

Eucharistic Ministry Handbook

For

Extraordinary Ministers of the

Eucharist

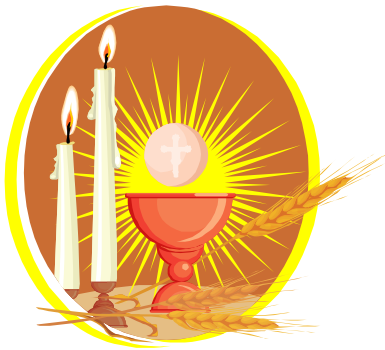


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As Extraordinary Ministers of the Eucharist you represent the Body of Christ offering the Body of Christ to the Body of Christ.

Please be reverent and respectful at all times, be thoughtful and discrete with your actions.

Quick Reminders for Extraordinary Ministers of Holy Communion

- **Schedules:** Scheduling is done quarterly. Notification will be sent out in different media, requesting your blackout dates. Prompt response to the coordinator will allow scheduling to run smoothly.
 - ❖ If you are willing, you will be scheduled for one or more of the following Masses per schedule ~ 6:30AM, 12:30PM, or 5:00PM Sunday per schedule. Consider this an opportunity to minister to a different group of our parishioners.
 - **Substitution:** When you cannot serve as scheduled, it is your responsibility to find a substitute. If you need a roster, please contact your coordinator.
 - **Dress:** Be sure your style of dress shows respect to your ministry and does not distract the communicant or congregation.
 - **Sign-in:** Remember to sign-in on the sheet in the Bride's Room before Mass. The Celebrant is scheduled at Station 3, so that if he moves to your location, you will then take his position.
 - **Body of Christ Service Minister:** Go to the Tabernacle immediately after the Sign of Peace Greeting. Remove the Ciborium/Ciboria from the Tabernacle, wait near the Baptismal Font. Be ready to move to the altar after saying, "Lord I am not worthy . . ." Carry the Ciborium respectfully.
- Note:** The Body Minister from Section 5 (St. Joseph) will assist the Body Service Minister with carrying the Ciboria to the Altar.
- **Going to the Altar:** Move from your pew immediately after saying, "Lord I am not worthy . . ."
 - **In the Sanctuary:** Do not exchange a Peace Greeting in the Sanctuary (this part of Mass has been completed by the time you move to the Altar). Model a simple head bow when receiving communion.
 - **Distributing Communion:** Remember ~ eye contact with the communicants makes their reception more meaningful.
 - **Blessing:** Please bless children who do not receive and adults who indicate they wish to receive a blessing.
 - **Ministers of the Blood of Christ:** Stand at least 10 feet from the Body Minister. Do not pour from one cup to another at your place. If your cup is empty, place it on the Altar.
 - **Low Gluten Procedure:** The communicant will place a small Pyx containing a low gluten host on the tray with the cups before Mass. If you are assigned as Body Minister at Station 3, the Celebrant will ask a server to stand next to you with the Pyx. When the person who requires the low gluten host indicates his/her Pyx, take it, hold it up, say "The Body of Christ" and hand the Pyx to the communicant. The server will then return to his/her seat.
 - **Those who cannot receive the Body of Christ:** There are some who cannot even receive a low gluten host. They may request a Blessing from the Body Minister and receive the Blood of Christ.
 - **After Communion:** Ministers of the Blood consume the remaining Blood near the Credence Table and promptly take their cups to the Altar. The cups and Dishes are purified at the Altar by the Priest or Deacon. The Blood of Christ Service Minister takes the tray to the Work Sacristy to cleanse the vessels and set up for the next Mass.

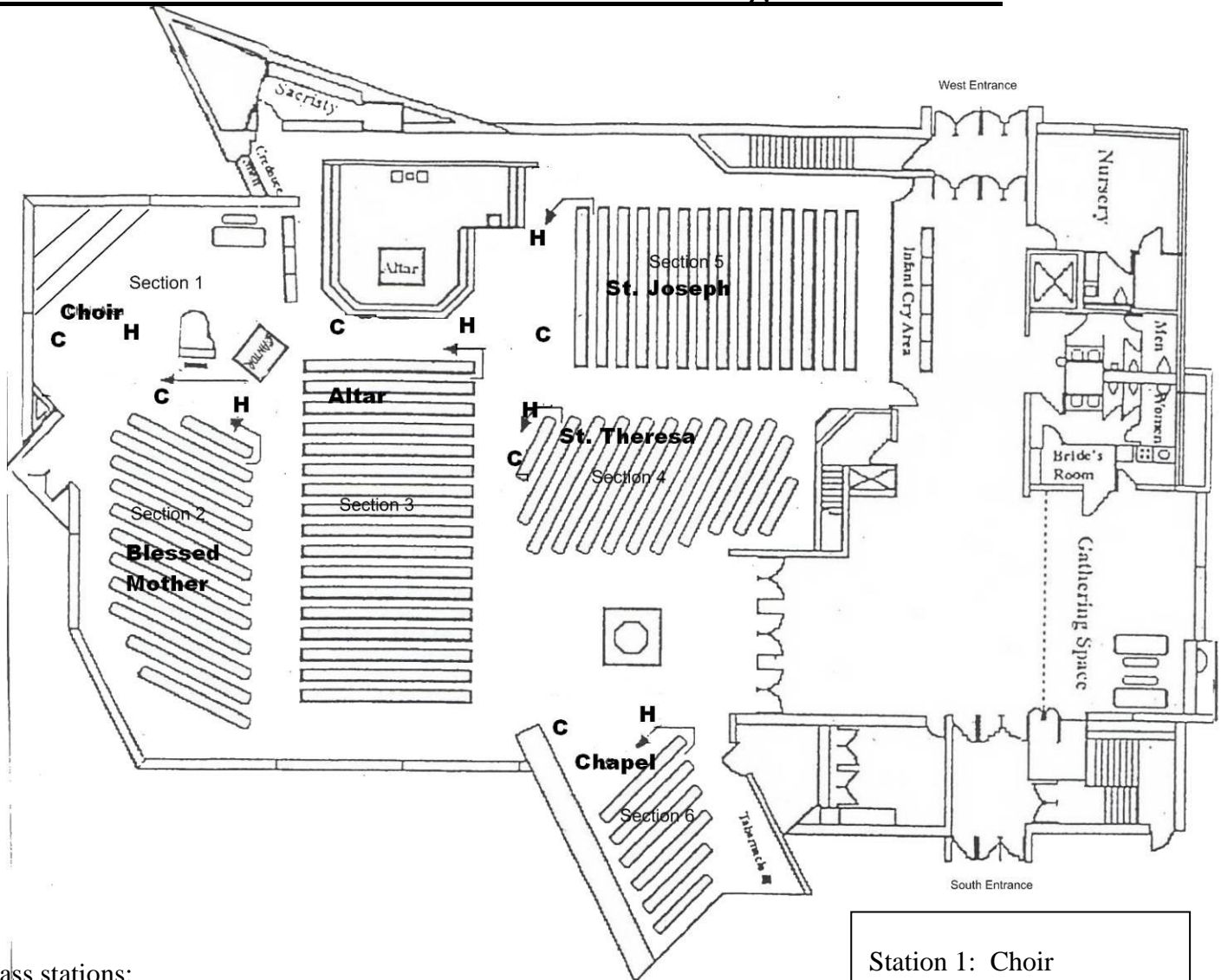
Note: All other Ministers of the Blood should check the Work Sacristy to see if help is needed cleansing and setting up for the next Mass.

Special Notes:

- * Father Ryan will cleanse his Chalice and Paten himself.
- * We are not to pour the Blood of Christ into the Sacrament; please consume any remaining Blood of Christ. If this presents a problem for you, please ask for help.

Setting up for the next Mass: Use the schedules and pictures provided in this handbook. If the Ciborium is full, please set out fewer hosts for the next Mass.

Positions of the Eucharistic Ministers during Communion



Mass stations:

Saturday ~ 5:00 p.m. – Stations 2,3,4,5,6

Sunday ~ 6:30 a.m. – Stations 3,4,5

8:00 a.m. – Stations 2,3,4,5,6

9:30 a.m. – Stations 1,2,3,4,5,6

11:00 a.m. – Stations 1,2,3,4,5,6

12:30 p.m. – Stations 2,3,4,5

5:00 p.m. – Life Teen Youth – 2,3,4,5,6 (Life Teen Youth Mass – October thru April)

- | |
|---------------------------|
| Station 1: Choir |
| Station 2: Blessed Mother |
| Station 3: Altar |
| Station 4: St. Theresa |
| Station 5: St. Joseph |
| Station 6: Chapel |

Positions of the Extraordinary Ministers of the Eucharist during Communion

- ❖ Please note the position of the Eucharistic Ministers on the Floor Plan. Communicants' traffic flows from left to right, except at Station #1.
- ❖ At the 9:30am and 11:00am Masses, Station #1 serves that station and remains there until the choir has received. They can then serve at the back of Station #3.
- ❖ Station #6 serves the Day Chapel, and then helps at Station #4 or #5.
- ❖ The Priest serves the Deacon, the Cantor and the Altar Servers Holy Communion.

PLEASE REMEMBER TO TRY AND MAINTAIN AT LEAST A 10 FOOT DISTANCE BETWEEN BODY AND CUP MINISTERS. **Please refer to Floor Plan.**

Extraordinary Minister of the Eucharistic Procedures

Body Ministers ~

Approach the Altar after you say, "Lord, I am not worthy..." Do not shake hands, as this time has passed. Extend your hands when Father is offering the Dishes with the Precious Body. Once all Extraordinary Ministers have received their vessels, proceed to your station. Once you have finished servicing your station, check to see if other stations are in need of your service.

When you have finished distributing the Body of Christ, please place the dish on the altar. If the dish is not empty, the priest will put the remaining consecrated hosts into the Ciborium. Then you may return to your seat.

The Bread Service Minister will take the Ciboria back to the Tabernacle. The Bread Minister from Station 5 will assist the Body Service Minister to carry the Ciboria before Communion and return it after Communion.

Precious Blood Ministers ~

Approach the Altar after you say, "Lord, I am not worthy..." Do not shake hands, as this time has passed. Extend your hands when Father is offering the cups with the Precious Blood. Once all Extraordinary Ministers have received their vessels, proceed to your station.

When you have finished distributing the Blood of Christ, if the cup is empty, immediately place it on the altar, along with the purificator. If there is any of the Blood of Christ left, go to the servers' Credence Table (behind the altar near the window) and consume the remaining Blood of Christ - do not take the cup to the Work Sacristy. Ask other EME's if you need help in consuming the Blood of Christ. When your cup is empty place it on the altar.

Please go to the Work Sacristy to make sure there are enough people to set up for the next Mass. You may offer your help to the Cup Service Minister, so he/she does not have to prepare, alone.

If your services are not needed in the Working Sacristy, you may return to your seat.

Remember: All Precious Blood must be consumed

Service Minister Reminders

Body Service Ministers: Body Station 4 and Body Station 5 ~ Body Ministers assigned to Station 4 & 5 will go to the Tabernacle after the Lamb of God is completed and bring the Ciboria to the Altar. After the Distribution of the Eucharist, the same Ministers will return the Ciboria to the Tabernacle.

- ❖ Before Mass – Check and make sure the key is in the Tabernacle. If not, it is located on a hook, in the Vesting Sacristy, in the cabinet labeled: Chalices. At specific Masses, the Tabernacle must be locked after Mass and the key placed back on this hook.
- ❖ When approaching the Tabernacle, always show reverence by a bow, Sign of the Cross, etc.
- ❖ During the “Lamb of God” go to the Tabernacle to retrieve the consecrated hosts in the Ciborium. Open the doors all the way and leave them open. Section 5 Body Minister will assist in bringing up all the Ciboria
- ❖ Wait at the Baptismal Font until the “Lord, I am not worthy . . .” then approach the Altar. Place the Ciborium (multiple Ciboria) on the Corporal.

- ❖ After the distribution of the Eucharist is complete, wait in the Sanctuary – off to the side and behind the Altar – for the Ciborium containing the remaining consecrated Eucharist. Return the Ciborium to the Tabernacle, close the doors and leave the key in the lock.
- ❖ The tabernacle must be locked and the key returned to the Vesting Sacristy after the Saturday 5:00PM, Sunday 12:30PM and Sunday 5:00PM Masses. The key should be hung on the hook in the cabinet labeled Chalices. (Note: This is in the Vesting Sacristy.)

Precious Blood Service Minister: Blood 4 station~

- ❖ After the distribution of the Eucharist is complete, wait beside the Altar for the Priest or Deacon to cleanse the cups and Dishes. He will put them all on the tray. Take the tray to the Work Sacristy.
 - ❖ After Communion, while in the Work Sacristy, please be reverent. If you must talk, talk quietly, and close the door.
- ❖ Wash the cups with soap & water. Be careful NOT to immerse the Gold cups as water collects in the bottom!
- ❖ DO NOT wash Fr. Ryan’s Chalice.
- ❖ Rinse out the carafe, soap is not needed.
- ❖ Set up for the next Mass ~ at the 6:30, 8:00, 9:30 and 11:00
- ❖ Check the list for the Celebrant and use appropriate Chalice and Patent

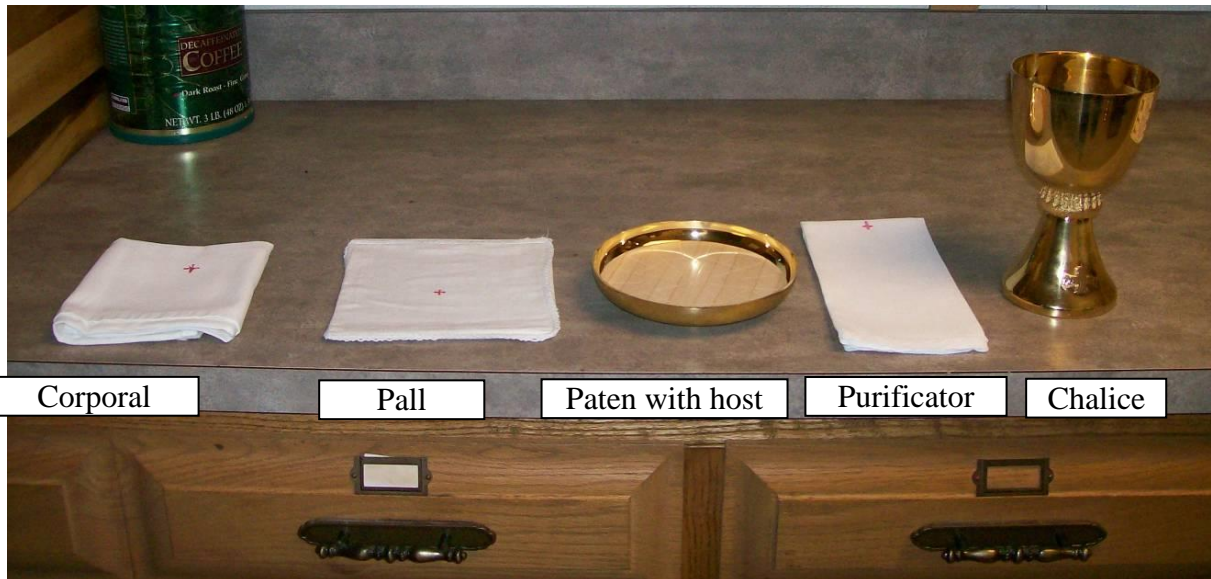
The number of Ministers needed at each Mass is:

5:00 – 10 Ministers including Priest	(5 cups/dishes)
6:30 – 6 Ministers including Priest	(3 cups/dishes)
8:00 – 10 Ministers including Priest	(5 cups/dishes)
9:30 – 12 Ministers including Priest	(6 cups/dishes)
11:00 – 12 Ministers including Priest	(6 cups/dishes)
12:30 – 8 Ministers including Priest	(4 cups/dishes)
5:00 – Depending on Life Teen and Adults	(3 or 4 cups/dishes)

- ❖ Check list for the number of cups and dishes required for the next Mass
- ❖ Assemble the tray with the cups and paper purificators, place on Credence Table
- ❖ Fill the Carafe with wine from the refrigerator – refer to picture for amount. Refill refrigerator with wine from closet.
- ❖ Fill appropriate number of Dishes with hosts.
- ❖ Fill small pitcher (used for cleansing hands) with water; place purificator on dish, put both on Credence Table
- ❖ Celebrant’s Chalice, with Corporal and purificator (red cross) atop the Chalice should be placed on the Credence Table.

- ❖ Take the Dishes filled with unconsecrated hosts and wine to the Offering Table.
- ❖ Please do not put clean corporals in hamper. Refold and reuse it.
- ❖ Note that there will be no need to rinse into the Sacarium (the covered sink) because the last of the Blood of Christ has been removed by the priest or deacon.
- ❖ The paper purificators are placed into the wooden box on the counter in the Work Sacristy. They will be burned as a respectful way of disposing them.





Above is the layout for the setup of the chalice for the priest.

- Begin by place the Purificator over the chalice and push in a little way.
- Place the Paten with the large Host on top of the Chalice & Purificator.
- Nest, place the Pall, which protects the host on the Paten and large Host.
- Finally, the Corporal (with a red cross) is placed on top of all.



This photo shows the setup of the Credence Table.

Place enough clean cups on the tray for your mass. Include enough paper Purificators for each cup.

- Place enough clean Cups and Paper Purificators for the next Mass on the tray.
- The clean, small water cruet should be filled with fresh water.
- A clean, small finger towel (without a red cross) is laid on top of the Cleansing Dish.
- An assembled Chalice is also place on the Credence Table.



Items for the Gift Table.

Currently, the brass/blue covered dish, and the Carafe of Wine are the only items placed on the Gift Table. The other two brass covered dishes and the open brass pedestal dish are placed on the Credence Table. The dishes should be filled according to the Mass time – more for 9:30 & 11:00. The three Ciboria will be brought from the Tabernacle.



Gift Table

Note: If one of the Ciboria is empty after Communion, you may place unconsecrated hosts in it and place it on the Credence Table; it will be consecrated during the next Mass.

Procedures for Easter Liturgy in Valker Hall: 8:00AM, 9:30AM, 11:00AM

Five Stations: 1, 2, 3, 4, 5. The floor plan follows the layout in the main Church.

- Sign in on sheet located by the door nearest the West stairway (close to the elevator).
- Review floor plan on the wall near the sign-in sheet, which is similar to the Main Church
- Stations are marked on the floor with tape. Locate your assigned 'mark' before Mass begins.
- EME's do **NOT** go up onto the Altar (stage); it will not easily accommodate all the Ministers. Please remain on the floor in front of the 'Credence Table', near the altar servers. The Deacon or Priest will bring your vessel to you.

Service Ministers

- Cleanse cups with soap in the kitchen. Since the vessels have been purified by the Deacon or Priest, washing them in the kitchen is acceptable.
- Be mindful not to put the Paper Purificators in the garbage but hold in VH until after the last Mass when all the vessels and supplies are taken up the Work Sacristy.
- **Body Minister** – There MAY be a Tabernacle set up near the Altar. Before Mass, please check to see if there is a Tabernacle and if there are consecrated hosts inside. If so, take the Ciborium, to the Priest at the appropriate time.

After the 11:15 Mass: All EME's Should Held Clean Up

- Take the Ciboria containing any consecrated hosts to the Tabernacle in the main Church.
- Since the vessels have been purified by the Deacon or Priest, you may wash them in the sink in VH.
- After the vessels have been washed, take them upstairs to the Work Sacristy and put them away.
- All Paper Purificators should be placed in the wooden box in the Work Sacristy. All damp linens should be opened and laid over the hamper.
- Any remaining unconsecrated wine should be taken to the Work Sacristy and put in the refrigerator.

Procedures for Christmas Vigil: 4:00 P.M. in Valker Hall

Five Station: 1, 2, 3, 4, 5. The floor plan follows the layout in the main Church.

- Sign in on sheet located by the door nearest the West stairway (close to the elevator).
- Review floor plan on the wall near the sign-in sheet, which is similar to the Main Church
- Stations are marked on the floor with tape. Locate your assigned 'mark' before Mass begins.
- EME's do **NOT** go up onto the Altar (stage); it will not easily accommodate all the Ministers. Please remain on the floor in from on the 'Credence Table', near the altar servers. The Deacon or Priest will bring your vessel to you.
- Place your vessel on the Credence Table when you have distributing the Eucharist and return to your seat. Cup Ministers should consume any Precious Blood remaining in your cup and leave the cup on the Credence Table. The Deacon or Priest will purify the vessels.

Service Ministers

- Cup Minister ~ After Mass, take all vessels upstairs to the Work Sacristy. Wash the vessels and put away in the proper cabinet.
- Body Minister ~ When distribution of the Eucharist is complete, take the Ciborium upstairs to the Tabernacle in the main Church.

After the 11:15 Mass: All EME's Should Held Clean Up

- Help take the vessels upstairs to the Work Sacristy and put them away.
- All Paper Purificators should be placed in the wooden box in the Work Sacristy. All damp linens should be opened and laid over the hamper.
- Any remaining unconsecrated wine should be taken to the Work Sacristy and put n the refrigerator.

Procedure for Christmas Vigil in Parish Center (New Gym)

Six stations: 1, 2, 3, 4, 5, and 6. The layout is different from that of the Main Church.

- Sign in on sheet inside South door.
- Review floor plan on the wall near the sign-in sheet; it is not the same as the Main Church or Walker Hall.
- Stations are marked on the floor with tape. Check your location before Mass begins.
- There is no Tabernacle at this Mass.
- EME's should go into the "Sanctuary" (to the Altar) to receive Holy Communion.
- After Mass, all EME's should help take the vessels back to the Church. The Cup Ministers will cleanse the vessels and put them away.

Service Minister

No Service Minister will be assigned. EMEs, please offer to assist the Deacon in bringing the vessels back to the church, to be washed and put away.

Procedure for First Communicant at a Regularly Scheduled Mass

- The First Communicant and the Parents may be invited into the Sanctuary to receive the Eucharist.
- If this is the case, approach the Altar as you normally would, leave your seat immediately after the "Lord, I am not worthy . . ." but wait at the bottom of the steps. When the First Communicant and the Family have received both the Body and Blood and have left the space, ascend the steps into the Sanctuary.
- Do not wait until the Family has left the Sanctuary to leave your seat.

Reminders:

Dress Code

Be sure your style of dress shows respect to your ministry and does not distract the communicant or congregation.

Some general guidelines for appropriate dress are ~

- No shorts, blue jeans, gym shoes or flip-flops.
- Men should wear, at minimum, a collared shirt, nice slacks, perhaps a tie and/or sport jacket.
- Women should wear nice pants, skirt or dress – nothing slinky, low cut or mini.

Requesting a Substitute

Once the Quarterly EME Schedule has been distributed, you are responsible for the Masses to which you have been assigned. If you are unable to serve at a given Mass, it is your responsibility to find a substitute.

Suggested methods:

- Call someone to fill-in for you. The EME Roster includes name, phone number and preferred Mass times. If you don't have a roster, please contact the coordinator.
- Try switching with someone scheduled the week before or the week after at the same Mass time.
- A Yahoo Group has been set up for your convenience; send an email to:
StFrancisDeSalesEM@yahoogroups.com. All EME's will receive your request, only those who are available to sub should respond.

Glossary of Terms

Altar ~ A table on which the sacrifice of the Mass is offered to God. It is the center of importance in the place where the Mass is celebrated. Also called: "The Table of the Lord."

Bread & Wine ~ The elements used in the celebration of Eucharist (unleavened bread and natural pure wine). **NOTE:** After the Eucharistic Prayer the bread and wine are referred to as: "the consecrated bread and wine" or "the Body and Blood of Christ." Catholics do not believe that the bread and wine are mere symbols; they believe the bread and wine actually become the Body and Blood of Christ.

Burse ~ A leather case which may be used to carry the Pyx.

Chalice ~ The cup used to hold the wine that is consecrated and becomes the Blood of Christ.

Chasuble ~ A sleeveless outer garment worn by the priest during Mass. It symbolizes the Yoke of Christ and signifies Charity.

Ciborium (Ciboria is plural) ~ A covered vessel used to hold the consecrated bread for the distribution of the Body of Christ during communion of the Faithful.

Corporal ~ A square linen cloth on which the Eucharistic elements are placed during Mass.

Credence Table ~ A Renaissance sideboard used chiefly for a valuable plate, or during Mass, a small table where the bread and wine rest before consecration.

Eucharistic Minister ~ Extraordinary Minister of the Eucharist ~ The ordinary minister of Communion is a priest or deacon, but in cases of real necessity, which have been broadly interpreted since the Second Vatican Council, lay persons and religious may be authorized by a bishop to distribute the Holy Eucharist.

Luna ~ Small covered container, which resides in the Tabernacle, made of precious metal which holds the Lunette.

Lunette ~ A circular receptacle with glass sides which holds the Sacred Host upright in the Monstrance.

Monstrance ~ A sacred vessel which contains the consecrated Host when exposed or carried in procession.

Pall ~ A stiff square piece of linen that covers the paten.

Offering / Gift Table ~ The small table upon which the bread and wine are placed.

Oils ~

Oil of Catechumen (OC) ~ Olive oil, blessed by a bishop, used during Baptism and the Rite of Christian Initiation of Adults (RCIA).

Oil of the Sick (O1) ~ Usually olive oil, blessed by a bishop and used in the Sacrament of the Anointing of the Sick.

Sacred Chrism (SC) ~ A consecrated mixture of olive oil and balsam, blessed by a bishop, used in the administration of Baptism, Confirmation and Holy Orders. Also used in the consecration of churches, altars, chalices and patens. The oil signifies strength, balsam signifies freedom from corruption.

Paten ~ A plate usually made of precious metal and used to carry the bread at the Eucharist.

Purificator ~ A small piece of white linen, marked with a cross in the center, used by the priest in the celebration of Mass. It is folded in three layers and used by the priest to purify his fingers and the chalice and paten after Holy Communion. **Paper Purificators** are used by Extraordinary Ministers of the Eucharist during the distribution of Communion.

Pyx ~ A vessel in which the Sacred Host is either preserved or carried. It is made of precious metal, gold or silver, and if made of silver, is usually gold-plated. The Pyx, or *ciborium*, is the ordinary receptacle for the preservation of the Sacred Host in the tabernacle. A smaller Pyx is used for carrying the Blessed Sacrament to the sick. This is a small round case and should be gold-plated at least inside. It suffices for from one to four or five hosts.

Sacrarium ~ A basin or sink, provided with a drain directly to the earth, for the disposal of water that has been used to purify the sacred vessels.

Sanctuary ~ The part of a church containing the altar. It is the center of the liturgical ceremony, clearly distinct from the main body of the church.

Stole ~ A liturgical vestment composed of a strip of material, several inches wide, worn around the neck by priests & bishops; at the left shoulder like a sash by deacons for the celebration of the Mass, administration of the sacraments and ceremonies of the Blessed Sacraments.

Tabernacle ~ A receptacle where the consecrated elements of the Eucharist are kept or an ornamental locked box used for reserving the sacred species.

Vesting Sacristy ~ A room in a church where vestments are kept and where the clergy vests.

Working Sacristy: A room in the church where the vessels used in the Liturgy are cleansed and stored.

Additional Reminders:

- ❖ The Body Minister for Section 5 will assist the Body Service Minister by going to the Tabernacle after the *Lamb of God* is completed and help bring the Ciboria to the Altar. After the Distribution of the Eucharist is complete, the same Minister will help return the Ciboria to the Tabernacle.
- ❖ The Celebrant is generally assigned to Station B3, if he goes to your Station, please proceed to B3.
- ❖ If you accidentally drop a Host, pick it up and place it in the hand which is holding the container of the consecrated hosts. When you have finished distributing the Eucharist, either consume the dropped Body of Christ or take it back to the Work Sacristy, break it into small pieces in the Sacarium and dissolve it with a small amount of water.
- ❖ If a parishioner sneezes or coughs into the cup of the Blood of Christ, excuse yourself and go back to the Work Sacristy; under these circumstances you may put the Precious Blood into the Sacarium.

As Extraordinary Ministers of the Eucharist you represent the Body of Christ

Offering the Body of Christ to the Body of Christ.

Please be reverent and respectful at all times;

Be thoughtful and discrete with your actions.

Thanks to all of you for serving when you're scheduled and coming forward when needed!

Life happens - to all of us - and sometimes we "can't make it", so ~

- ❖ Thank You for finding a sub;
- ❖ Thank You for checking the sign-in sheets;
- ❖ Thank You for alerting the ushers when you're available;
- ❖ Thank You for serving.