

Parish of St Eugene Ministry Guidelines



PARISH OF ST. EUGENE

*My house shall be called a house of prayer
for all peoples. - Isaiah 56:7*

ASHEVILLE, NC

WORSHIP SCHEDULE

Mass

Saturday Vigil: 5:30 PM

Sunday: 7:30AM (Spanish), 9:00AM, and 11:30AM

**Daily: Monday: 8AM, Tuesday: Communion Service Only: 8:00
AM, Wednesday and Thursday: 8:00 AM and Friday: 9:00 AM**

Holy Days: Please review the schedule for Holy Day Masses

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Beginning of Communion:

After the Assembly sings "AMEN", and stands for the Lord's Prayer, the Ministers take their place in the aisles near where they are seated. They facilitate joining hands across the aisle.

After exchanging the Sign of Peace with those around them, the Ministers PROMPTLY come to the Credence table and get a dab of sanitizer on their hands. They immediately move to the side of the Sanctuary and stand in front of the Altar Servers before the beginning of the Fraction Rite (Lamb of God). They stand in a line until the Presider has received Communion.

Distribution of Communion:

After the Presider has received Communion, the Ministers will enter the Sanctuary. They stand in two straight lines behind the Presider. The Cup Ministers in the front line (four people, Numbers 2, 3, 5 and 6)

Bread Ministers (three people, Numbers 1, 4 and 7) stand in the back line. NOTE: If the Deacon is present, there will only be 3 Cup Ministers, with the Deacon filling the #3 position.

If the Deacon is present, he receives Communion first from Presider and then assists in the distribution of the Chalices to the Ministers.

All Ministers will receive the Host from the Presider and then the Cup Ministers are handed their Chalice and a Purificator. Cup Ministers then stand at the sides of the Altar, facing the Bread Ministers and remain there until the Bread Ministers have received from the Chalices. The Cup Ministers then proceed to their assigned Communion Station.

After the Bread Ministers receive Communion from the Presider, they are to proceed to a Cup Minister to receive from the Cup. Both times the Minister makes a simple bow, the minister will say "The Body of Christ" or "The Blood of Christ" and the receiver responds "Amen". Bread Ministers will then receive their Patens from the Presider and go to their assigned station for the distribution of Communion to the congregation.

Minister #6 (Chalice) and Minister #7 (Bread) distribute Communion to the Cry Room, and the rear section of the Church. After distribution is completed in the Cry Room, the Ministers stand outside of the Cry Room and distribute Communion to the back rows of the right main section of pews, then precede to the Handicapped Section at the rear left main section of pews. [If there are only five Ministers, Positions #1 and #2 will take Communion to the handicapped in the rear of the Church after they have finished distribution of Communion in the front]. NOTE: If the full choir is present (major celebrations and 11 AM Sunday Masses), Ministers #7 and #6 first go to a position by the drums and distributes Communion to the second row of the choir and the section of pews behind the drums. Minister #7 (Bread) should stand to the left of Minister #6 (Chalice) to maintain a smooth flow of traffic.

The Presider distributes Communion to the Cantor and musicians before the Congregation. Cup Ministers #5 distributes the Precious Blood to the Music group and then goes to their station. Cup #5 position is just to the right of the Cantor's lectern.

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If a Minister needs more Eucharistic Bread, they may leave their station and go to the Altar and replenish their Paten with Eucharist from the Ciborium, and return to their station. There is no additional Precious Blood for distribution.

When giving Communion to another person the Minister says "THE BODY OF CHRIST" or "THE BLOOD OF CHRIST" and the receiver makes a simple bow and responds "AMEN" before receiving the Host or Chalice to the recipient.

After Communion:

Bread Ministers return to the Altar and hand their Paten to the Presider, and wait for the Presider to place any remaining Hosts in the Ciborium. They will each receive the empty Paten from the Presider and then return the Paten to the Credence Table and return to their seats.

Cup Ministers will take their Chalices to the Credence Table, consume any remaining Precious Blood, place the Chalices on the tray, place a Purificator over (NOT IN) the Chalice and return to their seats. If the Deacon is present, hand the Chalice to him and he will purify the Chalices.

After the Presider has cleaned the Paten, he will give the large Paten to one of the Ministers to return to the Credence Table.

The Presider or Deacon returns the Ciborium to the Tabernacle and is seated.

Conclusion of the Eucharistic Celebration:

ALL Ministers go immediately to the Credence Table. The tray of Chalices, Patens and wine pitcher are removed to the Work Sacristy for cleaning. The water in the small bowl is discarded either by pouring on the flowers at the front of the ambo, or poured onto the ground outside via the back door behind the Tabernacle wall, making sure that door is shut tightly. Re-fold the hand towel, and place next to the Corporal on the edge of the Credence Table. Extinguish and remove the altar candles and return to the Gift Table at the back of the Church. Remove the Book of the Gospels from the front of the ambo and return it to the work sacristy. The small water pitcher, bowl, towel and Corporal are removed only after the last Mass of the day. The Tabernacle key is also removed after the last Mass of the day.

The Chalices and Patens are cleansed in the Sacarium (a sink that drains directly into a separate dry well), dried and returned to the proper cupboards. The wine pitcher and small pitcher are thoroughly cleaned and placed in the drying rack. (Altar care people also wash the vessels thoroughly during the week.)

Used Purificators, towels and other soiled linens are put in the laundry basket in the cabinet under the Sacarium.

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After Saturday 5:30PM Mass and the last Sunday Mass, the Tabernacle key is also removed and placed in the proper cupboard in the Work Sacristy. After the last Mass on Sunday, the water pitcher, bowl, towel and Corporals are also moved to the Work Sacristy and put away or in the wash basket.

- All Medallions ARE TO BE RETURNED to the hooks in the Vesting Sacristy.
- EVERYONE IS RESPONSIBLE FOR SET-UP AND CLEANUP.

See the Presider if you wish to take Communion to a sick person. Make sure you have a Pyx and come up to the Altar at the end of the congregation's Communion to receive your Host(s). There will be a public prayer and blessing for those bringing Communion and for those to whom it is being brought. These Ministers then return to their seats.

Numbers and Positions:

Procession of Gifts:

Day Chapel Side: #2 (Tray of Chalices) and #7 (small Paten) Crying Room Side: #4 and #1 (small Patens)

Lord's Prayer:

Ministers are to come out into the aisle nearest their seat in the Church, and join hands with those on either side of them.

After Sign of Peace (in Sanctuary before Communion): Back Row: #1, #4 and #7

Front Row: #2, #3, #5 and #6

Distribution of Communion:

1 (by Ambo wall), 2, 3, 4, Presider and 5 (to the right of the Cantor's lectern) in Sanctuary.

Ministers #6 and #7 go to the Cry Room, the area outside of the Cry Room aisle and then the handicapped, - if the full choir is present distribute Communion to the back row of the choir and section behind the drums first- follow instruction IV- E

Note: If only five Eucharistic Ministers, Ministers #1 and #2 do the handicapped after finishing distribution of Communion in the front.

Note: at 11:00 Am Sunday **Mass** and special occasions when the full choir is present, EM #6 & EM #7 distribute Communion to the back row of the choir and the rows behind the drums before proceeding to the Cry Room. EM #7 stands by the space between the piano and drum while EM #6 stands to the right of EM #7

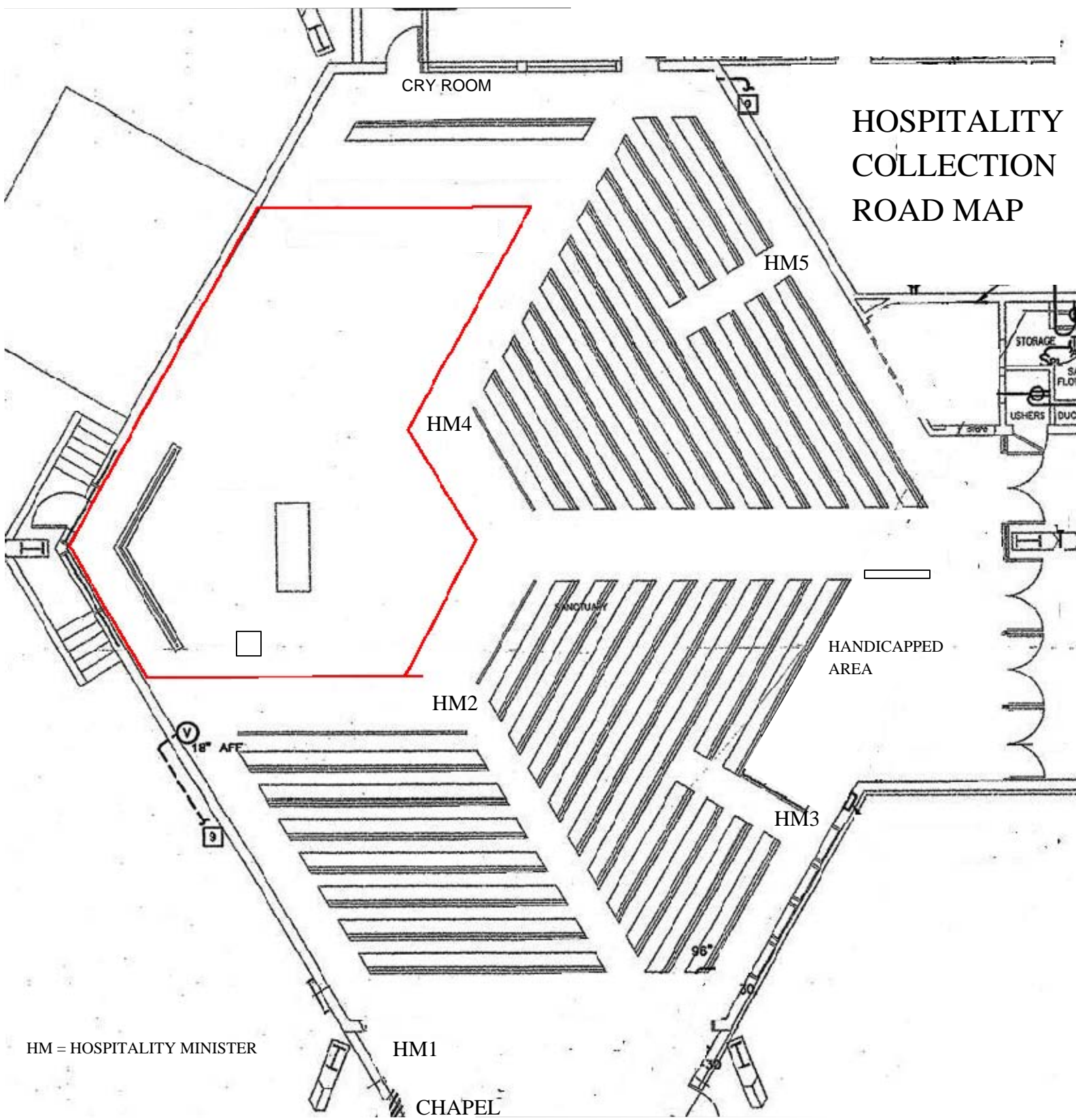
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APPENDIX

Ministry Guideline Committee roles:

- **Over all Coordinator: Scheduling, communicating ministry information to ministry & parish members, acting as liaison between priest/deacon/ministries/parish regards our activities.**
 - Bob Spillane email: jberts@frontier.com
- **Eucharistic Ministers Coordinator: trainer, adviser, listener, updater, educator of Eucharistic Ministers**
 - Carol Jordan email: rjordan106@aol.com
 - Dorothy Schmid email: ronaldschmid@bellsouth.net
- **Lector Ministers Coordinator: trainer, adviser, listener, updater, educator of Lector Ministers**
 - Peter McHugh email: peteMQ@aol.com
 - Jo Steininger email: jsteinin@unca.edu
- **Hospitality Ministers Coordinator: trainer, adviser, listener, updater , educator of Hospitality Ministers**
 - Bob Charette email: charettesweb@charter.net
 - David Hetrick email: dave1149@bellsouth.net
- **Technology Ministry :**
 - Frank Dossier email: frank@musiciansworkshop.com
- **Ministry guideline committee actions are reviewed and approved by:**
 - Father Pat Cahill email: jpcahill@charlottediocese.org

HOSPITALITY COLLECTION ROAD MAP

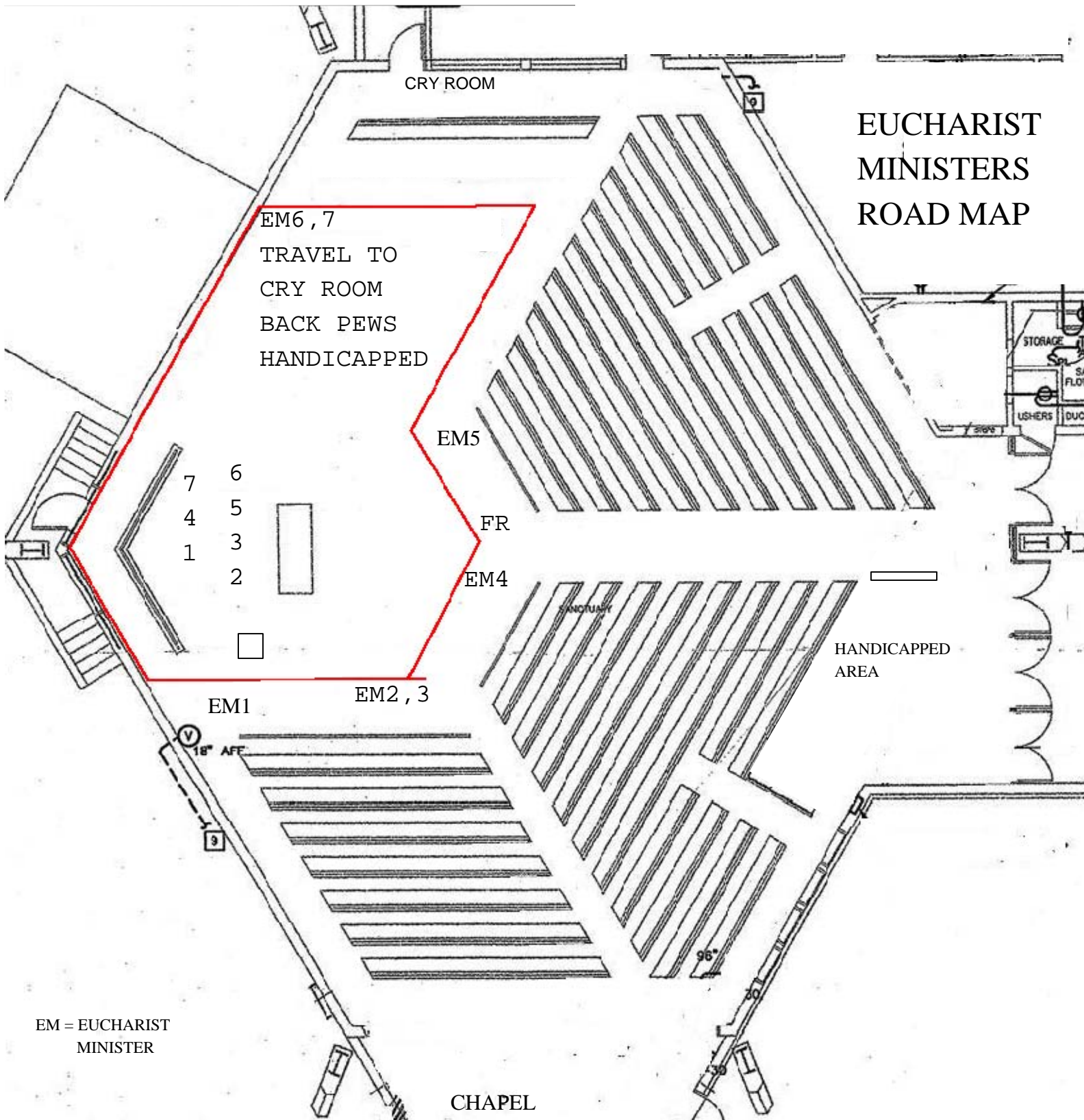


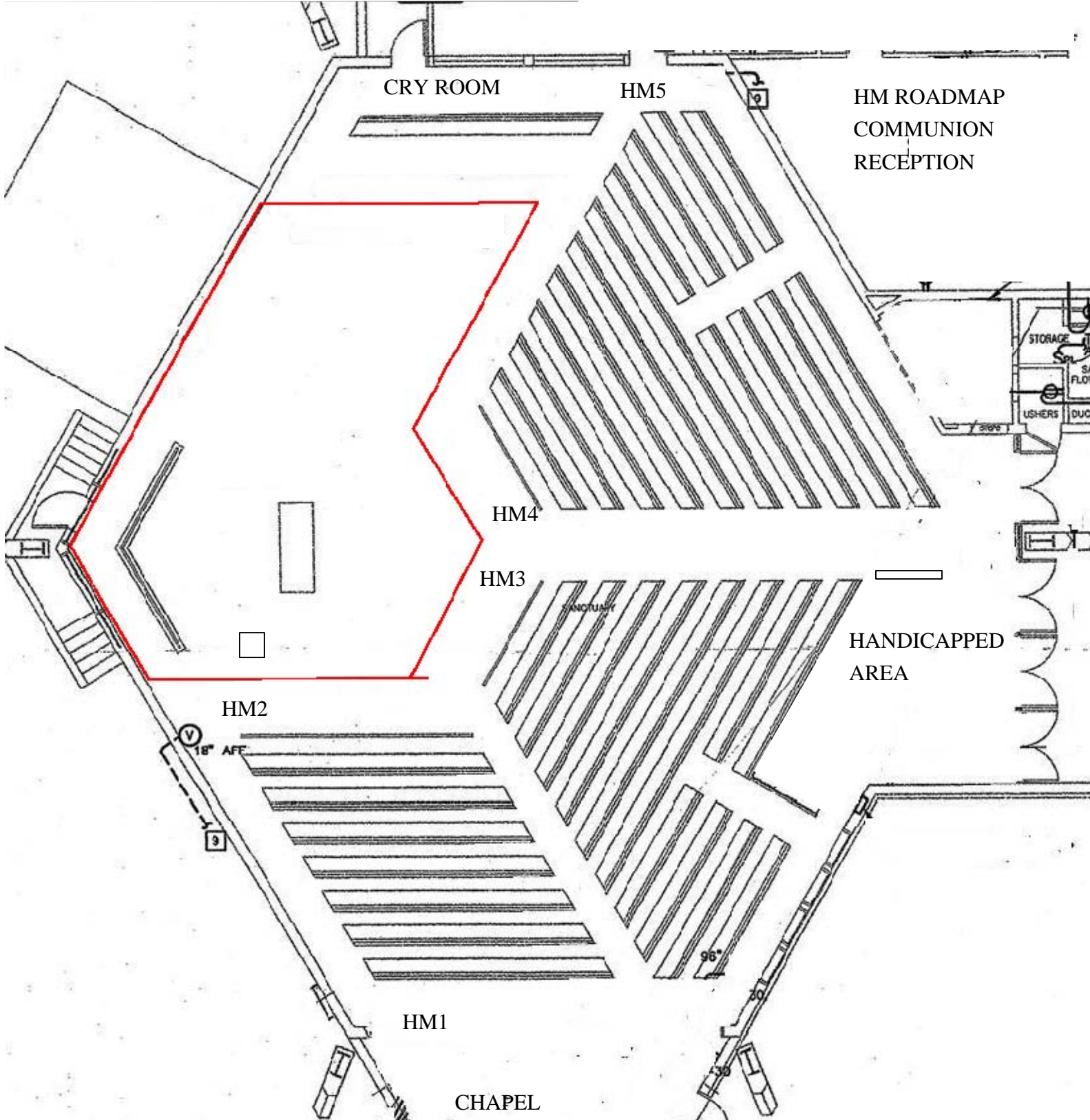
HM = HOSPITALITY MINISTER

HM1

CHAPEL

EUCHARIST MINISTERS ROAD MAP





HM = HOSPITALITY MINISTER