

1. Arrive Early—please be in the sacristy 20 minutes prior to Mass. On your way into church, try to observe if the filled ciboria and wine are on the table near the vestibule, that the celebrant's chalice and 3 additional chalices and 4 purificators are on the altar and that the tabernacle key is in the tabernacle. If any items are missing, please assist the celebrant in preparing them.
2. We will pray together 15 min before Mass and then go to the entrances to greet incoming parishioners. Two people should go to each entrance. Please greet all with a warm, smiling welcome. We want to make sure that their first encounter with a representative of the parish is a positive one.
3. Please come to the vestibule two minutes before the start of Mass to line up for the entrance procession.
4. Cross bearer, acolytes, lector (if not carrying the Book of the Gospels), Eucharistic Ministers in pairs, lector (if carrying the Book of the Gospels), Deacon and Celebrant. Upon reaching the front of the Church, the Cross bearer and acolytes will go to the right and stand, the lector will go directly into the right first pew, and the EMs will file directly into the left first pew.
5. At the beginning of the "Lamb of God", all the EMs will exit the pew to the center aisle, line up in a straight line across the front, bow to the altar and then go up to the left side of the altar following the person on their left. Please stand close to the altar in a tight semi-circle.
6. After receiving, let the celebrant and deacon proceed to their station before going to your station. The four stations are shown on [Chart #1](#).
7. Assuming the EMs in the wings finish distribution prior to the center aisle, they will then assist those serving the center aisle. (See [Chart #2](#)).
8. For those distributing the Body of Christ: At the end of communion, place your ciborium on the altar and stand close by. The Deacon or Priest will consolidate the consecrated hosts. After he has emptied the ciboria he will pass it to you. Continue standing while holding the empty ciborium with eyes focused on the consolidation process. At this time we want to continue our attention and reverence to the consecrated hosts. Once all the consecrated hosts have been consolidated into one or two ciboria, the Deacon or Priest will place them in the tabernacle. Please turn in place and face toward the tabernacle. After the ciborium is placed in the tabernacle, please bow as the Deacon or Priest genuflects or bows to the tabernacle. The EMs does not genuflect but bow in unison with the person closing the tabernacle. Once the tabernacle is closed proceed to the sacristy with the empty ciboria and paten.
9. For those distributing the Blood of Christ: If your cup becomes empty before the end of Communion, simply leave the altar area and proceed to the sacristy and wait for all EMs to get to the sacristy. If Communion is completed and you have some Precious Blood remaining in your cup, proceed into the sacristy. Once there you should consume it, you may ask other EMs to assist you if needed. After all the vessels are placed in the sacristy, all EMs will exit together from the rectory side and proceed to form a straight line across the front, and bow in unison, then return to the front pew.
10. After the final blessing, the Deacon, Priest cross bearer and acolytes will form a line and bow to the altar. Once the Cross bearer and Acolytes have begun the procession, the lector will file out and then the EMs in pairs. The lector and EMs will only bow to the altar when approaching at the Lamb of God and after Communion; not the beginning or end of Mass.
11. After processing out the EMs should help pass out the bulletins and wish everyone a Good Day.
12. One or two EMs should assist with putting the sacred vessels away.

CHART #1

For the start of Communion

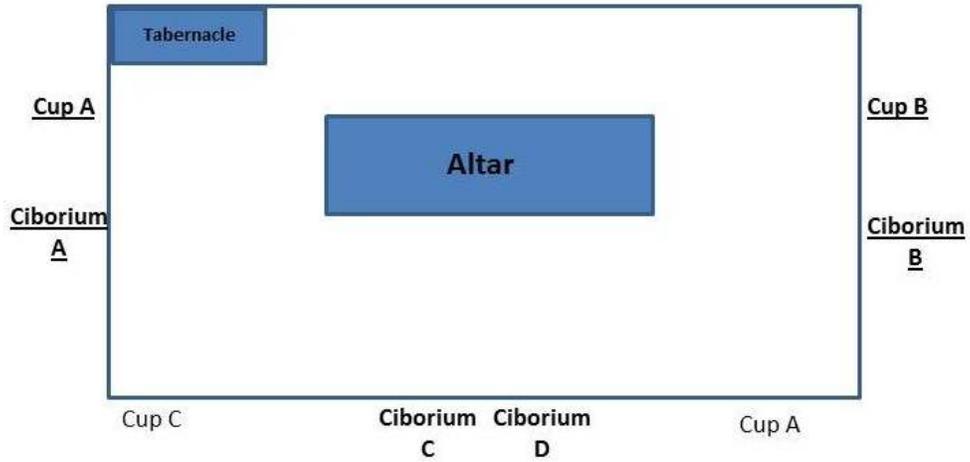


CHART #2

When distribution to church wings is complete ...

note that those who are distributing the hosts move from the wings to the center aisle area

