

New instructions for Eucharistic Ministers

September 12, 2016

(This is a work in progress and flexibility/patience will be a virtue).

- Please dress in Business Casual attire. However, if EM help is requested, do not hesitate to serve even if you are wearing jeans or shorts. (You're here and you're willing, thank you!)
- EMs / EMCs are expected to serve at Weekend Masses and Special Masses to which they are assigned. If you can't make it, please find a substitute.
- EMs should come to the Sacristy at least 10 minutes prior to Mass; EMCs – at least 20 minutes prior. Check corkboard for special notices.
- If you are not serving, please check in the Sacristy with the EMC to see if help is needed. This is much appreciated!
- Come up during Lamb of God. Come up the steps and then use the second ramp at the back of altar platform.
- Sanitizers are at the top of second ramp.
- Stand in line behind altar, behind the back of the ambo, but don't crowd the priest. **Per Fr. Roman, 9/19/15:** Cup Ministers should stand all together on the north side of the altar platform; Cup Minister who will partner with Fr Roman should be at the end on the north (nearest the AMBO). Host Ministers should stand all together on the south side of the altar platform. **South – HHHHCCCC - North**
- ~~The two Center Cup Ministers should serve the Host Ministers the Precious Blood.~~ After all the EMs have received the Host, ONE cup minister is to serve the Host ministers. The cup minister in the farthest north position (nearest the AMBO) is to go with Father. The cup minister next to them is to go to the Host minister farthest from them at the south end of the Altar platform first, then serve the next minister to the north until all the Host ministers have received the cup.
- Remain on the altar platform until everyone has received a Cup or Ciborium, unless you are partnered with the priest and he moves to his position before this happens.
- EMs in front north will serve musicians / cantors and then north side of main aisle. Serve handicapped in front row before rest of main aisle (go to them).
- EMs assigned to front south will bring servers Communion. (This might change depending upon where Servers are seated). Servers should stand behind the kneelers. Then serve to People in the South transept (serving handicapped first). Serve south side of main aisle. Serve handicapped in front row before rest of main aisle (go to them).
 - **Per Prayer & Worship Committee 9/12/16:** There will no longer be 5 EM stations but 4 as we have done in the past since no one sits in the Sanctuary. The EMs in the front South will distribute to the Altar Servers and then to People in the South transept. Once finished, the EMs will move to the center aisle with Father and distribute Communion until the end.
- There is wheelchair seating in the main aisle. EMs going to the back should go down the main aisle, not the sides, look for someone seated there and serve them on the way to the back.
- EMs in back will stand behind and to the side of the baptismal font (for some special Masses, at end of folding chairs). Host ministers face toward the altar. Cup ministers will stand near the sidewalls. If one Cup, stand behind font in middle.
- People in the cry room come down and join the congregation for Communion.
- ~~Those seated in the Sanctuary will be served by the fifth set of ministers, as will those seated by the tabernacle (and servers if not done by front south EMs) and in the south wing. (Please see special instructions for new set of ministers and diagram on corkboard in Sacristy).~~
- When serving Communion, remember to say "Body of Christ" or "Blood of Christ" and wait for an "Amen". Do not use the person's name. If the person doesn't say "Amen", say it for them.
- If a person presents a pyx, ask how many hosts they need, place them in the pyx and then say "Body of Christ".
- Self-intinction is not allowed. If someone attempts to dip the Host in the Cup, cover the Cup with the purificator and politely but firmly say, "No".
- If a Host is dropped, pick it up and either consume it or hold it in your purificator until after Communion, then give it to priest or deacon and tell them what happened.
- If a Cup is dropped, try to clean the rug as much as possible with the purificator. Take the cup back to the credence tables. Tell the priest or deacon what happened and where.
- Cup Ministers should place Cups on credence table after Communion, after finishing the Precious Blood. If you can't finish, let the priest or deacon know. Purificators belong in basket on the bottom shelf of the credence table. Do not wipe out the Cup with the purificator.
- Host Ministers should place Ciboria near the tabernacle or hand to the priest or deacon if they are standing there. If a Ciborium is empty, place it on the credence tables.
- Credence tables are behind ramp.
- Ordinary ministers (priests & deacons) take precedence over extra-ordinary ministers (EMs / EMCs). If a priest or deacon shows up unexpectedly, offer to give your Communion position to them. They should not be left sitting during Communion.