



*"BRINGING PEOPLE INTO A GROWING  
RELATIONSHIP WITH JESUS CHRIST!"*

# Eucharistic Minister Guidelines

## ***As Ministers We Strive to Imitate Jesus:***

- Pray** - For His wisdom & guidance
- Learn** - Constantly seeking to grow & improve
- Share** - Our time & talents requires sacrifice
- Witness** - Joyful service-smile & invite.

### ***Our Values***

*We are one team with one purpose.  
We express our love for Jesus Christ through service.  
We create an irresistible environment.*

### ***Standards***

*Fulfill your role on the team! Be prepared!  
Be joyful! Smile!! Be a minister and worship!*

## **ROLE**

To serve and assist at Mass as an extraordinary minister of communion whenever there is a need for ministers to assist in distributing the consecrated bread and wine.

## **PREPARATION BEFORE MASS**

1. *Dress to the Dignity of the Role:* Wear clothing that communicates deep respect for God.
2. *Prayer:* Prepare for your role with prayer, either at home or as you arrive at church, and join in prayer with the other ministers in the Sacristy 10 minutes before Mass.
3. *Sign-in & get your Name Tag:* Arrive 15 minutes early and initial the sign-in sheet outside the Vesting Sacristy. (The sacristan will begin filling vacancies at this time.)
4. *Communion Position:* Initial your communion position under the specific bread or cup number. (Small cards with a diagram of the positions may be put in the back of your nametag.) Assist other communion distributors after your section is finished.
5. *Please Arrange for a Substitute:* Please find a substitute from the list of other Eucharistic ministers if you are unable to serve. If you are not scheduled to serve, please stop at the sign-in area to see if additional Eucharistic ministers are needed or check with the sacristan.

## **DURING MASS**

1. *Come Forward:* Go to your designated place at the beginning of the Peace. All communion distributors stand at the first step in front of the altar. (Sanitize your hands before coming up.)
2. *Distribution:* The priest distributes the consecrated bread after he has received communion. The deacon or sacristan will give the cups to their distributors. Please distribute to the sick/handicapped in the front row of your sections before moving to your designated places.
3. *Ushering:* The ushers will have people from the back of the church lined up and ready as you get to your position. If there are others that are unable to come forward for communion, an usher will alert you when your section is finished and take you to those persons.
4. *Priest Location:* The priest may switch places with bread ministers occasionally to distribute communion to different sections. He will alert you to this when he plans to change locations.
5. *Handing the Cup:* Do not hold the cup for children or handicapped persons as they receive—hand the cup to them. Do not dip the host in the cup. (If wine is spilled, cover it with a purificator and clean it up with a purificator. Place the towel in the basket with the other towels.)
6. *Replenishing Hosts:* If bread distributors are running low on hosts, simply turn and catch the eye of the sacristan, who is standing behind the altar. The sacristan will bring another bowl of hosts to you and switch bowls with you. Do not pour hosts from one bowl to another. If the sacristan is unable to attend to this need, the communion minister should simply return to the altar for additional hosts. Do not break hosts unless the sacristan or priest tells you to do so. (Be sure each host is consumed, even dropped hosts.)

7. *Finishing Sections:* If you finish in your section and notice that there are other sections unfinished, move to the alternate position to assist.
8. *Reverence:* Your demeanor should always exhibit care for the Eucharist as a communion distributor. Be sure to use the proper timing; after saying, "the Body (or Blood) of Christ," wait for the response, "Amen," before you distribute. The Body and Blood should be held up in your line of sight as you make eye contact with the person receiving. (Place your hand on a child or adult with arms crossed and say, "God Bless You.")

## **PURIFYING THE VESSELS**

1. *Hosts:* Immediately after communion, return the hosts to the altar, which will be combined into the ciborium by the sacristan. The sacristan will return the empty bowls to you, which you may need to carry back to the Credence Table. The sacristan takes the remaining hosts in the ciborium to the tabernacle. (If the sacristan takes the ciborium back to the tabernacle and you still have hosts, please give them to the sacristan. A single host may be consumed.)
2. *Bowls:* Remain at the altar to assist in taking empty communion bowls back to the side table. Never stack the bowls. If the deacon is not present, Fr. will purify the vessels at the credence table and consume any visible crumbs from the bowl.
3. *Wine:* The distributors of the consecrated wine go directly to the Credence Table to consume what remains of the consecrated wine. If comfortable, please discreetly consume the remaining consecrated wine by turning away from the assembly. Others at the Credence Table can help consume what remains. **Never** feel required to consume the consecrated wine.. The deacon will consume any consecrated wine not consumed when he is purifying the vessels. If a deacon is **not** present, Fr. will purify the vessels.

## **AFTER MASS**

1. *Washing:* Immediately following Mass, return to the Credence Table to take the vessels to the Sacristy. Purify the vessels a second time with water and consume by filling the wine pitcher with water and use the pitcher to pour water into each of the vessels. Wash the vessels in the Sacristy's sink, not the Sacrament. All gold vessels and Father's chalice are washed without immersing them, because cavities in their bases and stems may trap water, which causes corrosion and eventually destroys the finish. Hold the vessels above the warm soapy water, wash gently with a soft dish cloth, rinse, and dry very gently. Never use any kind of abrasive cleanser or materials, because the gold plating scratches very easily. Please be careful that your rings do not scratch the vessels when you are handling them.
2. *Storage:* Place all washed gold cups and bowls in the locked cabinets of the Sacristy.  
*Credence Table:* After the 8:30 Mass, please set up the Credence Table for the 11:00 Mass. Also, put used purificators in the basket for dirty linens in the Sacristy (in the large cabinet to the right just inside the door). If necessary, put out a clean corporal.

## **SPECIAL NOTES**

1. *Low Gluten:* A few parishioners are gluten intolerant. A small supply of a special gluten-free host is in the freezer in the Vesting Sacristy. Individuals needing these will alert the sacristan, who will put these hosts in a small glass bowl that will be placed on the altar. The priest will always be the one to distribute these hosts to these individuals.

***Your service as a minister of communion is a valuable service to our community as it gathers for worship. Thank you for your faithfulness and attention to the many details of your service to others in this role!***