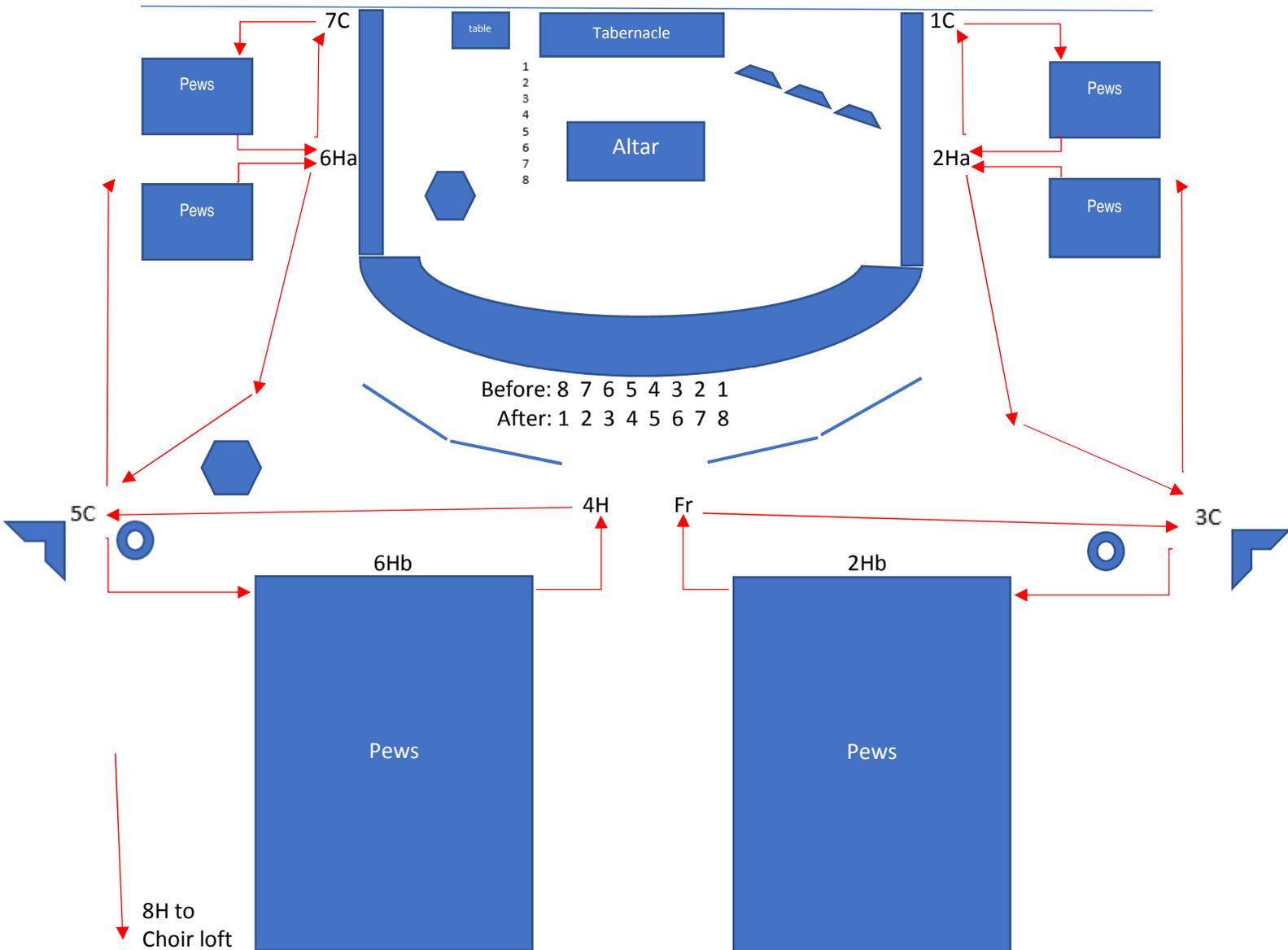


Eucharistic Ministers Placement Diagram – 11 AM Mass St. John the Baptist Catholic Church



INSTRUCTIONS

- Eucharistic Ministers are responsible for FINDING A SUBSTITUTE if you are unable to serve at your assigned time.
- Please dress appropriately to serve. Men should wear coat and tie except during warm summer days when a shirt and tie are acceptable. Women should be sufficiently covered wearing a dressy dress or dressy pants suit. If not wearing a dress, women should have three pieces: pants or skirt, top & coat or jacket. Sandals are appropriate for women, please-no flip-flops.
- Meet in the meeting room inside the main entrance of church **at least 15** minutes before Mass and sign in. If you are not in place (signed in) by ten minutes before Mass begins, we must find a substitute. Should you arrive **after** a replacement has been found, you cannot serve.

- After Father leads a prayer with all servers, ministers, and lectors, you may rejoin your family seated in the congregation.
- 3C is responsible for set up and 4H and 5C are responsible for clean-up, respectively. Place Father's chalice on the altar before Mass. Place the covered wine chalices (4), purificators (5) and empty ciborium (4) on the Credence Table. Place the gifts of wine and unconsecrated hosts on the gift table at the entrance of church. See details in the Sacristy for the complete set-up routine for each Mass. *Note:* During any period in which the Precious Blood has been suspended, we will use only enough Eucharistic Ministers to distribute the Precious Body. Therefore, your duties for set-up and clean up may change during this time.
- When approaching the Altar, all persons serving ON the Altar are to approach with hands folded in prayer position, bow or genuflect toward the Tabernacle in unison as a group, and proceed to your position. When leaving the Altar, your hands should remain folded in the prayer position. Also, even though you may have just bowed to the Tabernacle while completing your duties, when you reach the bottom step, you are to again bow or genuflect again in unison as a group, showing reverence to the Blessed Sacrament.
- Please do your best to never turn your back to the Tabernacle when on the Altar. When you are serving during Mass, your bow or genuflection is to the Blessed Sacrament, not to Father or to a deacon.
- As soon as Father begins the Agnus Dei (Lamb of God), Eucharistic Ministers are to immediately proceed to the Altar and join the formation as quickly as possible. Please do not stop to shake hands or offer other signs of peace, thereby delaying the distribution of the Blessed Sacrament.
- If serving the Precious Body, Eucharistic Ministers are to sanitize hands at the Credence Table and join the formation. When returning from Communion Service, purify your hands in the Ablution Dish at the Tabernacle, then turn to the Credence Table and sanitize your hands again, and re-join the formation.
- As Father places the Blessed Sacrament back in the Tabernacle, Eucharistic Ministers—and all others on the Altar—are to bow to the Tabernacle. When dismissed by Father, proceed down to the front, center of the Altar, turn back, reverence the Tabernacle again by bowing or genuflecting in unison with the group, and return to your seat.
- If, after serving all those in line in your section, there is a large crowd still in need of Communion, proceed to assist where needed. All others should return to the Altar, placing the ciborium/chalice on the Altar. (Please do not transfer the Blessed Sacrament from one vessel to another on the Altar. Father will do that.)
- Never give "Jesus to Go." It is forbidden to give anyone additional Communion Host(s), whether in hand or in a Pyx, to be taken to any other person or to be consumed later. Should anyone ask for such, please politely explain that it is not possible or direct them to Father so he can explain. Anyone officially commissioned to deliver Communion to the infirmed or to shut-ins should place a Pyx on beside the Tabernacle before Mass and Father will place one host in the pyx during Holy Communion.
- If someone approaches you in the Communion line who is not Catholic (usually, they will have their hands crossed over their chest), you may bless them with the sign of the cross on their forehead and words something like "May all God's blessings be with you" or for children "God loves you". If they seem unfamiliar with the proper way to receive the Blessed Sacrament or if they seem a little out-of-place, it is perfectly appropriate to politely ask if they are not Catholic. If they state that they are not, you should always bless them in the prayerful hope of worldwide Christian unity.
- If you or a Communicant drops the Blessed Sacrament on the floor, you—not they—should immediately pick it up. If you are comfortable consuming it yourself, you may do so. If you are not, please keep it in your hand and give it to Father when you return to the Altar or you may place it in the Sacred Repository after Communion. **NEVER** discard the Precious Body or Blood, as they are truly the Body, Blood, Soul and Divinity of Our Lord and must be treated with the utmost respect.
- Before Mass a 5th purificator will be put on the credence table to be used if necessary.

- If you, or a Communicant spills the Precious Blood on the floor, STOP everything, ask the person in line to guard the spill. Go to the credence table and place the chalice of Precious Blood there. Using your original purificator, wet half with the water that is used in the washing of the hands, return to the spill, wash with the wet end then dry with the other end of the purificator. Return to the credence table with the purificator. Retrieve the chalice of Precious Blood and the extra purificator. Resume your position and continue to serve the Precious Blood.

DURING MASS

- Ministers of the Eucharist come forward at the sign of peace and line up in front of the Altar and bow before proceeding to the left of the Altar.
- When Father drinks the Precious Blood from his chalice behind the Altar, 7C proceeds to the Altar and receives Communion from Father, then takes the chalice from Father and follows him to each EM to offer the Precious Blood to the other Ministers of the Eucharist. 7C returns Father's chalice to the Altar and returns to their position to the left of the Altar.
- The Host ministers (2H, 4H, and 6H) step forward to receive ciboria with consecrated hosts from Father. 8H will get a small ciborium for distribution to the choir.
- Father hands a chalice to the Cup ministers (1C, 3C, 5C and 7C).
- Cup ministers proceed to their designated stations. 8H goes to the choir loft, then comes back to the Altar. (2H should not go to the children's "training room".)

DURING COMMUNION

- Ministers should share the Precious Body and Precious Blood in a reverent and inviting manner, attempting to make eye contact with each communicant.
- Cup ministers are reminded NOT TO ALLOW INTINCING (dipping a consecrated Host into the Precious Blood).
- If you finish at your station and see a significant backup at another, you should go to give assistance. The side stations usually finish first and can assist with distribution for center aisle at locations 2Hb and 6Hb on the diagram.
- Cup ministers can assist when other cup ministers are running low, but DO NOT POUR FROM ONE CHALICE TO ANOTHER.

AFTER COMMUNION

- After Communion, the Ministers of the Eucharist proceed to the Sanctuary and place the ciboria and/or empty chalice on the Altar.
- Ministers of the Eucharist must stop near the Altar and consume any remaining Precious Blood before putting the empty chalice on the Altar.
- Purificators should be neatly folded and placed on the Altar.
- Ministers of the Eucharist return to their position on the left side of the Altar and remain there until Father returns the unconsumed consecrated hosts to the Tabernacle. After bowing in reverence, all EMs may then return to their seats in the congregation but you should stop at the base of the Altar, bow again in unison as a group, then proceed to your seat.
- Remember, at all times when approaching, serving on, or leaving the Altar, your hands should be folded in prayer position.