

***Act of Personal Commitment
for Special Ministers of
Holy Communion***

(Based on the Rite on Communion)

*I remember with gratitude that I have been
entrusted with ministering the Eucharist.*

*I have accepted the responsibility of being
an example of Christian living in faith and conduct.*

*I acknowledge that the minister of Holy
Communion requires me to be
especially observant of the Lord's
command to love my neighbor.*

*I resolve to undertake the office of giving
the Body and Blood of the Lord to
my brothers and sisters, and so serve
to build up the Church.*

*I resolve to minister the Holy Eucharist
with the utmost care and reverence.*

*I ask almighty God, the Father, the Son, and
the Holy Spirit to bless me as
I give the bread of life and the cup of
salvation to God's people, my brothers
and sisters in the Lord.*

EUCCHARISTIC MINISTERS

BEFORE LITURGY:

Arrive in the sacristy AT LEAST 10 MINUTES BEFORE MASS. Note your station and assignment: “B” for Bread (bowl) or “C” for Wine (cup) and sign in on the appropriate line to indicate attendance so Captain will not have to think he/she needs to find a replacement. Captains, please fill every position.

Remain in the sacristy for a group prayer.

Church Positions

Position one (1) is at the piano. Position two (2) is in the center (left of the altar). Position three (3) is in the center (right of the altar). Position four (4) is near the sacristy door. Position five (5) and position 6 are in the rear of the church, just in front of the doors. See floor plan in back of this booklet.

Minister in positions 1C, 2C, 3C, 4C should line up at the middle of the pews so as to give more room for the reception of the cup and not block those who are receiving the bread.

Parish Center Positions

Positions from the altar: one (1) is at the right of the altar (first section). Position two (2) is at the right of of the altar (second section). Position three (3) is to the left of the altar (first section). Position four (4) is to the right of the altar (second section). Position five (5) and position six (6) are behind the Lectern and in front of the bleachers. See floor plan in back of this booklet.

DURING LITURGY:

MOVE SWIFTLY....to the Altar at the END of the three AMENS following the Eucharistic prayer (when the priest raises the hosts and wine and says “Through Him and with Him and in Him)--(do not wait for someone else to be the first to go). Form one semi-circle behind the Altar in the Church. The BOWL ministers should line up on the right of the altar facing the congregation. The CUP ministers should line up on the left of the altar. The priest will move to the middle of the Eucharistic ministers. All then join hands to recite/sing the Our Father.

Immediately following the SIGN OF PEACE, the Captain will take the large bowl from the altar and, if necessary, bowls from the tabernacle to the preparation table to fill the bowls. The Captain may assign another bowl minister to bring bowls from the tabernacle. The Co-Captain will take the large pitcher from the altar to the preparation table to the left of the altar to fill the cups. In the Parish Center, the captain and co-captain will take the bowl and the pitcher to the Gathering Room.

At some masses, the presider may have filled the cups at the altar. In that case, the Co-captain will hand the cup to each cup minister from the altar.

In the Parish Center, at the conclusion of the Sign of Peace, move to the Gathering Room where the captain and co-captain will fill the bowls and cups. Proceed to your positions immediately as your bowl and cup is filled. Do not wait for the other ministers.

COMMUNION

As the Cups are filled, the co-captain will hand the cup with a purificator to each cup minister. Then proceed immediately to your assigned station.

DO NOT WAIT FOR THE OTHER MINISTERS.

*When at your station, turn and face the Altar. When the Priest leaves the Altar turn and proceed with the distribution. **DO NOT TURN TOWARD THE CONGREGATION UNTIL THE PRIEST LEAVES THE ALTAR!** Only begin distributing the bowl or cup when the priest starts with the congregation.*

The Host-Greeter will then direct each pew to come forward.

In the Church, those assigned to station five should, if there is a large group standing in the vestibule, first distribute the bowl and cup to those in the vestibule. Then turn around and the Host-Greeters will direct those in the pews to your station.

In the Church, when the choir is in the choir-loft, those in position five (5), at the conclusion of distributing to the congregation, one cup and one bowl minister will go up to the choir-loft and distribute to the choir members present. You may need to distribute the bowl and cup to each other if the bowl and cup distributors at the altar are finished.

*Please check the position schedule (on the bulletin board) assigned to you so to avoid confusion as to your location. **DO NOT TAKE ANOTHER MINISTER'S STATION.** Please follow your assignment for bowl or cup--doing otherwise causes confusion at the altar.*

DISTRIBUTION:

*With **EYE CONTACT**, be truly present to others in the moment you share. Smile, be reverent, but relaxed. You may bless a small child or put your hand on the child's head.*

*If appropriate, a Host-Greeter will direct you to a handicapped person in the **SPECIAL NEEDS PEWS** (in front of Stations #3 and #4) or to another pew, if necessary. Keep alert if not notified.*

In the Church, those in stations 1B and 4B, may if necessary, assist stations 2B and 3B by standing in front of the first (1st) pew and about three feet from the middle aisle. Those in position 1C and 4C should stay in their original position.

*When finished, you should proceed to the preparation tables to return your bowl or cup. **DO NOT** consume the remaining precious blood. This will be done in the sacristy by the captain and co-captain after mass is finished. **ONLY POUR WINE LEFT IN YOUR CUP AT THE SIDE WINE TABLE**, if necessary for*

distribution to the Eucharistic Ministers. DO NOT POUR THE WINE AT THE MIDDLE OF THE ALTAR WHERE THE CUP MINISTER WILL DISTRIBUTE TO YOU. You will now receive the body and blood of Christ from the first bowl and cup ministers who will be positioned at the middle of the altar in front of the tabernacle..

When the first bowl and cup ministers are finished, they should go and stand at the middle of the altar in front of the tabernacle (the bowl on the right side and the cup on the left side facing the altar) where the rest of the of the ministers will receive the body and blood of Christ. The bowl and cup minister should then go to the bowl preparation table and receive the bread and wine from each other.

Return to your pew.

BODY OF CHRIST

Say “BE HEALED THE BODY OF CHRIST”, the communicant affirms “AMEN”. Reverently place the Host in the communicant’s outstretched hand or on the tongue. Holding the Host in Adoration is not necessary. When possible, bless the small children by placing your hand on the child’s head. You may say the name of the communicant if he or she gives you their name–e.g., John the Body of Christ!

PRECIOUS BLOOD

Say “BE HEALED THE BLOOD OF CHRIST”, the communicant affirms “AMEN”. Give the cup to the communicant. You may say the name of the communicant if you know the name or he or she gives you their name–e.g., John the Blood of Christ!

After each person receives, wipe the outside area with the opened purificator, then rotate the Cup. You should also rotate your purificator after each use. Extend the purificator to catch any droplet, if communicant chooses intinction. This practice is not encouraged.

GENERAL INSTRUCTIONS

*It is a great honor to serve as an Eucharistic Minister. **PROPER DRESS MUST BE WORN!***

Men may wear suits and ties, dress pants with a shirt and tie or they may wear dress pants with a sweater and shirt. Jeans are not acceptable dress for Eucharistic ministers.

Women may wear dresses, skirts, slacks, or walking shorts. Bare backs, low cut tops, short-shorts, and short skirts are not permitted. Jeans are not acceptable dress for Eucharistic ministers.

ARRANGE FOR YOUR OWN SUBSTITUTE if you are unable to fulfill your obligations for an assigned Mass. If you cannot, please call to alert the captain that you will not be there and that you were not able to get a substitute. DON’T JUST FORGET IT.

If you need to change your mass preference, please call Ron Strahanoski, 838-7327, (E-mail: rstrahanoski@comcast.net) at least two weeks before the next month’s schedule is prepared.

Fill in your home calendar when you receive your schedule. Schedules are usually made for a two-month period.

When attending a mass you are not scheduled to minister, please with the Captain before the mass to see if you are needed.

When at the Altar, avoid any unnecessary motion or conversation while the Priest is at prayer.

If it is necessary to cross from one side to the other while at the Altar, do so behind the Priest. After receiving the body and blood of Christ, it is not necessary to genuflect or bow to the altar - you have Christ within you!

NO PROCEDURAL CHANGES ARE TO BE MADE ON YOUR OWN. *If you have a suggestion, please contact the EM coordinator, Ronald N. Strahanoski (838-7327).*

CAPTAIN

Captain BEFORE MASS

Arrive AT LEAST 15 MINUTES PRIOR TO MASS.

Check to see if the sign in sheet is ready in the sacristy. Make sure the Eucharistic ministers sign in the position for which they have been assigned.

*Review the procedures with the other ministers before each mass begins. Be present to answer questions and fill vacancies with volunteers. **MAKE EVERY ATTEMPT TO FILL EACH POSITION.***

Check the tabernacle to see how many bowls are filled. These already have been consecrated and should be used if not enough new bread has been consecrated.

When there is a visiting priest, please advise him of his position.

Captain DURING MASS

Give the sign-of-peace to one minister next to you and then proceed immediately to take the Consecrated Host in the large bowl (leaving the large host) from the Altar to the preparation table to fill the bowls. Remember, it may be necessary to go to the tabernacle for consecrated hosts if there are not enough to fill the bowls necessary for all the positions. You may want to ask a bowl minister to bring bowls from the tabernacle so you can fill the bowls more quickly. Please shut the tabernacle doors after the bowls are taken out. Do not leave them open during the distribution of the Eucharist.

Prepare one extra bowl for the Music Ministers when choir is present. Leave the bowl at the preparation table. However when the large choir is present, help distribute the bread to them immediately before you take your position. The choir members will be instructed to hold the host in their hands until the presider takes the bread himself. As soon as the bowls are filled, hand the bowls to the bowl ministers.

Captain DURING DISTRIBUTION OF COMMUNION

Check to see that all stations are covered.

Direct ministers to their stations if necessary.

A designated Music Minister will take the music's bowl from the preparation table and minister to the music members.

As stated above, if the large choir is present, help the Music Minister distribute the bread to the choir members.

Captain AFTER COMMUNION

Combine the remaining consecrated hosts in the small bowls and return to the Tabernacle.

After the Mass, return to the sacristy to purify, wash and dry the cups and purify the bowls.

Cups and bowls are to be taken into the sacristy and purified prior to washing. All remaining precious Blood or pieces of Hosts must be consumed. DO NOT pour any precious Blood or Hosts down the sink. Purify the cups and pitchers with a small amount of tap water poured from cup to cup then consume. Dry thoroughly!

Co-Captain

Arrive 15 MINUTES prior to Mass. Assist captain in finding substitute ministers if necessary. Remind the priest when it is time for prayer (five minutes prior to beginning of mass).

Remind any visiting priest of his station.

Co-Captain takes the large pitcher from the Altar to the preparation table to the left of the altar immediately after giving the Sign-of-Peace. Then fill the cups from where the assigned ministers will be given their cup and purificator.

Immediately after receiving communion, take the tray with the cups to the sacristy. Consume the remaining Blood of Christ. Return to your pew. After mass, purification will take place.

The EM who takes the cup to the choir-loft will bring the cup to the sacristy and then return to the p

Captain and Co-Captain will clean and purify vessels in sacristy for next liturgy. Place the purified vessels on preparation table for next mass if there is to be one. If the last Mass for the day, lock the vessels in the cabinet and put the keys away.

Prayer for Eucharistic Ministers

*Jesus, bless these hands
you have chosen
as your tools.*

*Jesus, always keep us aware
and in awe
of our sacred mission.*

*Jesus, make us worthy
of this great ministry
we have humbly accepted.*

*Jesus, send us out
into the world
to distribute
your love.*

NOTES