

EUCHARISTIC MINISTER GUIDELINES

ALL MINISTERS—please be attentive to the schedule and arrange for your own substitutes when needed.

ALL MINISTERS—please arrive 20 minutes early so that you have made all of the necessary preparations prior to people gathering. We know Tim Dieringer typically does preparations at 5:30 and 8:30, but there are times he is not there and **YOU ARE** responsible to make sure all is ready.

ALL MINISTERS—please check-in with the commentator on your arrival. The commentator needs to know if you are present so he/she can find a replacement if necessary.

If you are ready early—sit down and prayerfully reflect and pray that you may fully minister at this Eucharistic Celebration.

BEFORE MASS

- On arrival go to sacristy (room on tabernacle side of altar.) If door is locked, music ministers have key.
- The key to the safe is in the finger towel drawer. Open safe and get tabernacle key (**DO NOT TURN DIAL ON SAFE**)
- Place the key in the tabernacle and check how many hosts are in the ciborium.
- The vessels are in the cupboards on the south wall. Except gold vessels are in the safe.
- Prepare the gift table at back of main aisle by Baptismal Font.
 - Fill the wine decanter with appropriate wine for Mass—
 - It sometimes works best to actually fill a cup (1/2 to 2/3 full) and pour into decanter. 2 cups for 5:30 and 4 cups for 8:30 and 10:30
 - Fill large bowl with appropriate number of hosts and one large host. (approx. 200 / 5:30 PM; 300 / 8:30 AM; 300 / 10:30 AM) (there are 100 hosts per tube)
- Prepare the credence tables by the altar with the following:
 - Father's chalice and purificator.
 - 2 Communion Cups or 4. (Father is only one to use his chalice) + purificators
 - 1 Communion Bowl or 3 (Father's large bowl is only for the presentation of gifts and consecration. Then he distributes communion between 3 bowls + ciborium in tabernacle).
 - Cruet of water and bowl and finger towel.
- **Deacon Tim will be scheduled as Cup Minister when he serves at the table.**
- Gather at the Baptismal Font before Mass ... decide who will be doing what and at which stations ... ask Father which station he will be serving from.

We want to try to consecrate only what will be served at Mass. If you are serving 10:30 include enough for Mon./Tues. Communion Service: about 40 per day.

TAKE NOTE: BE ALERT: If the 5:30 Mass seems overly crowded, please feel free to ask for additional ministers—either (2 additional cups or 2 cups and 2 bread) ... then adjust set-up accordingly.

DURING MASS

- In the entrance procession follow after the altar servers and move to the side of the altar where you are sitting.
- Bow with Father at the altar and then be seated in the assembly.
- When Sign of Peace is being completed come to the altar
 - Cleanse your hands with hand sanitizer
 - **Stand in a semi circle facing the assembly - move in close to carpet not back by the tables**
 - Cup Ministers on the tabernacle side**
 - Bread ministers on the choir side**
 - The Bread minister goes to the tabernacle and brings ciborium to the altar
- Father receives then Father serves all ministers and then gives the cup ministers their cups and they serve the bread ministers.
- All ministers proceed to their places (see diagram on back of page)
- **Be aware of anyone needing communion brought to them in the congregation—the cup as well as the host.**

DURING MASS

- After Communion
 - Cup ministers go to side table and consume the remaining Blood of Christ—clear the altar of vessels if altar servers haven't done this Host ministers go to altar for all hosts to be placed in the ciborium
 - Once you have consumed the blood or given Father your extra hosts you then gather in front of the tabernacle for the repose of the Blessed Sacrament.
 - The one host minister takes ciborium to the tabernacle and joins the other ministers - all bow and return to seats.
- **Please note:** There is an extra ciborium in the cupboards in the sacristy just in case there are more hosts left than will fit in one.
- At the end of Mass come back to front of altar for recessional following behind altar servers.

AFTER MASS

- After Mass: Purify cups, decanter, chalice and bread bowls
First rinse with water and pour the water in the sacrarium (in small room behind sacristy).
If this room is locked, the key is in the drawer with the tabernacle key.
Then wash vessels with soap & water
Dry the gold cups with a soft cloth so as not to scratch them.—in other words do not use paper towels to dry the chalices and ciboriums.
Return vessels to proper places / Put purificators in cold water (NO SOAP) by the sink
Return tabernacle key to safe
Put collection money in bank bag and then in safe—lock the safe **but don't spin the dial.**
Return safe key to finger towel drawer
- If you are serving the Blood of Christ ... PLEASE stand far enough away from the Bread Minister to accommodate a line.
- WHAT IF ...
 - the host would fall? You would immediately pick it up and consume it
 - the Blood would spill? Step over it and when you have finished serving the Blood, place your purificator over it and clean up the spill after MASS (pour water on the spot and soak it up with a towel then rinse the towel thoroughly in the sacrarium sink and place in bucket with other linens.

