

Eucharistic Minister Instructions

Revised October 2018

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“All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread and wine”

(#29, *Norms for the Distribution of Holy Communion under Both Kinds in the Dioceses of the U.S.A.*).

PREPARATION

Please dress appropriately. Your attire is a way of showing reverence to the Eucharist and respect for the people at Mass. Wear clothing that would be your “Sunday Best” or “Business Casual”. Avoid the following: shirts that have printing on the front or back, sweat clothing, or shorts. Ladies should dress modestly by avoiding tank tops, spaghetti straps, low-cut necklines, and short skirts.

Please arrive 15 minutes before Mass.

- ✓ If you have a cold or illness, then please ask someone else to take your place.
- ✓ Check your name off on the ministry list on the counter in the gathering area.
- ✓ Sanitize your hands before Mass. A bottle of hand sanitizer is on the counter at check in. Hand sanitizer is not be available near the credence table.
- ✓ Check in with the sacristan who may have special instructions.
- ✓ Please wait in the Narthex; all liturgical ministers and the Priest pray together 5 minutes before Mass.

COMMUNION RITE

After the Sign of Peace, approach the sanctuary and stand in front of the opening to the tabernacle area. There will be 5 ministers (or 4 with a Deacon of the Altar). The minister of the Body is the last one in line. Remain at the floor level until the priest receives communion.

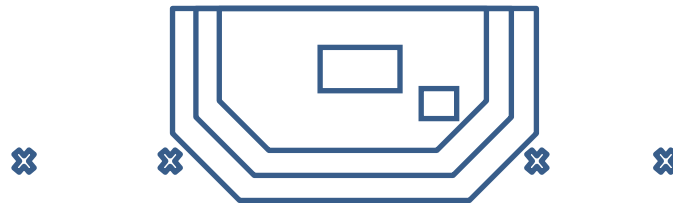
- The EM for the Body of Christ during the sign of peace goes to the tabernacle, genuflects, and brings from it the ciborium with the Eucharist. As he/she approaches the altar he/she places the ciborium on the altar and steps back to the communion line with other EMs (if the deacon is at the altar, the deacon will bring the ciborium from the tabernacle)
- The EM standing nearest to the credence table will lead you up to the altar, and all will stand in a row behind the altar (*men do not let the ladies go first, but go in the order you were standing to avoid all males or all females from being grouped in one area*).
- The priest offers Communion to the EM of the Body of Christ (#1) (when a Deacon of the Altar is present, the priest will give him the Body and Blood of Christ first).
- Then the priest will give the Body of Christ to the other EMs. Meanwhile, the Deacon or EM #1 will offer the Precious Blood to the other EMs.

- When EM #1 gets to EM #5, he/she will hand the main chalice to EM #5 (the deacon keeps the chalice after distributing to the last EM since the deacon's role is to administer the chalice).
- The priest will hand the other chalices to the EMs, and he will hand the small paten to EM #1 to distribute the Body of Christ.
- Never take anything off of the altar. The priest must distribute the sacred vessels.

Where to Stand

Together the priest and EM's proceed down the steps and take their positions on the main floor. Please stand back far enough so that the aisle is not congested.

- Two people stand by the corners of the sanctuary.
- One stands in front of the organ and one in front of the chairs for altar servers.
- The EM with principal chalice (Father's chalice) should stand near the choir.



How to administer the BODY OF CHRIST

Hold the host above the paten facing the communicant. As each communicant approaches, make eye contact and hold the host up and say "THE BODY OF CHRIST". Give the host in a manner that is both reverent and hospitable.

A communicant may give no indication of how they wish to receive Holy Communion, place the host on the tongue if the hands are not extended.

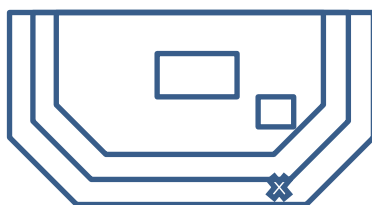
If someone comes to you with arms crossed, offer a simple prayer like; "Receive Christ in your Heart".

- Communion is distributed to the musicians after the assembly has finished.
- Be attentive to the disabled who may need Communion brought to their pew.
- If you need more consecrated hosts, then follow these steps:
 - Take the empty paten and place it on the corporal on the altar.
 - Take the hosts from the ciborium and place them in your paten
 - Return to your place and continue with the distribution of Communion.
 - When communion is over and the musicians have received, place the paten you used on the altar.
 - Father will then place the remaining hosts back in the ciborium at the altar.
 - Father will hand the ciborium back to the Eucharistic Minister of the Body (or deacon if present) who will take the ciborium back to the tabernacle, genuflect and lock it.

Low Gluten Minister: When a parishioner contacts the sacristan and requests a low gluten host, then the sacristan will ask an additional EM who is not already scheduled to distribute the low gluten host. Please follow the instructions below:

1. Thoroughly wash your hands with soap and water prior to Mass.
2. When you approach the altar with the other Eucharistic Ministers please do not receive communion so that your hands are kept free of the gluten in the consecrated Bread. Or you may receive Communion on the tongue.
3. When the other EM's proceed to their stations, pick up the designated pyx from the altar.
4. Then stand in front of the ambo on the bottom step – see diagram.

After you have distributed the low gluten hosts, close the pyx and return it to the altar. Then you may receive communion.



How to administer the PRECIOUS BLOOD

As communicants come forward, make eye contact and offer the chalice, saying “*The Blood of Christ.*” Hold the chalice at the rim and the base leaving the center free for them to grasp.

- For adults, allow the communicant to take the chalice in their hands
- For small children, the EM should hold onto the chalice so that it is not dropped, but allow the child to guide the chalice as they drink.

Wipe the inside and outside of the chalice with the purificator and rotate the chalice a quarter of a turn after each communicant. If all of the Precious Blood has been consumed, cover the chalice with the purificator and return the chalice back to the altar. You can return back to your pew. If at all possible, please do not unfold the purificator, you can use the length of it as needed.

AFTER COMMUNION:

Minister of the Body of Christ: Place the paten on the altar. The deacon or priest will take care of any remaining hosts.

Minister of the Precious Blood: The Precious Blood is to be consumed at the time of Communion, not after Mass. If any Precious Blood is remaining, bring the chalice up to the altar.

- *If a small amount remains*, the EM may consume it at the altar. Then leave the empty chalice on the altar with the purificator next to the chalice (**do not wrap the chalice with purificator**).
- *If a large amount remains*, while standing at the altar the EM may drink a portion, then hand the chalice to the priest or deacon who will drink what remains. It is not appropriate to drink a large amount by yourself.

After Father purifies the chalices, the altar servers will take the chalices back to the credence table. Do not put the purificator down into the cup; instead, simply lay the purificator over the chalice, or place the purificator next to the chalice.

If you are still in the vicinity of the credence table when the EM goes to the tabernacle, please pause and stand respectfully until the tabernacle is closed. Then return to your pew.

Priest: While standing at the altar, he will place any consecrated hosts in the ciborium, then the EM of the Body of Christ will take the ciborium to the tabernacle.

If you or someone drops the consecrated host, the EM will pick it up and place on the side of the paten. Check the floor for remaining particles. If the Blood of Christ is spilled, clean the spot on the floor with the purificator. You can also put the purificator over the spot to protect it. The Priest will address it at the end of Mass. If the Blood of Christ is spilled on the person's clothing, ask them to see Priest before they leave the Church.

QUALIFICATIONS of Extraordinary Ministers of Holy Communion

- Active Catholic who has been confirmed and is in good standing with the Church.
- A commissioned EM for the Diocese of Rapid City (renewed every three years).
- It is not necessary to drink the Precious Blood to be a minister of the cup.
- A person who is growing spiritually through daily prayer and liturgical prayer, especially the Sunday Eucharist.
- Expresses a sense of dignity by appropriate Sunday dress and by handling liturgical vessels and the Eucharist with respect.
- *Optional:* acquainted with taking communion to the sick and with giving it as Viaticum to the dying. 1