministers will go directly to the congregation seated in the first row – they will not come to you. After distribution to the front row, bread ministers stand in the center and cup ministers stand on either side. PLEASE DO NOT STAND TOO CLOSE TO BREAD MINISTERS. If you see the communicants backing up or it is getting too crowded, please step back. Once you have finished with the CENTER section, you may proceed to either the TOWER or CHOIR sides if the front of those sections has not been served.

CHOIR SIDE

At ALL Masses Eucharistic ministers proceed to the back section. The organist, cantor(s), and/or choir members are to be given priority, followed by members of the congregation. If there is only a cantor and organist, you should go directly to them first to distribute Communion, then go to the back section to begin distribution to the congregation. When there is a full choir, the choir or any cantors, musicians, etc. will line up immediately after the *Lamb of God* on the backside of the organ, under the low ceiling. The designated "BREAD (PL)" minister will distribute the Eucharist to them, and walk directly to that area instead of processing around the altar with the other ministers. Minister "CUP (2)" will be the cup minister for the choir. This minister will follow the Eucharistic Bread minister to the pillar at the back section of the choir side and stand to the right of that minister. The other Eucharistic Bread and Precious Blood ministers are to proceed to the BACK section of the choir side, cup minister being on the right of the Eucharistic Bread minister. After choir distribution, the 2

ministers should meet up with the other two ministers at the back section to distribute Communion. When this is complete, the small front choir side section is to be done if it has not already been done by other EM's. All other ministers should be distributing the Eucharist at their assigned stations.

Once again, the back section and the musicians will ALWAYS receive Communion FIRST in the back area before distribution to the front section. This procedure will be in place for EVERY Mass (not just the Mass where the choir is present).

DRESS:

The importance of proper dress cannot be stressed enough. We are attending a banquet in God's house and are participating in a very special way. **Please, no blue jeans, shorts or short skirts.** If you plan to fill in, should there be an opening due to the absence of another minister or because it is less than 5 minutes before Mass is about to start, please keep in mind the dress code. Perhaps it would be helpful to keep the dress code in mind as well when preparing for Mass should a last minute need for your ministry be required.

Be sure that your nails and hands are clean. Hand sanitizers are located by the sink in the minister's sacristy, at the credence table, on the cart, and behind the altar. ***Please use hand sanitizers provided for distribution.***

Should you have any questions or problems, please call or e-mail one of the co-coordinator:

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