

Eucharistic Duties for Sunday Mass



St. Clare Catholic Church
1950 Junction Blvd.
Roseville, CA 95747

Eucharistic Duties for Sunday Mass

Jesus said in Mark 6:37a. “Give them some food yourselves.”

Jesus took food to feed the multitude and gave it to the disciples to have the disciples give to the people. The gift of Eucharist is the miracle that entrusts the Church to ministers who give to the faithful the spiritual food, His Body and Blood for nourishment. As an EMHC you are fulfilling His will to feed the hungry by giving them something to eat and drink. The Eucharist sums up our belief that God’s word was made flesh in Jesus Christ and the Holy Spirit guides the Church. God spoke through the Scriptures; Jesus Christ gave His Body and Blood by dying and rising to demonstrate God’s love for us. We participate at Mass sharing in the priestly sacrifice and sharing Holy Communion together.

Today we have come back to the rite of the ancient Church where we are encouraged to be fed by the Body and Blood of Christ.



Eucharistic Duties for Sunday Mass

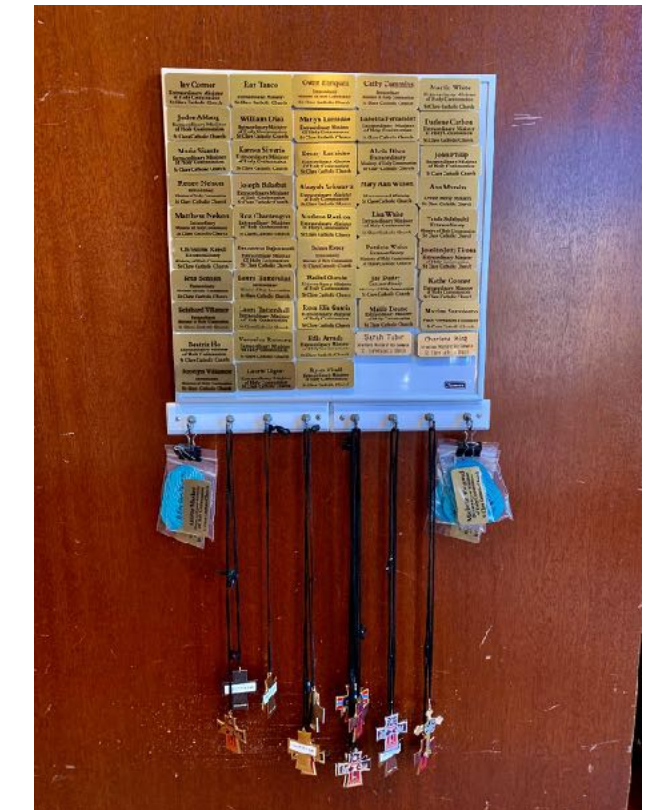
BEFORE MASS

The mass coordinator will set up for mass (vessels, books, etc.)

Arrive at the church at least **20** minutes before Mass.

Sign-in with your name at the check-in stand outside the St Clare room. The Lead EMHC will be there and will assign you to your station and check you in on the MSP Kiosk.

Pick up EMHC medallion found on hooks in the closet located in the St. Clare Room and put on your name-tag. At the end of mass return the medallion to the closet.



Eucharistic Duties for Sunday Mass

BEFORE MASS Cont.

- Take a few minutes to pray before serving as an EMHC.
- All non-assigned EMHCs attending mass should notify Lead of your availability.
- All EMHCs should gather in the narthex 10 minutes before Mass for prayer.
- Lead Host will review assigned positions with EMHCs.
- Late arrivals will be replaced by the Lead Host with an available EMHC.

Eucharistic Duties for Sunday Mass

DURING MASS

- The order of procession into the church is the following: Altar Servers, EMHCs, Lectors, Deacon, Priest.
- The Deacon will carry the Book of Gospels. If Deacon Carl is serving, the Book of Gospels is not used. He will read from the Lectionary used by the lectors.
- When processing in walk up to the bottom step then make a sharp turn to the left or right depending on what side you are on. **DO NOT TURN UNTIL YOU HAVE REACHED THE BOTTOM STEP.**
- All ministers will bow together with the Priest.
- **WHEN GOING TO YOUR SEAT DO NOT CROSS IN FRONT OF THE ALTAR.** Walk behind the altar to get to your seat if it is on the opposite side. You may sit with your family anywhere in the front third of the church.
- The mass coordinator will sit near the end of the second pew nearest the Sacristy on the Ambo side of the church to receive usher count.
- **SPECIAL CONSIDERATIONS:** (Christmas, Easter, Confirmation, or other Special Days) the front pews will be reserved by the Mass Coordinator using red ropes.



Eucharistic Duties for Sunday Mass

DURING MASS **WITH A DEACON**

- The Deacon goes to the Tabernacle after “Peace be with you” to retrieve the tall ciborium, places it on the altar before the end of the “Lamb of God” and returns it to the Tabernacle after Communion. If Deacon Carl or Marinko is serving, then the Lead EMHC will go to the Tabernacle after the “Our Father” is recited, retrieve the tall ciborium and hand it to the Deacon. The Lead EMHC will also return it to the Tabernacle after Communion .
- EMHCs should leave the pew after, “Lord I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed”. **Stand at the bottom of the stairs by the ambo. The Lead EMHC serving the choir should be in position to receive communion first (they should be standing to the left of the ambo). Wait for the priest to consume the Sacred Host and Precious Blood then go up the stairs and form a line behind the carpet in front of the priest and deacon chairs and wait to receive communion from the priest (see altar schematic).**
- The priest will give the deacon, altar servers communion first, then he will give communion to the Lead EMHC, pew bound and the remaining EMHCs.

Eucharistic Duties for Sunday Mass

DURING MASS WITH A DEACON (Cont.)

- The Lead EMHC (RH1) will receive the ciborium from the deacon and go directly to the choir.
- Pew bound EMHC will follow the Lead EMHC (RH1), receive their ciborium from Deacon, and meet the lead Usher at the bottom of the stairs. The usher will guide the EMHC throughout the church to the pew bound. If an usher not available, the EMHC will have to locate pew bound on their own.
- After receiving communion from the priest, all other EMHCs will receive their ciborium from the Deacon, **after which they will go back in line and wait until the priest leaves the altar to start the distribution of Communion to the congregation.**

Eucharistic Duties for Sunday Mass

DURING MASS WITHOUT A DEACON:

- The Lead EMHC will go to the Tabernacle after the “Our Father” to retrieve the tall ciborium and place it on the altar before the start of “Lamb of God”. The Lead will also return it after Communion.
- All EMHCs will receive communion from the priest, after which he will distribute the ciboria to them. The Right Host 1 EMHC will receive the ciborium first, then promptly go down to give communion to the choir. The pew bound EMHC receives the ciborium second, then go down the stairs to meet the lead usher who will take her/him to the pew bound in the congregation. If there is no usher, the pew bound minister will need to locate the pew bound on their own.
- The other EMHCs after receiving their ciboria, will go back in line and wait for the priest to leave the altar to give Communion to the congregation before going to their positions to distribute Communion.

NOTE: EMHCs will wait for the Priest to give them their ciborium. Mass Coordinators, Leads and EMHCs are not allowed to take the ciborium from the altar. Only the Priest and Deacon are allowed.

Eucharistic Duties for Sunday Mass

Communion Stations:

- Lead EMHC (RH1), choir receives first.
- Right Front Host (RFH) and Left Front Host (LFH)
- Ambo side: **Left Host 1** (LH1) will stand next to the first leg of the front pew and **Left Host 2** (LH2) will stand next to the sanctuary steps near the diamond tile. **There will be a small round sticker on the floor to indicate where the EMHC will stand for each of these positions.**
- Pew bound - will give communion to disabled and the people in the narthex and St. Clare Room. When finished will assist the Lead EMHC by the choir.
- Station 7 - where the 7th Station of the Cross is located at the back of church, usher to control the flow.
- Station 8 - where the 8th Station of the Cross is located at the back of church, usher to control the flow.
**7th and 8th stations will be utilized when we know there may be a larger number of people attending mass.
(Easter, Christmas or any other special celebrations).**

NOTE: A schematic of the church is posted in the narthex where you sign in on the tablet. It shows the positions are in the church.

Eucharistic Duties for Sunday Mass

Communion Stations (Cont.)

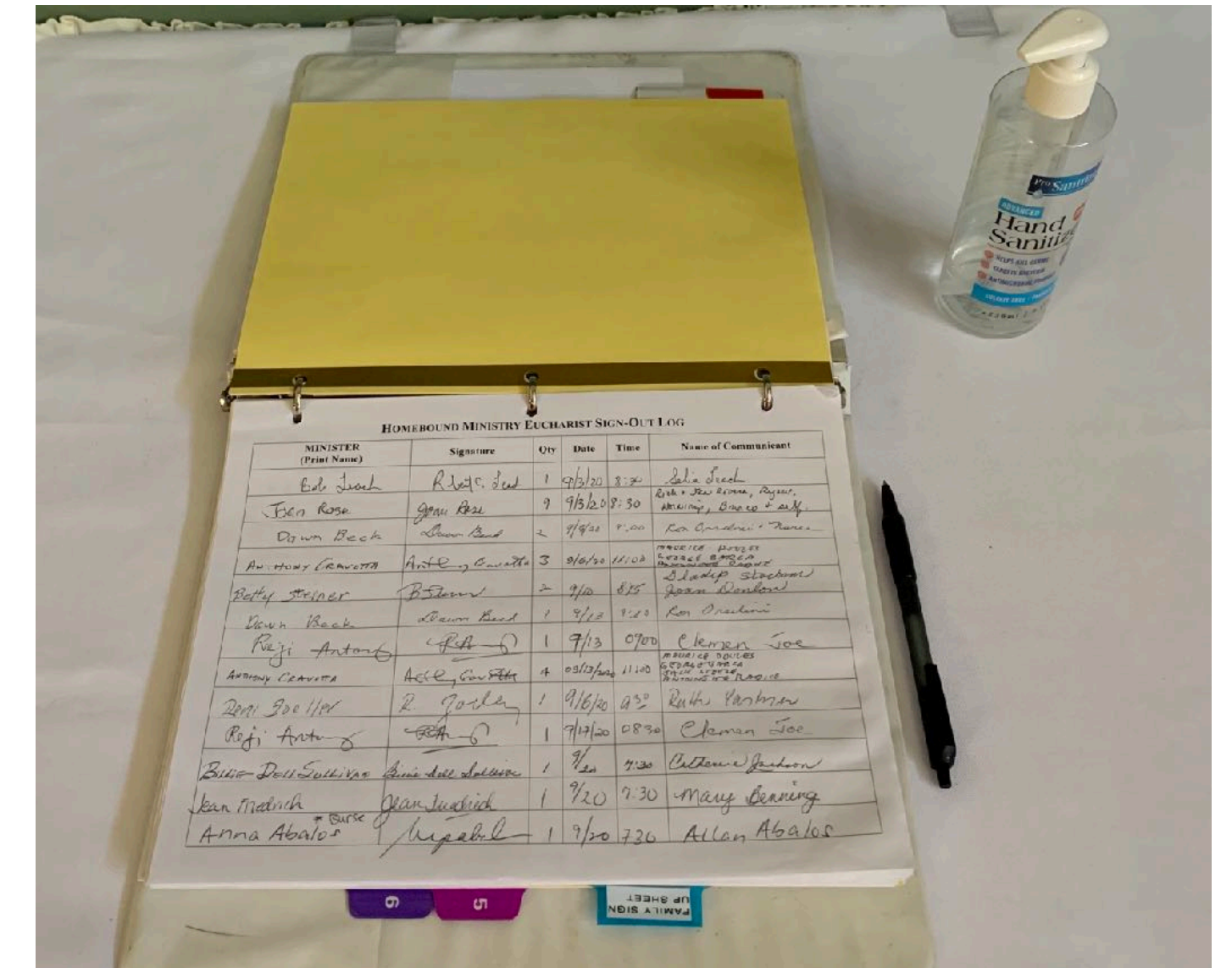
- **If the Lead EMHC, Left Host 1 (LH1) and Left Host 2 (LH 2) have finished distribution of communion at their positions they should go Station 7 and/or Station 8 to assist the priest, deacon, Right Front Host and Left Front Host with the distribution of communion.**
- **They should not go back to their seats unless there is **no line** for communion with the priest and deacon.**

Eucharistic Duties for Sunday Mass

Homebound

Homebound logbook is located outside of the sacristy

- Homebound ministers and families are required to fill out the logbook.
- Unconsecrated host will be placed inside the homebound container next to the logbook. There is a note attached to the container to remember to sanitize their hands before removing the host. A sanitizer will also be located next to the logbook.
- Mass coordinator will place homebound pyx tray on the credence table. The altar server will place the tray on the altar .
- At the end of communion the priest will ask the ministers and families to come forward to collect their pyx.



NOTE: When approached by a family member please do not give them a pyx. Instead give them the business card for Jeanette Meline, St. Clare's Homebound Ministry Coordinator, and let them know to call Jeanette.

If someone is receiving communion and presents you with a pyx, DO NOT GIVE THEM A CONSECRATED HOST. ASK THEM TO SEE THE MASS COORDINATOR AFTER MASS.

Eucharistic Duties for Sunday Mass

ADMINISTERING HOLY COMMUNION

- When giving Holy Communion, the minister holds the Sacred Host slightly above the Sacred Vessel, looks at the Communicant, and in a clear voice says, “**The Body of Christ**” to which the Communicant responds, “Amen.”
- Then the Sacred Body of Christ is placed on the hand.

Communion On The Tongue

- Hand sanitizer will be placed on the credence table near the ambo for LH1 and LH2 and on the small table near the choir for RH1 (usually the lead EMHC). If there is an altar server nearby then they can sanitize the EMHCs hands.
- The Lead Usher will carry a bottle of sanitizer for the pew-pound EMHC.
- Do not refuse to give communion to someone who wants to receive on the tongue.
- **Important:** If a Communicant begins to walk away carrying the Sacred Host, the EMHC should say in a subdued voice, “**Please consume the Sacred Host now.**”



Eucharistic Duties for Sunday Mass

ADMINISTERING HOLY COMMUNION

When a person presents themselves to receive a blessing, the EMHC may hold up their hand over their head or shoulder in a gesture of blessing. An expression such as “Christ’s peace be with you” would be appropriate to say. **Do not touch the communicant – this is extremely unsanitary and can be considered inappropriate.**

Lay Ministers **ARE NOT PERMITTED** to bless with the sign of the cross during a liturgy. This can only be done by ordained clergy (**Priest and Deacons**)

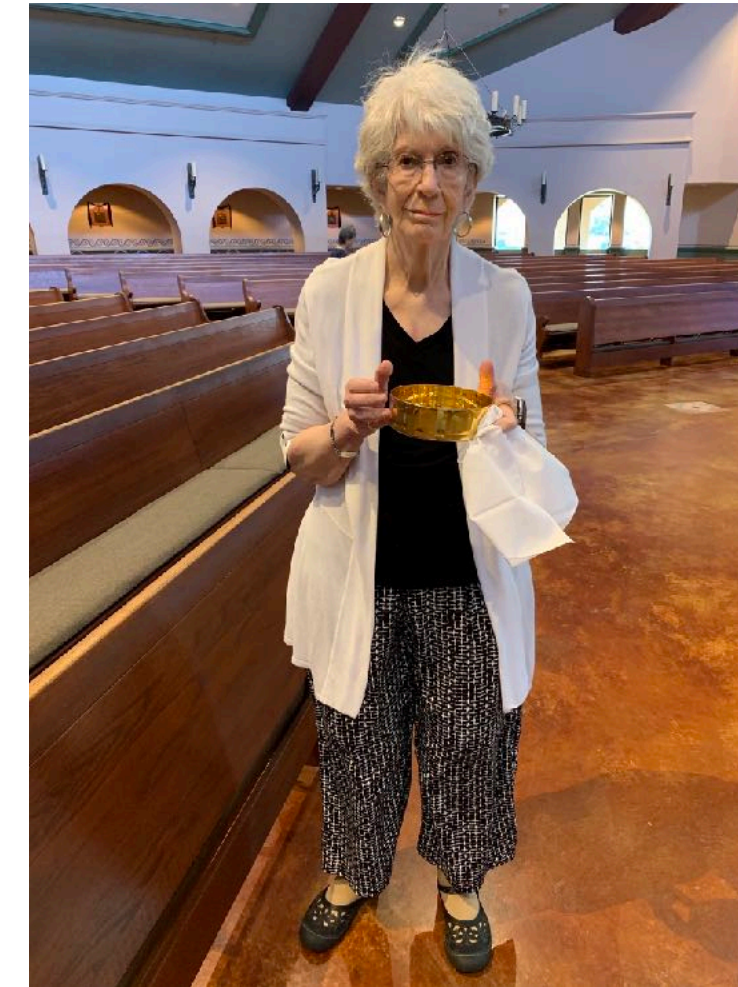
DO NOT refuse anyone communion. If someone approaches and they look confused, you may quietly ask if they have received their First Holy Communion. If they still seem confused offer a “Sign of Peace”. “May the Peace of the Lord be with you” or “Christ’s Peace be with you.” If someone is with a pew-bound Communicant and they request Communion, give it to them.



Eucharistic Duties for Sunday Mass

ADMINISTERING HOLY COMMUNION

- What to do if sacred host falls or becomes soiled: If a Sacred Host falls to the ground, the EMHC should pick it up immediately and consume it. If unhealthy to consume, it should be placed in a purificator given to you by an Altar Server, cupped in your hand, and given to the Lead EMHC after mass. **Purificators will be on the credence table if no altar server is available**
- After mass, the LEAD EMHC will be responsible for the proper disposal of the soiled Sacred Host. The host should be soaked in water until dissolved and then poured into the sacrarium.



Eucharistic Duties for Sunday Mass

After Completion of Holy Communion

- All EMHCs will return their ciborium to the altar unless it is empty, in which case, they will need to be placed on the mobile cart.
- All EMHCs will line up on the disability ramp to show reverence as the deacon (**EMHC Lead if there's no deacon**) returns the large ciborium to the tabernacle **before purifying their hands outside the sacristy**.
- All EMHCs will cleanse their fingers on the Homebound table over the bowl using the small water cruet to pour water over their hands, dry hands with paper towel and then use the sanitizer.
- The Lead EMHC is responsible for purification of the vessels after mass.
Note: Lead may ask for assistance from either the Mass Coordinator or any of the EMHCs. There should be no more than 2 people in the sacristy during purification.
- Mass coordinator from the Sunday 5:00pm mass will place the small credence table by the altar for daily mass.

Eucharistic Duties for Sunday Mass

Recessional:

- **When the priest has given the final blessing all EMHCs should leave the pew and start lining up at the end to the stairs.**
- **The EMHCs that are standing next to the priest and deacon should follow the altar servers as soon as they turn around. There should be no hesitation.**
- **There should be two lines when leaving. If the two sides are uneven, the long side should have every other person “sliding across” to backfill the shorter side.**

Eucharistic Duties for Sunday Mass

Final Purification (Lead EMHC Responsibility)

- After mass, the Lead will place all vessels, wash bowls, towels, linen, wine and water cruets on the mobile credence cart and bring them into the sacristy.
- Put some water into one of the white basins and place it into the sacrarium.
- Place two empty white water basins to the right of the sacrarium next to sink where linens soak.
- Submerge all vessels in the water basin in the sacrarium. Make sure to rinse thoroughly. Do not to submerge bottom of the chalice.
- Place everything that has been purified into the two empty basins to the right of the sacrarium. Empty the water used for purifying into the sacrarium. Refill the basin with fresh water to rinse it, then pour the water into the sacrarium.



Eucharistic Duties for Sunday Mass

Final Purification (Cont.)

- Carefully shake all used purificators and corporal over the sacrarium for possible consecrated particles before placing them the sink to the right of the sacrarium to soak. **All corporals are removed from the altar, mobile credence cart and the stand by the tabernacle after the 5 pm Sunday mass. The Sacristan for the Monday 8:30 am mass will place clean corporals on altar, mobile cart and the stand by the tabernacle.**
- Bring the two basins containing the purified vessels to the left of the washing sink.
- Place an empty basin into the washing sink, add antimicrobial soap and fill it about a third full of water.



Eucharistic Duties for Sunday Mass

Final Purification (Cont.)

- Wash all vessels. Take off jewelry to ensure that they do not get scratched. Rinse thoroughly and place on the towel on the right side of the sinks.
- Dry all vessels with the terry towels located in the cabinet where the washing sink
- Lay the soiled lavabo and terry towels flat, if not wet, place in the plastic container to the left the sacrarium. Hang wet ones to dry.



Eucharistic Duties for Sunday Mass

DRESS CODE:

- Modesty in attire and dignity are the goal
- Your attire should demonstrate your appreciation of how your role fits within the worship experience. Dress should express respect and reverence for the sacred mysteries that are being celebrated.
- It is important that the way we dress does NOT detract from ministering the Eucharist. The focus should be on the Sacred Body and Blood of Christ.
- Also, please refrain from using strong cologne, perfume, or aftershave in consideration for those people who will be approaching you who are sensitive to such smells.

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Appropriate Attire

- Acceptable for men, collared shirt and slacks
- Jeans may be not be worn while serving as an EMHC
- No halter tops, t-shirts. logo wear, sleeveless or low-cut blouses for woman. Women should cover their shoulders. Shawls are available in the sacristy.
- No shorts for men or women and skirts should be modest and cover the knee
- No shower sandals, nor athletic shoes. No high heels due to risk of falling,
- Dress in a way that conveys you are serving Jesus to brothers and sisters.

Shawls located in the cupboard below the draw labeled Palls.

