

EUCCHARISTIC MINISTER GUIDELINES (AUGUST 2015)

The ministry of Eucharistic Minister is one through which you are privileged to assist in the distribution of the Eucharist. The most precious gift God has allowed us becomes an extension of who you are in your bringing Christ to others. Thank you for volunteering your time to this ministry.

The following is intended as “guidelines” in order to create a harmonious gathering and flow for our weekend Masses. All things being equal, the guidelines can always be modified as a particular need arises. Flexibility is the key to all “harmonious” gatherings.

Thank you for your ministry to the people of Saint Maurice Church. Your presence and witness is most appreciated.

Let's begin at the beginning... the schedule...

- When assigned to a particular day and time, please know that your presence is indeed required.
 - Every effort is made to provide for some semblance of a rotating schedule.
 - Nothing is perfect.
- If you are unable to be present at an assigned Mass, please call or email other ministers to find a substitute.
 - If you are unable to find a substitute, a courtesy call or email to the Parish Office to make us aware that you have not been able to find a substitute so a substitute minister might be asked prior to Mass.
 - Remember... Office hours are Monday – Thursday 10:00am-2:00pm.
 - 203.324.3434 or parishoffice@smcglenbrook.org
- There is no difference in the schedule as to the assignment of being a cup or host minister. The decision as to who goes to the tabernacle and brings the ciborium to the altar and distributes communion should be decided among the ministers.
- All ministers assigned to a particular Mass are asked to be involved in setup before Mass and clean up following the conclusion of Mass.
- There are no assigned seats for ministers. You may sit anywhere in the Church and come forward to the altar at the Lamb of God.

Before Mass begins...

- All ministers should arrive at least 15 minutes prior to the start of Mass to ensure proper setup and readiness for Mass.
 - Use the tray to transport the sacred vessels and all other items to the sanctuary.
 - The vessels scratch very easily. To avoid damage, please do not stack them.
 - The wooden credence table: The celebrant's chalice, two communicant's chalices, 3 purificators and the corporal.
 - The stone slab to the left of the wooden table: The large glass bowl, terry towel and small cruet with water.
 - Be sure the key is in the tabernacle.

- Check the number of hosts in the tabernacle. The hosts in the tabernacle plus those added to the paten should be sufficient to accommodate a particular Mass.
- For planning purposes – more or less:
 - For the count of hosts, include the large host as 20.
 - The 4:00pm should have a total of 125 hosts available.
 - The 8:00am should have a total of 100 hosts available.
 - The 10:30am should have a total of 175 hosts available.
- Pour sufficient wine into the large glass cruet for the particular Mass you are ministering.

At the Lamb of God...

- As the Lamb of God begins, all ministers come forward into the sanctuary area.
 - One minister goes to the tabernacle and brings the ciborium from the tabernacle (leave cover in tabernacle) and places the ciborium on the altar.
 - All ministers will receive communion while standing behind the altar at the edge of the carpet. (Don't be afraid to stand close to the altar – you are part of the “sacred space”).
 - Following all ministers receiving, vessels will be distributed and proceed directly to your communion station.
 - Host minister to the right of celebrant.
 - Holy Family side: Please stand in front of the Holy Family.
 - Piano side: Please stand just before the end of the first pew with the piano on your right.
 - When communion is finished (or if your chalice is empty), return the chalice to the wooden credence table. ***Please do not place the purificator in the chalice.*** Place the purificator directly on the table and return to your seat.
 - The host minister will approach the altar and wait for combining hosts from another vessel. This minister will return the ciborium to the tabernacle, replace the cover and lock the tabernacle. Place the key on the credence table and return to your seat.
 - There is no need for ministers to leave the sanctuary as a group.

Following the conclusion of Mass...

Ministers will...

- Use the tray to transport the sacred vessels and all other items from the sanctuary to the sacristy.
- At the credence table...
 - Remove everything from credence tables to include...
 - chalices and soiled purificators and corporal
 - glass bowl and water and terry towel
- At the altar...
 - Extinguish altar candles
- At the tabernacle...
 - Please ensure the key is removed and return to hook in cabinet in back sacristy

- In the sacristy...
 - Place soiled purificators in the wicker basket.
- Please note: The sacred vessels are made of gold and silver and consequently scratch very easily. Be careful not to stack or place anything in them, or place the paten on top of a chalice or place the chalice on top of the paten.
- To purify the vessels, please do not use an excessive amount of running water over the chalices. Excess washing can cause damage to the internal metal parts of the chalice.
 - Purify and rinse and clean the chalices, dry them and return to closet. Do not use soiled purificators to wipe chalices dry. Towels for this purpose are in the cabinet by the sink.
 - Place protective covers on celebrant's chalice and paten and place on the first shelf.
 - Place protective covers on the communicant's chalices and place on the second shelf.
 - Rinse and clean cruets used for water and wine as well as the dish for the washing of hands
 - Leave them all on top of the cabinet by the sink.