

EUCCHARISTIC MINISTRY GUIDELINES
BLESSED SACRAMENT CHURCH
September 2016 synthesis of previous guidelines

ATTIRE

- Dressy casual and conservative. If by the style or the color(s) of your clothing you are drawing attention to yourself, then the clothing is probably not appropriate for the ministry. Wear liturgical colors if available.

BEFORE MASS

- Proceed to the sacristy and sign-in on the schedule sheet attached to the bulletin board.
- Wash and dry your hands.
- If there are any changes to the Mass, the priest will inform you.
- Remain in the sacristy for the prayer before Mass.
- After the prayer, you may go to your place in the assembly of the church. Please sit as close to the front of the church as possible so that you may enter the sanctuary in a timely manner.

APPROACHING SANCTUARY

- During the Sign of Peace, proceed respectfully into the sanctuary.
- Upon entering the sanctuary, make a profound bow towards the main altar before ascending the steps. If several EMs enter at the same time, form a side-by-side line and bow together.
- If the presider has already started to break the large host or the “Lamb of God” is being recited or sung, discontinue offering others the Sign of Peace as the Mass is now at a new part of the celebration.
- The EMs and the altar servers form a continuous semi-circle behind the celebrant, centered, behind the altar.
- The altar servers have the responsibility of bringing the cups from the credence table to the altar and place them on the west corner. The sacristan will bring a ciborium with consecrated hosts from the tabernacle to the altar and place them on the east corner.
- The Celebrant will distribute Hosts to the various bowls and will pour the Precious Blood into the cups.

RECEIVING COMMUNION

- The EMs and altar servers normally would receive their Host during the “Lamb of God”.
- Make a simple bow before receiving the host. All EMs must receive the Host in the hand, not on the tongue.
- Consume your Host after the Presider has consumed his Host.
- After all EMs have consumed the Host, the Celebrant will administer the Precious Blood to each EM.
- The Cup EMs will administer to the ministers of the Host and the acolytes.
- Make a simple bow before receiving the Host and Precious Blood.

DISTRIBUTING COMMUNION

- Proceed to your station while reverently carrying your vessel in front of you. Do not elevate it.
- There is no need to bow to the altar after you descend the stairs since you are carrying the Hosts and Precious Blood.
- The words you speak when offering the Host are “The Body of Christ”. The words you speak when offering the Cup are “The Blood of Christ”. Do not add anything more, such as: “This is...”, or the person’s name, or anything else.
- The Host and Cup should be elevated, but not extended, when offering it.
- While the communicant bows before receiving it, the EM does not bow.
- Distribution of the Host and Cup should be done reverently, not dramatically. There is no need to pause between communicants.
- Some communicants may still want to receive the Host on their tongue. Please avoid touching their tongues with your fingers.
- If a communicant presents a pyx or asks for more hosts to take to those who are sick, instruct them to see the sacristan after Mass.
- If a person in line is not receiving Communion, but seeking a prayer blessing, extend you hand and say “May the Lord bless you” or “God bless you”. It should be a simple blessing with few words. Do not bless them with either a Host or the Precious Blood, or with the Sign

of the Cross. If you are distributing hosts and you place your hand on them for the prayer blessing, please do it in such a way that your finger tips are not coming into contact with their hair or body because you will then bring these into contact with the Hosts you present.

- Refrain from correcting a communicant while you are distributing Communion.
- Refrain from refusing anyone Communion.
- If a Host drops on the ground, immediately pick it up and place it in your hand below your bowl. The sacristan will attend to this Host after Mass by means of the sacrarium or the garden. If the Precious Blood is spilled, DO NOT WIPE! BLOT UP THE SPILL.
- If you finish distributing to your line before the other EMs, go and assist the other EMs with their lines before returning to the sanctuary.

AFTER COMMUNION

- Return to the sanctuary and respectfully place the remaining Hosts and Precious Blood on the credence table, carrying them in front of you. There is no need to bow. Do not elevate them. Do not cover the cups with the purificator. Consolidate the Hosts into one ciborium and the sacristan will place the ciborium in the tabernacle. The Precious Blood is to be consumed by the ministers at the credence table. (*Norms #52-53*).
- Only the ministers that are needed will take the vessels to the sanctuary and then immediately return to the congregation for the Closing Prayer. Those ministers not involved in the removal of vessels will immediately return to the congregation using the side steps.
- When returning to your place in the congregation, please do so reverently but not dramatically. After descending the stairs, turn and bow towards the main altar, leave the sanctuary and return to your pew. You should not bow to any other symbol or area in that sanctuary.

AFTER MASS

- Return to the sacristy to assist in the cleaning of the vessels.
- Vessels should be rinsed first in the sacrarium.
- Do not use sponges to clean vessels. They are unsanitary and create scratches.
- Purificators should be placed in laundry bag hanging in the closet

SCHEDULING OF EMs

- Please fulfill your scheduled Mass assignments.
- Once the schedule is printed, it becomes your responsibility to ensure that if you cannot make your assigned Masses that you find a substitute. EMs of each Mass are encouraged to share their phone numbers or e-mail addresses to facilitate easy contact in this regard.

OTHER POINTS

- We are always in need of new EMs. Please help in the recruiting of new and dependable people to serve in this ministry.