

PROCEDURES FOR EUCHARISTIC MINISTERS SERVING AT MASS
SACRED HEART PARISH

GENERAL INSTRUCTIONS

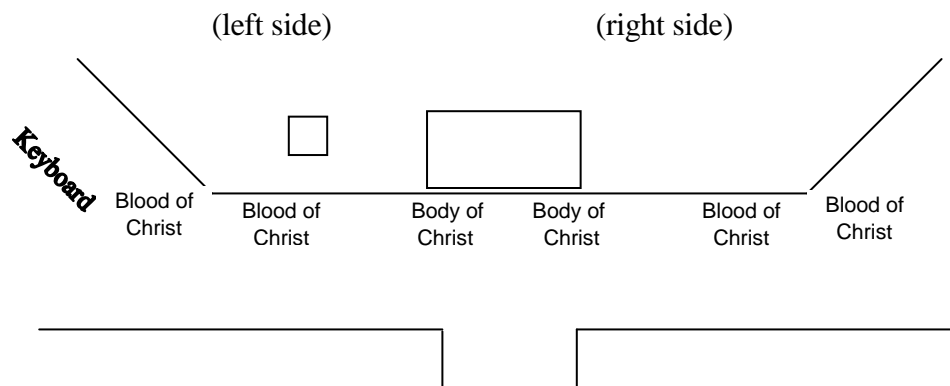
1. Liturgical Ministers are scheduled 1 month in advance. Every effort will be made to accommodate work or vacation schedules if the parish secretary is notified in advance by calling the office at 365-8573. If you cannot serve when you are scheduled, **IT IS YOUR RESPONSIBILITY TO FIND A SUBSTITUTE. DO NOT** call the parish office or expect someone to find a substitute for you before Mass. Each minister will be provided with a current list of Eucharistic Ministers with phone numbers.
2. **Please arrive 15 minutes before Mass begins.** This will allow you time to center yourself spiritually and to reflect on the ministry you are about to enter into.
3. Please check off your name on the schedule in the Minister's room.
3. **APPROPRIATE DRESS IS EXPECTED.** Please dress in a way which will reflect the reverence and dignity of this public ministry of the altar. **(BLUE JEANS, T-SHIRTS, SHORTS, SHORT SKIRTS OR DRESSES AND SPAGHETTI STRAP TOPS ARE NOT APPROPRIATE.)** When you come to Mass and are not scheduled, but are willing to substitute, please come dressed with that possibility in mind.

BEFORE MASS

1. The first person on the schedule is designated as the "Captain" for that Mass. Responsibilities of the Captain are:
 - a. Arrive early.
 - b. Be sure there are enough Eucharistic Ministers.
Note: Normally, there will be a deacon at each Mass. If no deacon is present, then 5 ministers will be needed at the 4:30 & 10:00 Masses.
 - c. Decide which ministers will serve on the right side of the altar and who will serve on the left side.
2. All ministers and the priest will gather in the foyer just before Mass begins for a brief prayer.
3. Order of procession into church: cross bearer, altar servers, lectors, Eucharistic Ministers (walking in pairs), deacon and priest. Allow a space of one pew between yourselves and the people walking in front of you. Approach the altar reverently, singing. All ministers line up at the first step and genuflect (if you can) together with the priest.

BEFORE COMMUNION

1. *At the Sign of Peace, greet just one or two people near you and proceed directly to the altar.*
2. *Line up in front of the altar and bow together. Cleanse hands with hand sanitizer then take your place on either side of the altar.*
3. When all the Eucharistic Ministers are present, the musicians will begin the Lamb of God. During this Fraction Rite, the priest breaks the large host into smaller pieces.
4. Normally, the following order will be followed for Communion of priest, deacon, ministers and altar servers:
 - a. Priest and deacon will receive Communion under both species.
 - b. The priest will then distribute the Body of Christ to the Eucharistic Ministers and the altar servers. If a deacon is present, he will offer the Blood of Christ to the ministers and one of them should offer it to the servers.
 - c. *If a deacon is not present, the priest will offer the Body of Christ to all the ministers. He will then offer the Blood of Christ to the first minister on each side. They should then offer it to the other ministers and to the altar servers. Father will bring the remaining cups and the ciboria to the ministers.*
5. After all the ministers and servers have received both the Body and Blood of Christ, all will proceed to their stations.



COMMUNION

1. As people approach you with either the ciborium or the chalice, make eye contact with each person.
2. Elevate the Host slightly, saying, "Body of Christ". Place it reverently in the person's hand or on the tongue, as he or she indicates.
3. Offer each person the chalice saying, "Blood of Christ". As the chalice is returned to you, wipe the *inside and outside edge* with the purificator and turn it a quarter turn before offering it to the next person. Be sure to rotate your purificator from time to time.

4. In the event of running out of consecrated hosts during Communion, please let the priest know and he will go to the tabernacle and get the reserved ciborium if necessary, and return to the Communion line. While this is happening, the minister should distribute the Body of Christ to both lines until the priest returns from the tabernacle.
5. *If your chalice is empty before Communion is over, please return your cup and purificator to the altar and return to your seat.*
6. *For those who come up to receive a blessing, please say these words please say a simple blessing. You can either place your hand on their head or make the sign of the cross on their forehead while saying the blessing.*

AFTER COMMUNION

1. *After the distribution of Holy Communion, come back to your place next to the altar and consume any Precious Blood left over. Immediately place your cup and purificator on the altar. Once Father or the Deacon has closed the tabernacle, all ministers are to return directly to their pews (**DO NOT BOW IN FRONT OF ALTAR**)*
2. *In the event there are no altar servers, one minister should stay to help carry vessels back to the credence table. The other ministers will return to their pew.*
3. *In the event there is no Deacon, all vessels are to be returned to the credence table and two ministers stay to cleanse the vessels. The other ministers return to their pews.*

AFTER MASS

1. **All Eucharistic Ministers are responsible for washing and drying the vessels after Mass.**
We have had several Masses where no one stayed to clean up the vessels and they were left on the credence table, only to be discovered by the sacristan as he was locking up.
2. *All vessels, including the carafe, are to be taken into the janitor's room and washed out with soap and hot water and then dried with a drying mitt. Be sure to check that lipstick has been cleaned off.*
3. Return all vessels to the minister's room. Place the cups in their protective covers and return the carafe to the shelf unit. Place it upside down in the holder, so it will dry properly.