



Eucharistic Ministry

EUCCHARISTIC MINISTERS -- GLOSSARY OF WORDS

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|--------------------------|---|
| Ambo | Place from where the scriptures are read. |
| Principal Chalice | The sacred vessel used by the priest to hold the precious blood. The laity receive from pewter or gold chalices. The principal chalice and ciboria are silver or gold. |
| Ciborium | The vessel/dish/bowl where hosts for Communion are carried and for reservation in the tabernacle. Some have a lid, most do not. From Latin "cibus" meaning food. The plural is "ciboria". |
| Corporal | The large linen folded cloth that is on top of the chalice. It is placed on the altar during mass. The chalice and ciborium are placed on it. |
| Credence Table | Table in a sanctuary near the altar where vessels, ciboria, water, and wine chalices are kept for mass. |
| Cruets | The small pitchers with a lid for the wine and water kept in the refrigerator. The wine is put in a pitcher for weekend masses. |
| Eucharist | A Greek word meaning "thanksgiving"; the great sacrament of thanksgiving, the mass; the consecrated bread and wine. |
| Lectionary | Book containing the readings for the Eucharistic celebration. |
| Liturgical Season | Division of time according to the main focus of the Eucharistic celebration at different times of the year; e.g., Advent, Lent. |
| Liturgy | Official public worship, especially the Eucharistic celebration. |
| Liturgy of the Eucharist | Entire Eucharistic celebration, or part of it from the Presentation of the Gifts through the Prayer after Communion. |
| Liturgy of the Word | Part of the Eucharistic celebration from the First Reading through the General Intercessions. |
| Pall | The pall is also linen but square and solid and is with the chalice. The pall is also what we call the large white cover that drapes the casket at a funeral. |
| Presider | Person appointed to lead communal worship in accordance with the laws of the Church. |
| Purificator | The linen napkin/cloth to use with the precious blood after drinking from the chalices. |
| Pyx | The name given to any suitable container, especially a small one, used to carry hosts from the church to the sick and others who cannot come to the church. A ciborium is called a pyx when it is used for this purpose. |
| Sacramentary | Official book containing the prayers of the presider at the Eucharistic celebration. |
| Sacrarium | A special sink with a drain pipe which runs straight into the soil beneath the church. |
| Sacristy | The room in a church where vestments, vessels, bread, wine, and candles are kept to prepare for mass (from "sacra" meaning holy, sacred). |
| Tabernacle | Place of reservation for the Blessed Sacrament. |
| Transubstantiation | From two Latin words, meaning the "substance" of bread and wine are converted to an entirely new substance, the true presence of Christ: body, blood, soul and divinity. Taste, touch, smell remain the same but "eyes of faith" now believe that during the Eucharistic prayer spoken by the priest the bread and wine become the true and present Lord Jesus. Thus the SACRAMENT is now not what it was before. This is how the Catholic Church "explains" this mystery of faith. |

QUALIFICATIONS OF A EUCHARISTIC MINISTER

1. Is a Catholic mature in faith and of good character, who shows reverence and love for the Eucharist and attends Eucharist weekly.
2. Is growing spiritually through daily prayer and liturgical prayer, especially the Sunday liturgy, and who accepts the responsibility of ministry in serving the needs of others.
3. Understands that the mass is a communal prayer and that the distribution of Holy Communion is a liturgical function requiring a sense of dignity and an attitude of prayer.
4. Is sensitive to the ways that Christ is present in the mass: through the Proclamation of the Word, in the Eucharist, and in the assembly.
5. Has a basic understanding of the theology of Eucharist in line with the present Rites and the teachings of Vatican II.
6. Expresses a sense of dignity by appropriate Sunday dress, by handling all liturgical vessels with respect, by alert posture, and by graceful and correctly timed movements.
7. Is person-oriented and has an ability to be attentive to the person to whom one is ministering.
8. Is comfortable handling any accidents that might occur, so that the communicant involved in such an incident is at ease with the situation and not overly embarrassed.
9. Is aware of what is going on with other ministers.
10. Is able to identify the specific objects used at mass with the names that are given in the parish (e.g., ciborium, chalice, corporal, purificator.....)
11. Is in a marriage recognized as valid by the Catholic Church (if married), or whose marriage was sanated or convalidated by the Catholic Church.

DIRECTIONS FOR EUCHARISTIC MINISTERS

General Reminders

Read the schedule carefully and mark your personal calendar for your dates. Keep it in case you need to get a substitute. Please get your own substitute from the telephone/email list you receive with each schedule.

Before Mass

1. Arrive at least 20 minutes before mass to help set up. Check off your name on the schedule and notice any reminders placed there on paper. The first person to arrive is to be sure that all the positions are filled; if not, you must get substitutes from the congregation. The next person begins to prepare the vessels. No more than 2 or 3 people are needed to set up before mass.
2. Sign in for a host or chalice designation. Notice if your name is by a yellow highlighted asterisk*. If so, you are to assist the priest to receive the wine pitchers at the Presentation of Gifts and then pour the wine into the chalices on the altar. A yellow highlighted host followed by (T) designates that person will go to the tabernacle to bring the ciborium to the altar after the Sign of Peace. That minister will also return to the altar to receive the priest's consecrated hosts from his ciborium and then take all to the tabernacle.

Preparing the Hosts

HOSTS ARE IN REFRIGERATOR -- NEVER MIX THEM WITH HOSTS FROM TABERNACLE WHICH ARE ALREADY CONSECRATED.

1. There are always four ciboria to be used. (One for the priest, plus 3 others.)
2. The key to the tabernacle is in the first cabinet nearest to the sacristy door on the priests' side of the sacristy. To open the tabernacle door, only turn key $\frac{1}{4}$ to the right. Leave the key in the tabernacle door during mass. Check the tabernacle in the chapel to see if the ciborium(a) is at least two-thirds full. If not, do not count them. Put the key away after 5: 30 p.m. masses and noon mass.
3. Get the large silver ciborium from the cupboard on priests' side of sacristy. Fill it with plastic sleeves of hosts so that TOTAL number of hosts is correct for that mass. The number of hosts needed for each mass is on a reference sheet on the inside of the small door where the chalices and pitchers are kept. Each small bowl (ciborium) holds 150. Large bowl holds 600. Use sleeves of hosts from **box in refrigerator, not from the Tupperware container** in the refrigerator. (Each plastic sleeve holds 100 hosts.)
4. Place one large host for presider on top of the other hosts in the large ciborium. This large host is in a small gold container in cupboard next to where the large silver ciborium was found. This host is the priest's host.

5. Put this large ciborium on table at back of church.
6. Since a total of four silver ciboria are needed, recall how many full ciboria are in the tabernacle, plus the large one, and then place enough small ciboria on the credence table which is in the sanctuary near the altar to equal a total of four ciboria.
7. Get the priest's chalice out before the Saturday 5:30 p.m. mass and leave the chalice as well as all other vessels on the counter after all five weekend masses. After the Sunday 5:30 p.m. mass, the chalice can be put back in the cabinet. The Eucharistic ministers, not the servers, are responsible to put the priest's chalice on the credence table before mass.
8. Prepare the priest's chalice. Put the clean white cloth (purificator), the hard white square cloth (pall), and the cloth folded into four parts (corporal) on top of the chalice and put them on the credence table.
9. These cloths are usually right on top of the chalice. If the purificator is soiled, get a clean one from the cupboard above the priests' counter.

Preparing the Chalices

1. There is a list inside the door of the chalice cupboard which indicates how much wine is to be prepared for each mass. Pour the designated amount divided into the two pitchers found in the chalice cupboard.
2. Place the pitchers on the table in the back of church. Carry only one pitcher in each hand.
3. Place the correct number of chalices with purificators inside each onto the credence table which is in the sanctuary. These purificators are in drawer near the sink.
4. Place any empty bottles on the counter somewhat near the sink.
5. You may need to remind the servers to take the small glass bowl and the cloth on the counter, along with the cruet of water from the refrigerator, and place all on the credence table.

DIRECTIONS DURING MASS

1. The two persons who put their names by the asterisk* are to go to the credence table as soon as the ushers are at the first pews taking the collection.
2. These two people should put the empty wine chalices on the altar, half on each side of the altar. Carry only one chalice in each hand. Place each purificator next to each chalice.
3. These two ministers step back and stand at the side of the credence table facing the people.
4. As soon as the presider and servers go to receive the gifts, these two ministers should join the presider and servers to help receive the gifts in the usual way.
5. As soon as these ministers receive the wine pitchers, they should go to the altar and place the pitchers on each side of the altar. As soon as the priest returns to the altar, he will place a drop of water in each; he will then pour some wine into his chalice and hand the pitcher back to one of the ministers. Then the ministers should begin pouring the wine into the chalices in the same direction: either starting from the crucifix and going toward the congregation or from the congregation toward the crucifix, using a purificator so as not to drip any wine on the altar cloth. After placing the empty pitchers on the credence table, the ministers should then return to their pews. The pitchers should be taken to the sacristy along with all other vessels after Communion.
6. At the greeting of peace, the host minister with the (T) designation should go immediately to the tabernacle to bring the ciborium to the altar; if more than one ciborium is in the tabernacle, another host minister should also go to the tabernacle. They place these on the altar, leaving the lids in the chapel. They should not distribute hosts to the ministers.
7. All other ministers proceed to their assigned places around the altar as usual. Host ministers should stand approximately in line with the priest's and servers' chairs. You may need to motion the servers to stand beside you. Chalice ministers should stand about 3 or 4 feet from the altar, leaving enough room for the priest to distribute Holy Communion to you. The star chalices should stand on the end closest to the crucifix.
8. The servers will get the extra ciborium(a) from the credence table and the priest will place hosts in them. (If the servers forget, one of the ministers should do this.)
9. After the priest prays "Behold the Lamb of God..." and the congregation responds with "Lord, I am not worthy..." the priest will consume the Body of Christ and drink the Blood of Christ.

The priest will then give Holy Communion to all the ministers starting from his left and ending on his right. They should consume the host when they receive it. Then he will hand each star chalice minister their respective chalice and purificator. After

consuming the consecrated wine, the minister shares his/her chalice with the other chalice ministers beginning with the minister closest to the congregation. Each of these ministers should then get a chalice and purificator from the altar and proceed to their respective station. **(See Addendum.)**

The priest will give each of the host ministers his chalice from which to consume the consecrated wine. They should then get a ciborium from the altar and proceed to their respective station (the first one to the center aisle, the second to the organ side, and the third to the baptismal font side). They may need to wait awhile if all the chalice ministers have not moved from the altar.

10. Distribute the Body and Blood of Christ first to any physically challenged individuals sitting in the front pews. After you have distributed to the congregation, go to the back of church and distribute to any who are uncomfortable walking to the front to receive. The ushers should be able to direct you.

Other Items

1. Hold the host up just over the ciborium as you say “Body of Christ” to each communicant.
2. Some may choose to receive the host on their tongue.
3. Don’t allow the host to be dipped into the chalice. This is called intinction. Simply place the purificator over the cup.
4. After each communicant drinks from the chalice, use the purificator to wipe the rim and then slightly turn the chalice for the next person.
5. Some children and adults may approach only for a blessing (usually identified by crossed arms) because they do not receive Holy Communion. Simply touch their head or shoulder or make the Sign of the Cross on their forehead and say “God bless you.”
6. If a host minister has distributed all hosts and a line of communicants still remains, s(he) should ask the next person in line to wait a moment and go to either the priest or another host minister to get more hosts. It is preferred that hosts not be broken in half for distribution unless absolutely necessary.
7. If a consecrated wine minister still has wine remaining after his/her line is finished, try to move to another vacant position (if available).

DIRECTIONS AFTER COMMUNION

After serving Communion:

- the host (T) should return to the altar and wait for the priest to return there to put his remaining hosts into the minister's ciborium; all 3 host ministers do not need to go to the altar; the other 2 host ministers proceed to the tabernacle;
- take these hosts to the tabernacle;
- leave the priest's chalice, cloths, and ciborium on the altar because he will purify these vessels himself.

All other vessels should be returned to the tabernacle or sacristy.

If you return a wine chalice to the sacristy:

- consume any remaining consecrated wine and then follow the procedures listed below:
- the minister who returns the first wine chalice to the sacristy should pour a little water into that chalice, and then pour that same water into the next chalice, and then into each of the other chalices. The last chalice should wait on the host ministers to return to the sacristy and pour that water into one ciborium, then the other (if there are more than one), and finally into the designated vessel (this does not look like the chalices but instead is a pottery cup);
- leave this designated vessel of water on the counter near the sink and do not consume this water;
- then these ministers should dry their wine chalices with their soiled purificators as usual (leaving the water in the designated vessel);
- place both gold and pewter chalices and crystal pitchers into the soapy water for washing, drying, and leave them on the counter; ministers at noon mass should put chalices and pitchers in the cabinet since they are not used for the 5:30 p.m. Sunday mass.
- place the soiled purificators in the laundry basket in the cabinet.

If you return a host ciborium that contained consecrated hosts:

- pour the water from the last chalice into the ciborium(a) and then into the designated vessel (do not put the gold/silver ciborium(a) into soapy water);
- dry all host ciboria with a clean towel (not a purificator) and leave them on the counter;
- when all the water from these procedures has been collected into the designated vessel, leave it on the counter near the sink and the priest will attend to it after mass;
- the servers will bring the priest's chalice, ciborium, and cloths back to the sacristy after mass;
- after the 5:30 p.m. mass on Sundays, pour a little water from one host ciborium into the other host ciboria and then into the designated vessel; dry all host ciboria with a clean towel and return them to the proper place; the priest will attend to the designated vessel after mass.

GUIDELINES FOR TOTAL NUMBER OF HOSTS AND AMOUNT OF WINE NEEDED FOR MASS

This number includes both the number of consecrated hosts in the tabernacle and the ones you take from the refrigerator (not yet consecrated) and put into the large ciborium.

- Small ciboria hold 150 hosts
- Large ciborium holds 600 hosts
- Each plastic sleeve in the boxes in the refrigerator holds 100 hosts
- Wine bottles are in refrigerator

NEVER MIX HOSTS FROM REFRIGERATOR WITH THOSE FROM THE TABERNACLE

Approximate number of total hosts needed for each mass from September through May*:

| | |
|--------------------|---|
| Saturday 5:30 p.m. | 400 hosts total |
| Sunday 7:00 a.m. | 200 hosts total |
| Sunday 8:30 a.m. | 300 hosts total |
| Sunday 10:30 a.m. | 500 hosts total |
| Sunday Noon | 350 hosts total |
| Sunday 5:30 p.m. | 300/400 depending on tabernacle and crowd |

Number of chalices and amounts of wine needed for each mass:

| | |
|--------------------|---|
| Saturday 5:30 p.m. | 8 wine chalices - 1 ½ bottles of wine |
| Sunday 7:00 a.m. | 4 wine chalices - half bottle of wine |
| Sunday 8:30 a.m. | 8 wine chalices - one bottle of wine |
| Sunday 10:30 a.m. | 8 wine chalices - 1 ¾ bottles of wine |
| Sunday Noon | 6 wine chalices - one bottle of wine |
| Sunday 5:30 p.m. | 0 wine chalices (except the small pitchers of wine and water in the refrigerator should be put onto the credence table) |

*The rest of the months sometimes need fewer hosts and less wine.

- - - DO - - -

1. Know you are a minister of the church.
2. Understand that the communicants' **AMEN** is their testament that they believe; as a Eucharistic minister you are ministering/witnessing to one another in this sacred exchange.
3. Prepare yourself before every mass with a moment of quiet prayer.
4. Secure a substitute in advance whenever you cannot assist at the mass for which you are scheduled.
5. Observe other Eucharistic ministers whenever you gather with the congregation for liturgy. If you notice that one of the scheduled ministers is late or absent, offer to help out.
6. Communicate reverence and dignity at all times in the performance of your duties, even while clearing the altar, without being artificially stiff.
7. Dress appropriately.
8. Participate fully in all parts of the liturgy at which you are serving by singing, praying, and listening attentively to the homily. Try not to let your role distract you from worshipping or make you nervous.
9. Develop a devotion to the Eucharistic presence of Christ, knowing the Christ of the Eucharist, not just knowing *about* the Eucharist.
10. Educate yourself about the practice of celebrating Eucharist -- its description in the bible; its several aspects: thanksgiving, meal, sacrifice, memorial, sign of unity; its history in the church -- by reading and attending talks and workshops.
11. Be friendly in your approach to each communicant; a smile is especially wonderful.
12. Try to keep focused, in spite of the repetition, on each statement of "Body of Christ" or "Blood of Christ" as an expression of faith.
13. Respect each communicant's wish regarding the host, receiving it in the hand or on the tongue.
14. Allow the person time to say "Amen" before moving the host or chalice toward him or her.
15. If a worshiper approaches you carrying a small child, consider making the sign of the cross on the child's forehead as a gesture of inclusion.
16. Remain calm if any mishap occurs:

- a. You or a communicant accidentally spills the consecrated wine (continue offering the chalice; when finished, place your purificator over the spill and clean the spot after mass with water).
 - b. You or a communicant drops the host (you pick up the host, hold it under your ciborium, and consume it in the sacristy; do not give to the communicant).
 - c. A communicant coughs up the bread (make sure the person is not in any danger of choking, then pick up what remains with a purificator). Continue unflappably, which will reassure the congregation. Accidents happen.
17. Keep your voice level loud enough for the communicant to hear but not so loud as to distract those receiving from other ministers.
 18. Chalice ministers: Stand far enough away from the host minister to avoid congestion. Leave room for each communicant to take the chalice.
 19. Present the chalice in such a way that communicants can easily take the chalice into their own hands.
 20. Hands crossed on chest means they do not take communion. Simply touch their head or shoulder or make the Sign of the Cross on their forehead and say "God bless you."

- - - DON'T - - -

1. Don't draw attention to yourself by dramatic or hurried movements. Be natural in your walking to and from the altar, if somewhat slower than your normal walking pace. But be at your place after the greeting of peace, before the bread is broken.
2. Don't show by your facial or bodily expression any sign of disappointment or rejection if people pass you by. Some people still prefer an ordained minister. Also, no one is obliged to partake of both species.
3. Don't use any extra words of either piety or familiarity. For example, don't call some people by name, unless you know everyone, lest others feel excluded.
4. Don't be afraid to touch slightly the hands of the communicant during the act of placing the host on the palm. Touching in this simple, natural way is appropriate for a ritual which uses bread and wine, fruit of the vine and "work of human hands."
5. Don't engage in distracting chatter among yourselves as ministers -- even if there is a mishap or one minister does not show up and you have to take on another task.
6. Don't panic if you run out of hosts or consecrated wine. If many people are still to be served, signal those in your line to wait, while you ask for more bread or wine from another Eucharistic minister.
7. Don't break hosts unless absolutely necessary.
8. Don't chew gum under any circumstances.

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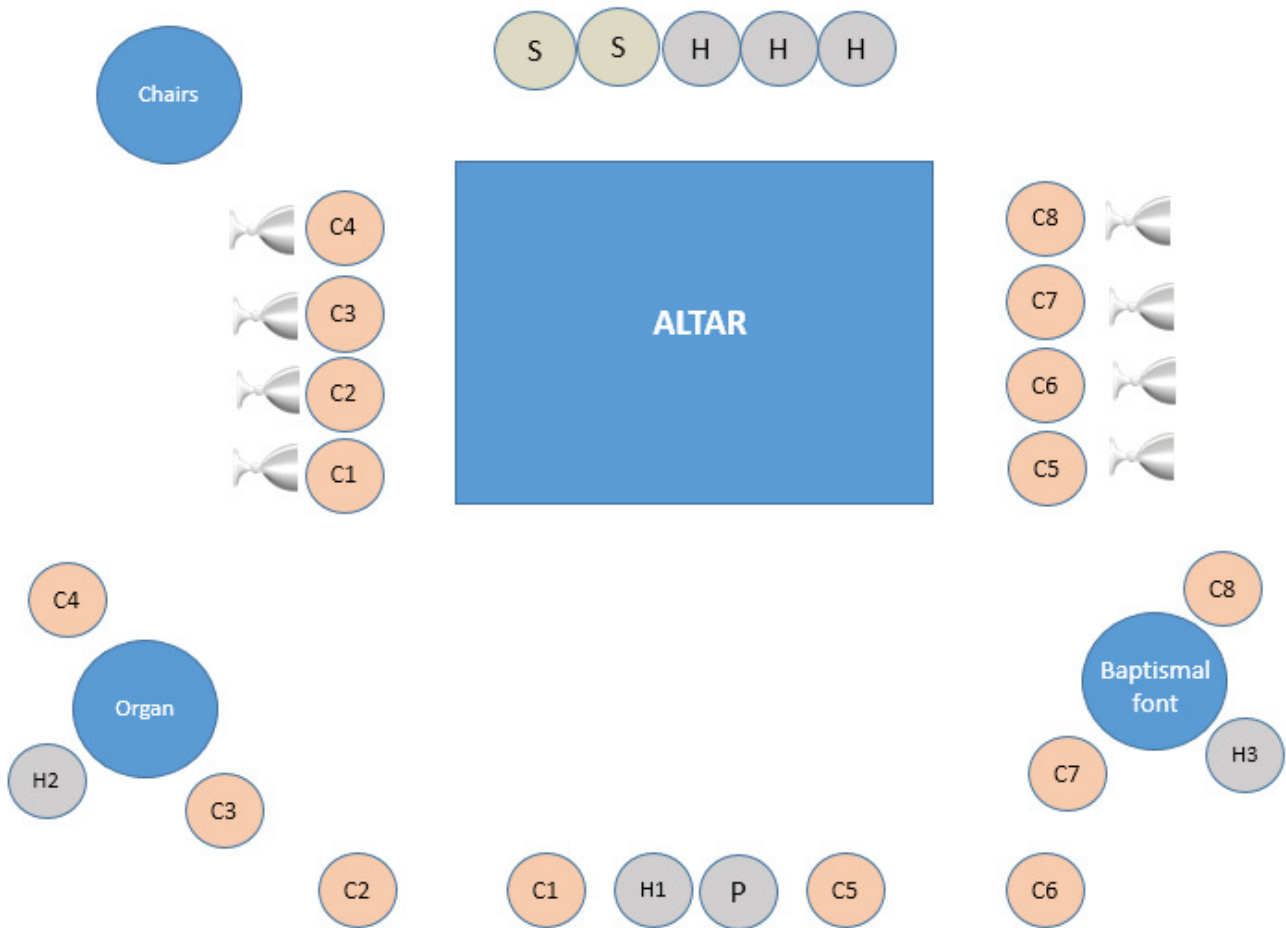
ADDENDUM

Ministry Positions on the Altar

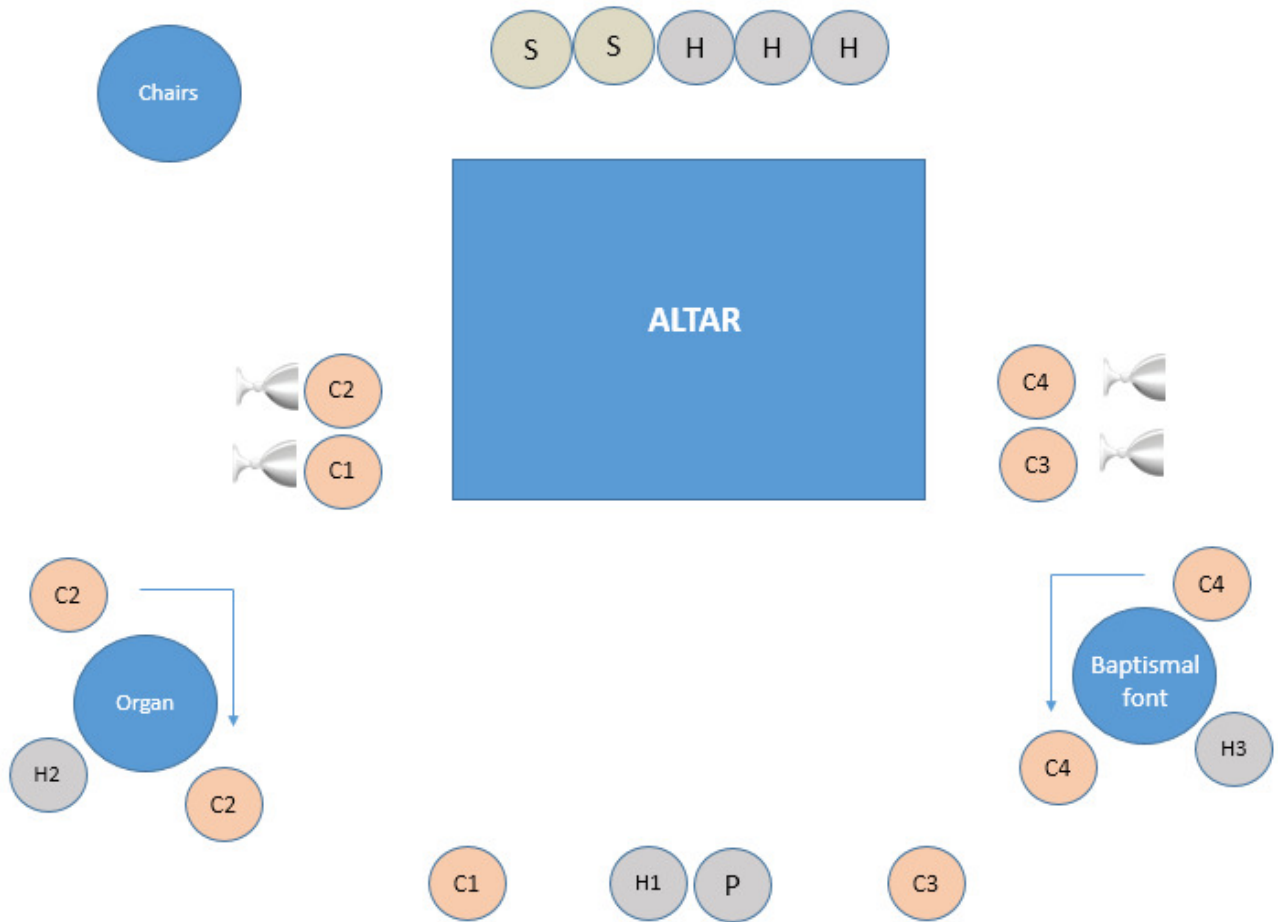
** Diagrams to demonstrate positions and rotations.

- Page 13: Positions for Saturday Mass at 5:30 p.m. and Sunday Mass at 8:30 and 10:30 a.m.
- Page 14: Positions for Sunday Mass at 7:00 a.m.
- Page 15: Positions for Sunday Mass at 12 Noon.
- Page 16: Positions for Sunday Mass at 5:30 p.m.
- Page 17: Positions for Masses when ministers serve for Emmaus Way.

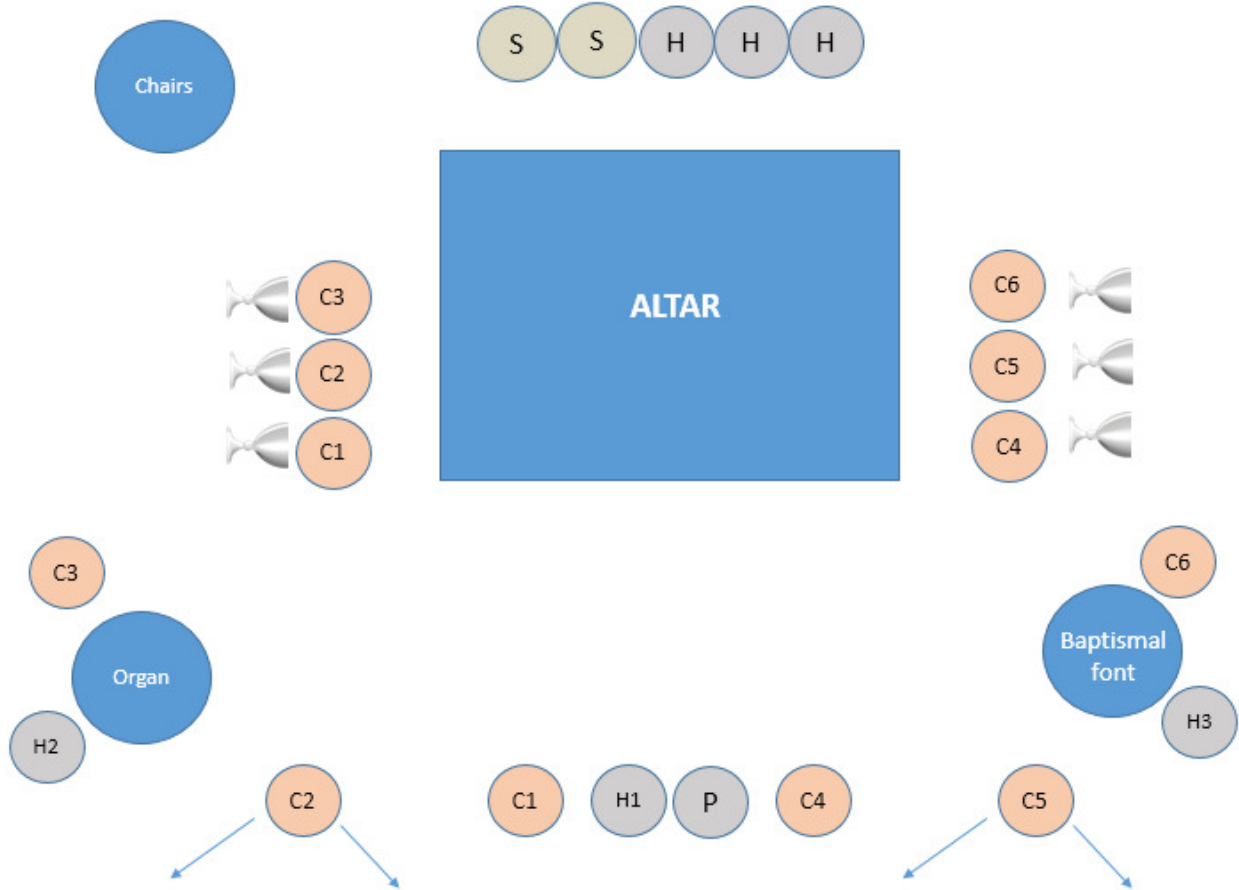
5:30 p.m. Saturday, 8:30 and 10:30 a.m. Sunday Masses



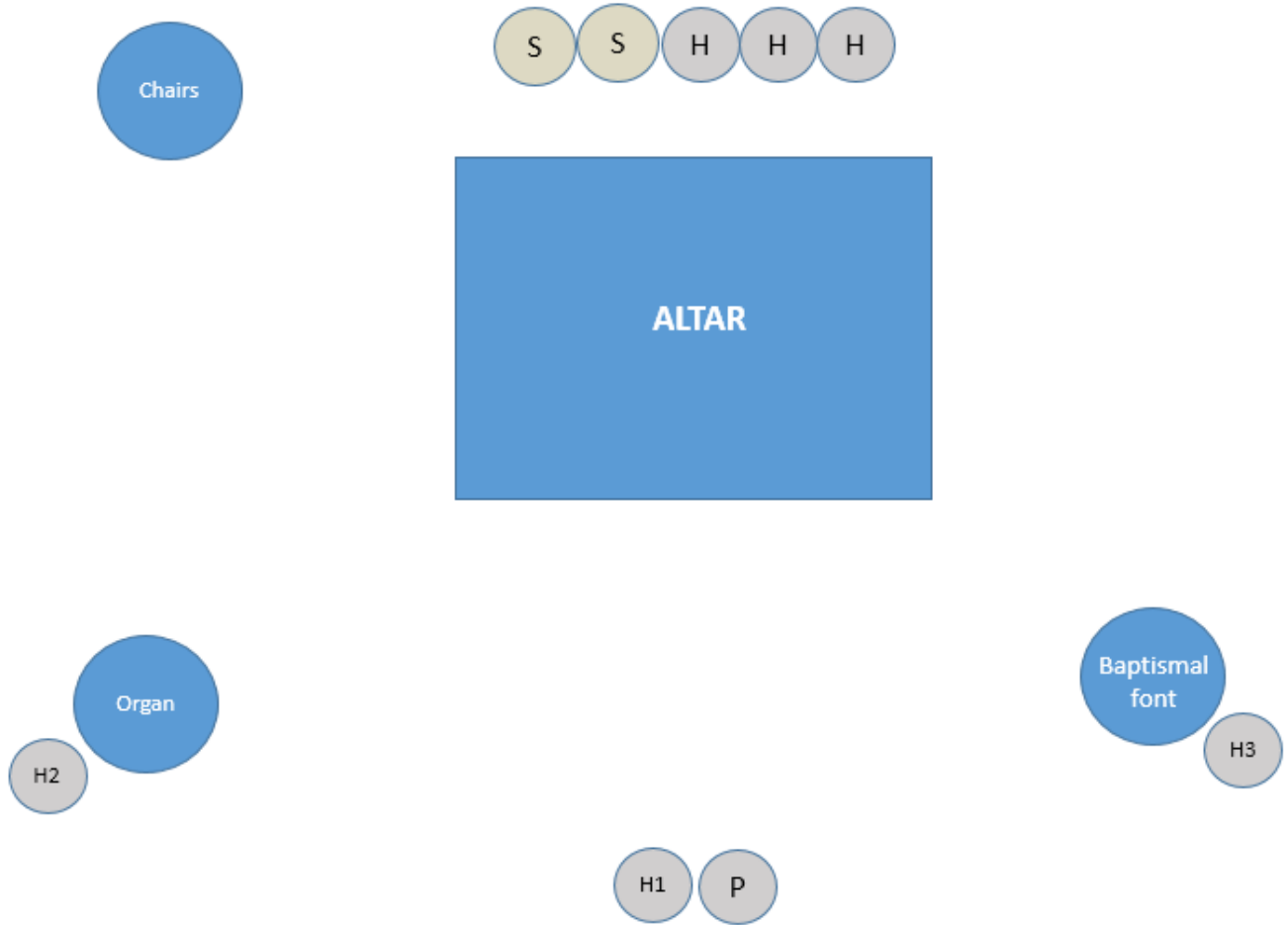
7:00 a.m. Sunday Mass



Noon Sunday Mass



5:30 p.m. Sunday Mass



**Stations for Emmaus Way for Christmas, Ash Wednesday,
Easter and Other Special Occasions.**

****Chalices for Emmaus Way (CE) should proceed to the back before other chalice ministers.**

****Hosts for Emmaus Way (HE) should proceed before other host ministers.**

