



## **IMMACULATE HEART OF MARY**

### **EUCHARISTIC MINISTER PROCEDURES/GUIDELINES**



## GENERAL INFORMATION

### SCHEDULING

- The scheduling of Eucharistic Ministers (EM's) takes place every two months. You will receive either by Email or Mail (your choice) the two month schedule and a letter from me with any updates or news that you would need to know.
- You will be asked to choose three masses of your preference and in the order in which you would like to serve. If you only attend one Mass or only want to be scheduled for a specific Mass that is totally acceptable. We work around your schedule and not vice versa.
- Ideally, you would be scheduled no more than every other weekend and your first preference, but there may be times due to vacations or shortage of Eucharistic Ministers, you may have to be scheduled more often or for Masses not of your first preference. This is kept to a minimum.
- If you know you will not be available a certain date, please let me know by the 10<sup>th</sup> of the prior month. I have an answering machine in the event I am not home, so you may feel free to leave a message or Email me.

### SUBSTITUTES

- If you are unable to fill your Host/Cup position on the date for which you have been assigned, it is your responsibility to find a substitute.
- Please do not assume that another Eucharistic Minister in the congregation will be available to fill your position.

### COMING UP FROM THE CONGREGATION TO STEP IN AT THE LAST MINUTE

- There are times when a Eucharistic Minister may not have been able to arrange for a substitute. If you see there is a Host or Cup Minister missing, please come forward to take their place.

## HOLY DAYS AND HOLIDAYS

- For Holy Days and special Holiday Masses, there will be sign up sheets posted on the bulletin board in the Sacristy. We do not assign Eucharistic Ministers for these Masses.
- Please note that you will be assigned to the position for which you elected in most cases. If there is a change, I will let you know. Changes may occur when Deacons and Seminarians are participating in the Mass

## DRESS

Being a Eucharistic Minister is probably the most respected lay ministries in the liturgy. We are giving the Body and Blood of Christ to our faith community.

- Rule of Thumb – “Wear your Sunday best” whenever you attend Mass. You never know when you will be needed to serve.
- Please wear your name badge. If you do not have one, please let me know.
- Basic Guidelines for attire
  - Men
    - Coat and Tie - preferable
    - Coat or Tie - minimum
  - Women
    - Dresses, Suits (skirt or pants), skirt and blouse
    - Dress slacks and blouse
    - Blazer
  - What not to wear:
    - Flip-flops
    - Strapless, Low Cut, Short or Backless Tops
    - Casual slacks (Jeans, Capri's, Shorts)
    - Tee Shirts
    - Tennis Shoes
    - Short Skirts
    - Form Fitting Blouses
    - Bare Shoulders
- Ladies Make Up. The Sanctuary Society requested that you blot your lipstick prior to Mass. There has been increase difficulty in removing certain lipsticks from the purificators.

## **PROCEDURES/COMMENTS**

### **HOST AND CUP MINISTERS NEEDED**

- All Masses (except as noted below) will require four (4) Host Ministers – Host 1 (H1), Host 2 (H2), Host 3 (H3) and Host 4 (H4).
- 6:00 pm Mass. There are two Host Ministers (Host 1 and Host 2).
- 9:00 am Mass. At this Mass both forms of the Eucharistic are distributed, and there are a total of 10 Eucharistic Ministers - 4 Host Ministers and 6 Cup Ministers - Cup 1 (C1), Cup 2 (C2), Cup 3 (C3), Cup 4 (C4), Cup 5 (C5) and Cup 6 (C6)
- Host 5 and Host 6 positions in the Church are the Priest and Deacon (if applicable)

### **SIGN IN.**

- Please use the side hallways when going to the Sacristy.
- Please try to arrive 10 – 15 minutes before Mass, if possible. If there are any special instructions applicable for that week, they will be posted on the bulletin board.
- Proceed to the Sacristy and check your name off on the schedule. If you are substituting for someone, cross off their name and insert your own.
- If you come up from the congregation and you are not substituting for someone that has been prearranged, please do not write your name on the schedule. (This will alert me if someone is not showing up regularly and I will have to contact them)

### **DISTRIBUTING COMMUNION AND MOST PRECIOUS BLOOD**

- When distributing the Host and Cup, look the recipient in the eyes, SMILE, and say loud enough and clear enough - “The Body of Christ” or “The Blood of Christ”. This is a joyous ritual - be Happy.
- The recipient may receive the Host in his/her hand or on his/her tongue.
- For the Cup, hand the Cup to the recipient, and when they hand it back to you after receiving, wipe the lip of the Cup with the purificator.
- Please do not use someone’s name when distributing – Example, you would not say “Janet, The Body of Christ”. The reasons we have decided against this are two fold – first, receiving the Body and Blood of Christ has to do with the recipient’s relationship with the Lord and not your relationship to that

person. Secondly, it may offend someone standing next in line that his/her name was not used.

- If you find you are running short of Hosts, you may break them in two.

### **“SPECIAL DELIVERIES”**

- “Special Deliveries” would be the distribution of the Host to someone not able to come to you to receive.
- The Ushers will direct you to those who would be in this position.
- The only form of Eucharist distributed in this manner is the Host.

### **MORE THAN ONE MINISTRY.**

We appreciate that you may participate in more than one ministry. Some of you, in addition to Eucharistic Ministers, are lectors and ushers. Avoid performing two ministries at the same Mass unless there is absolutely no one coming forward to fill a missing position. The exception to this rule would be Greeters. You can be both Greeter and Eucharistic Minister at the same Mass.

### **BE FLEXIBLE.**

Rule of Thumb. No matter what, if the Priest instructs you to do something different, please follow his direction.

## **CHURCH PROCEDURES**

### **COMING TO THE ALTAR**

- All Host Ministers and Cup Ministers should go to their assigned positions after the Sign of Peace and should be in their positions by the time the Lamb of God has started. (See Diagram for Positions on the Altar or in the Sanctuary)
  - 9:00 Mass. Cup Ministers should stand on the diamonds in the floor in the Sanctuary. If you are on the carpet, you are too far back.
- Host 1 and Host 2 are responsible for getting the Ciboria from the Tabernacle. Both EM's should
  - Genuflect or reverent bow
  - Open Tabernacle
  - Remove Ciboria
  - Remove Lids and place lids in front of the Tabernacle
  - Close Tabernacle
  - Take Ciboria to the altar.
  - Note: The Tabernacle is a push in and turn (spring) mechanism. You may use your other hand to gently help slide the door open or closed.
- Once the Lamb of God has started, the Sign of Peace must end. This is a completely different part of the Mass. However, if someone extends their hand, please reciprocate.

### **RECEIVING COMMUNION AND MOST PRECIOUS BLOOD**

- Please be alert – Do not consume Communion until the Priest consumes.
- 9:00 Mass
  - Cup 1 should stand on the first step of the altar to receive the Cup from the Priest or Deacon. Then proceed to the Credence Table to distribute the Cups and purificators to the other Cup Ministers.
    - Note: Depending on the Priest presiding, the Cups and purificators may be on the Altar and the Priest will fill the Cups. After the Priest distributes to Cup 1, Cup 1 should go to the altar and distribute the Cups to the remaining Cup Ministers.
  - Note: If the carafe is handed to you, take it and fill each of the six Cups evenly. Leave the empty carafe on the bottom shelf of the Credence Table.

- Cup Ministers . As soon as you receive your Cup, please proceed to your assigned stations. Place your purificator on top of the Cup while proceeding to your station. (See Diagram for Assigned Stations) Do not wait for the Priest to leave the altar.

### **PROCEEDING TO YOUR ASSIGNED STATION**

- Once the Priest leaves the altar, all Host Ministers should proceed to your assigned station. (See Diagram for Assigned Stations)
- 6:00 pm. There are only two Host Ministers at this Mass
  - Host 1 will stand next to the Priest and distribute Communion.
  - Host 2 will distribute as follows
    - First to the south chapel (Tabernacle Side).
    - After completion, cross in front of the Altar, reverent bow, and then proceed to north chapel (Holy Family Side)
    - Note - Please distribute Communion to the congregation sitting in the first row in the side chapel and then go to the assigned station.
- All Other Masses
  - Host 1 and Host 2
    - Please distribute Communion to the congregation sitting in the first row in the side chapel and then go to the assigned station.
    - Host 1 or Host 2, whoever is finished first, please go down to the main aisle and stand next to Father and assist in distributing Communion. If there is a deacon present, proceed back to the Tabernacle.
  - Host 3 and Host 4. Please do not distribute Communion to the congregation standing along the back wall of the Church. The ushers will direct them to you to receive.
- 9:00 Mass and other Masses where the Cup is Distributed
  - Please place the purificator on top of your Cup after you receive it from Cup 1 while proceeding to your station
  - Cup 1 and Cup 2 –
    - Do not distribute the Cup to the congregation sitting in the first row in the side chapel. If they wish to receive the Cup, they will come to you.
    - After you are finished in the chapels, come down the side hallway and stand behind Cup 5 and Cup 6. Cups 5 and 6 tend to empty sooner than others so you will act as a back up.

- As soon as your Cup is empty, proceed to the Church Sacristy. Wait for all other Cup Ministers to return before going back to your seats.
- Cup 5 and Cup 6.
  - Do not distribute the Cup to the congregation sitting in the chairs reserved for the handicap. If they want to receive the Cup, they will come to you.
  - As soon as your cup is empty, please proceed to the Church Sacristy. Wait for all other Cup Ministers to return before going back to your seats.
- Cup 3 and Cup 4. If your cup is empty before the Host Ministers finish distributing Communion, please place your purificator over the Cup and wait for Host Ministers to finish before proceeding down the aisle.

#### **AFTER DISTRIBUTION OF COMMUNION AND MOST PRECIOUS BLOOD**

- Host 3 and Host 4 and when applicable, Cup 3 and Cup 4, proceed down the center aisle after you are finished.
- Host Ministers
  - Host Ministers will meet back at the Tabernacle and wait for all Host Ministers to return.
    - Host 1 and Host 2 will consolidate the Host into the Ciboria and place back in the Tabernacle. Fill Ciboria no more than 2/3 full.
    - Close the door
    - All Host Ministers should genuflect or reverent bow
    - Freshen your fingertips, if you desire.
    - Two of the Host Ministers (or how many would be needed) take the empty Ciboria back to the Church Sacristy. The remaining Host Ministers should take their seats in the congregation.
    - NOTE: DO NOT STACK CIBORIA, PLATES OR BOWLS.
- Cup Ministers
  - After distribution, place the purificator on top of the Cup.
  - Proceed to the Church Sacristy to consume the remaining Most Precious Blood. If you cannot consume, please ask someone else to do so.
- While back in the Sacristy, please keep your voices down. Mass is still going on and you could be heard in the chapel



## **WHAT SHOULD I DO IF THIS HAPPENS??**

### **DROPPED HOST.**

Try not to get upset – it happens to the best of us.

- Pick it up immediately
- You can either:
  - Hold it in your hand under the ciboria and consume when you go back to the Tabernacle.
  - Consume it yourself immediately
  - Take it the Sacristan for proper disposal
- Continue to distribute the Hosts

### **SPILLED WINE FROM THE CUP**

- Place your purificator on the floor over the spill
- Leave the purificator there until you get back to the Sacristy to advise the Sacristan of the incident.

### **DIPPING THE HOST**

This is called Intinction where the person will receive the Host, proceed to the Cup Minister, dip the Host in the Cup and then consume. We do not practice this at IHM. Other parishes, however, do permit this. You may have someone do this when they are a guest at our church. I found this may occur more when we have First Communions or Baptisms. This can happen very quickly and because it is not our practice, it may come as a surprise.

If someone does start the motion, ask them to consume the Host first and then take the Cup.

### **FILL PYX.**

Some will bring a pyx to have a host placed in it. It is acceptable to do so. However, if someone has a tissue or baggie, tell them to see you after Mass. We have pyx that can be loaned. Go the Sacristy.

**WATCH FOR CONSUMPTION.**

As much as you can, please make certain the person consumes the Host while in your presence.

**BLESSINGS.**

Adults and children who come to you with their arms crossed in front of them over their chest simply want a blessing. They have not received their First Communion yet and are in preparation to do so through Religious Education or RCIA. Also, you may give a blessing to children in arms or toddlers.

Place your hand just above their head and say “May God Bless You.” Do not make the sign of the Cross like a Priest would do.

**RUNNING SHORT OF HOSTS**

If you see you are running short of Hosts, it is acceptable to break them in half.