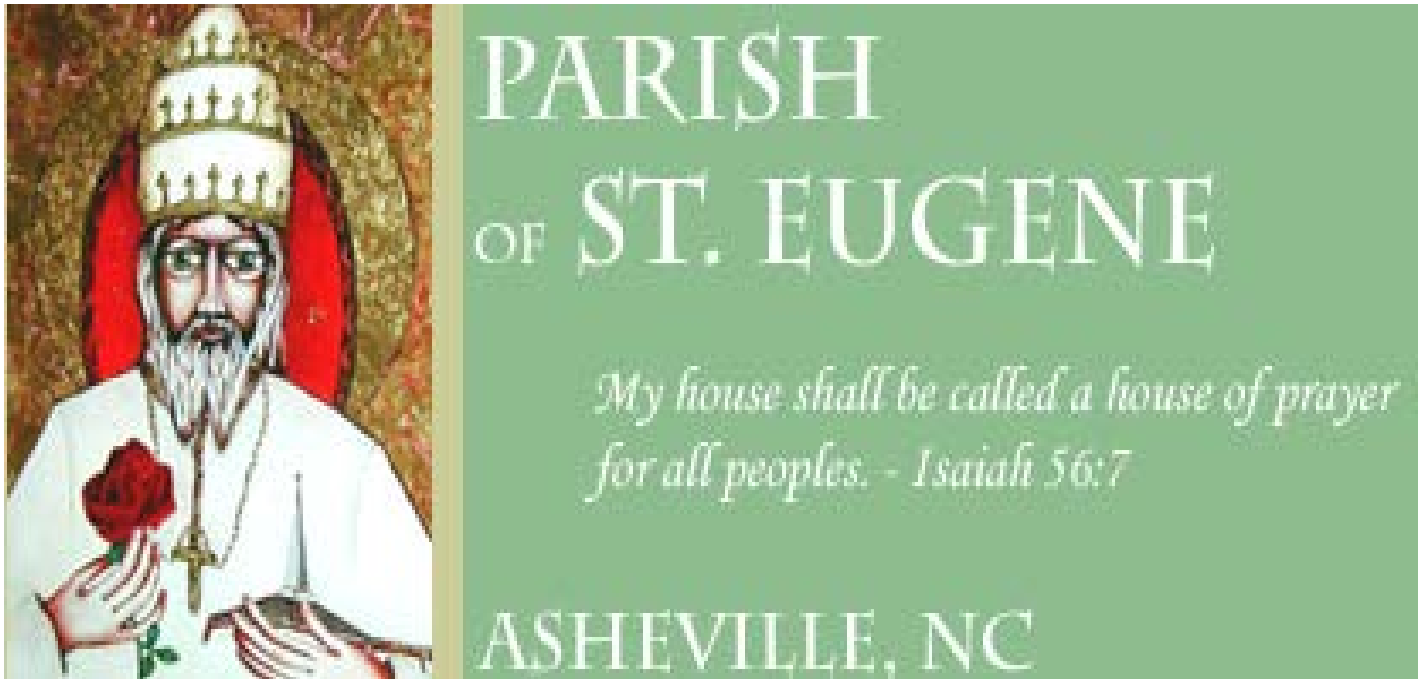


Parish of St Eugene Ministry Guidelines



WORSHIP SCHEDULE

Mass

Saturday Vigil: 5:30 PM

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

**Daily: Monday: 8AM, Tuesday: Communion Service Only:
8:00AM, Wednesday and Thursday: 8:00 AM and Friday: 9:00
AM Holy Days: Please review the schedule for Holy Day Masses**

Parish of St Eugene Ministry Guidelines

Introduction to Ministries	3
Humble Service:.....	3
Length of Service:.....	3
Requirements:	3
Appropriate Attire:.....	4
Scheduling:	4
Introduction to Ministry Schedule Pro.....	5
Swap/Substitute Directions:.....	6
Ministry of Hospitality.....	7
Introduction:.....	7
Duties Centered on the Liturgy:.....	7
Duties Centered on the Community:.....	8
Offertory Collection:.....	8
Procession of the Gifts:.....	8
Reception of Communion:.....	9
Dismissal:.....	10
Duties Center on the Liturgy:	10
Loop Assisted Listing System:	11
Ministry of the Lector:	13
General Notes.....	13
Procedural Notes	13
Extraordinary Ministers of the Eucharist.....	15
Qualifications:.....	15
Sacristans:	15
Eucharistic Ministers:.....	16
Distribution of Communion:.....	17
After Communion:	18
Conclusion of the Eucharistic Celebration:	18
Numbers and Positions:	19
APPENDIX.....	20
Ministry Guideline Committee roles:	20

Parish of St Eugene Ministry Guidelines

Introduction to Ministries

Humble Service:

This document addresses the duties and responsibilities for the following Ministries:

Hospitality: those who desire to serve as an Usher, Greeter or Refreshment Server.

Lector: those who desire to serve as a Reader.

Eucharistic: those who desire to serve as a Minister of Holy Communion.

Every ministry is established to serve the worshipping assembly. All those who serve are servants of the assembly; their task is to help the assembly fulfill its vital role in the liturgy. People's impression of a parish is significantly shaped by the presence or absence of a welcoming atmosphere where they come to worship. Each ministry is a vital element in creating a sense of community for worship. Offering a smile and a word of welcome can have a profound impact on people as they arrive, especially if they are visitors to the parish. A person who feels welcomed and valued is much more likely to enter wholeheartedly into the celebration of the Mass. Welcoming people and making them feel at home is one way in which we help build up the church.

Length of Service:

The length of service for each Ministry is one year, anyone qualified to serve in more than one ministry will select one ministry to be their primary ministry. You will be able to substitute in your secondary ministry when a substitute is requested. Note that you may /may not be schedule during the service year for the secondary ministry. Your primary service can be renewed annually / changed with completion of annual training, signing of commissioning statement committing to the next year of service and a re-commissioning to be held at a Sunday Mass. Each minister should be involved in only one Liturgical Ministry at a time. This limiting of ministries roles opens the door for more members of the parish to have an opportunity to participate in the different ministries.

Requirements:

Those who desire to serve as a minister should be active and faithful members of the Parish. They should be of good character and reputation. Respect for others, discretion and appropriate decorum are the trademarks of a minister. Above all, ministers should be noted for their service to the assembly. These qualities are found in a mature Christian – qualities that transcend chronological age. Furthermore, the minister should be comfortable meeting and greeting others. They must always extend a sense of welcome to others and make them feel at home. Such qualities are a blessing, especially to the stranger in our midst.

All active members of the parish, including teenagers, are invited to serve as ministers. St. Paul reminds us: "For all of you who were baptized into Christ have clothed yourself with Christ. There is not male and female; for you are all one in Christ Jesus", (Gal. 3:27-28). Indeed, variety in and among the members of our ministries better represents the diverse nature of our Church.

Parish of St Eugene Ministry Guidelines

Appropriate Attire:

A neat and reverential appearance is in keeping with the minister's role as a visible example of welcome and hospitality. The ministers' attire should not detract from their role; business casual is our guide:

For women: A reasonable length skirt or trousers combined with a top (such as a dress blouse or sweater set) is considered acceptable. An informal dress with appropriate skirt length is also acceptable.

For men: A combination of collared shirt (such as a dress shirt or polo shirt), cotton trousers (such as khakis or blue, green, brown or black trousers) with a belt. Jeans are not acceptable business casual attire. A blazer or business jacket can optionally be added. Unacceptable for either gender: rumpled or ripped clothing, T-shirts, miniskirts, underwear as outerwear, inappropriately revealing attire such as bare midriffs, and flip-flops. Bare feet are also unacceptable.

Scheduling:

Scheduling of Ministers is based on Mass preference and is coordinated with the other Liturgical Ministries. A total of 7 Hospitality, 3 Lectors, and 7 Eucharistic Ministers are necessary for each Mass. Holy day requirements are established per each quarterly schedule. Ministers will volunteer by using the WEB scheduler program, (see below). Plan to arrive at the church 15-20 minutes prior to the start of Mass. Follow the assembly instruction for each unique Ministry.

Parish of St Eugene Ministry Guidelines

Introduction to Ministry Schedule Pro

Ministry Scheduler Pro ("MSP") is the web based solution for scheduling volunteers, (Hospitality, Lectors, and Extraordinary Ministers). This scheduling application saves time by creating fair schedules that acknowledge all volunteers' preferences and St Eugene's needs. MSP's Web Terminal allows volunteers to go online to view schedules, find subs, and update their availability.

MSP's full featured scheduler will schedule each volunteer, and take note of can't serve times (at least three months) during which they will not be scheduled, family groupings to make sure families will be kept together, preferred serving Mass.

MSP's built in Emailer allows the coordinator to send schedules, rosters, bulletins, and service reminders instantaneously to all volunteers. All emails are sent through the system high capacity mail servers, so even when sending attachments to hundreds of volunteers, all emails are sent instantaneously.

MSP's Web Terminal technology allows volunteers to access and update their own schedules from anywhere! They can fill empty positions, request swaps, or make changes to their profile information. With the Web Terminal, the coordinator can send volunteers' automatic email or reminders a set number of days prior to any scheduled position.

The following is a copy of the email used to introducing you to our scheduling system.

Dear your full name

I'm sending you your web terminal username and password. This will make scheduling much easier for everyone! Using this Internet system you'll be able to review and update your personal profile including what times do and do not work well for you to serve. You'll also be able to check your schedule from anywhere and easily find a substitute when you can't make one of your scheduled dates. I would like you to ensure that the information we have on file for you is accurate. In order to do that please follow the instructions below. You must use your assigned username and password as written below; you may change your password if you choose after logging on to the web terminal.

Please login to the "Web Terminal" using the link below and update your general information, service preferences and unavailable times.

[https://secure.ministryschedulerpro.com/webterminal/myProfile.php?user=STEUGENEUsername:](https://secure.ministryschedulerpro.com/webterminal/myProfile.php?user=STEUGENEUsername)

Username: your user name

Password: your password

Once you are logged in, you can click on the "Help" tab at the top of the screen to see this short video that explains step by step how to update your information.

If you have any questions, you may contact me by replying to this email. We look forward to sharing more information about the benefits of this new system with you in the coming weeks.

Parish of St Eugene Ministry Guidelines

Peace be with you.

MSP's Web Terminal technology allows each individual to make swaps, substitute for others or to accept an assignment for a holy day. Please note that each schedule is alive; meaning people request and accept changes all the time. When a request for a swap/ substitute is made it goes out to all individuals that are able and qualified to serve at that Mass. Do not reply to substitute request unless you are going to accept. When you do accept, use the system. This includes verbal agreements. The coordinator does not need to be copied. The coordinator does not need to know that you cannot accept. Only reply in the **affirmative** using the system. The coordinator will see all responses through the system. If you have not made any request for a substitute or accepted a swap, your schedule should be the same with no changes. Please note **all Ministries should use the system for obtaining a substitute.**

Swap/Substitute Directions:

If you cannot serve when scheduled, it is your responsibility to obtain a substitute.

Remember by using the system to request a substitute, all members who can serve will receive an email.

If someone can substitute they will reply from their web session, the system will then process their reply, you are notified of the change by email. You do not need to take further action. If you do not receive an acceptance notice you must execute the next checkpoint.

If no one accepts your request:

- Go to the roster on the web page,
- Look up who can serve at your Mass,
- Call and speak directly with the person, do not leave a voice mail.
- Go thru the list until you obtain a replacement.
- Complete the process using the system to make the change.

Parish of St Eugene Ministry Guidelines

Ministry of Hospitality

Introduction:

The primary purpose of the Ministry of Hospitality is to reach out to each individual with Christian love and respect. Christian hospitality draws people together, opens them to participation, and sets the tone for the liturgy. God empowers each minister with the resources needed for this ministry and then they are gifted with the presence of the Holy Spirit. These gifts enable these ministers to help build up the Body of Christ. Hospitality is crucial because it is the face most visible in the Church. Certainly the attitude, conduct and even the appearance of the Minister of Hospitality directly affects, either positively or negatively, the experience of the faithful at Mass. This ministry includes all elements of hospitality - greeting, ushering and serving of refreshments. The minister should be comfortable meeting, greeting and interacting with others. They must always extend a sense of welcome to all while making them feel at home. These qualities are such a blessing, especially to the stranger in our midst.

The Ministry of Hospitality duties consist of the following (but are not limited to):

Duties Centered on the Liturgy:

The team should gather before Mass and pray asking that HIS will be done

Greeting and Welcoming of the faithful to Mass

Ensure that the main doors of the Church are open as a sign of welcoming

Ensure hearing pack are available for users, User are to sign out each pack, use the clipboard

One minister is to randomly select a family or three individuals to present the Gifts

Check with Presider to see if there is anything special needed at this Mass, like reserving seat signs needed for baptisms or special events and assist as necessary to set up for the special event

Assist with directing of parishioners to seating

Closing all doors just before the Procession in starts

Assist with directing late comers to available seating

Take up the Offertory collection

Assemble the gift bearers for the Procession of Gifts and Offertory collection

All team ministers are needed to count the number of faithful attending Mass in their assigned sections and confirm totals to team leader for recording Mass attendance

Direct parishioners to the appropriate Eucharist Location for reception of Communion

Open main doors when the closing procession is ready to start

Parish of St Eugene Ministry Guidelines

Retrieve collection behind main altar and secure it in the work sacristy closet

Distribute bulletins

Housekeeping: inspect church for cleanliness, pick up trash or lost-and-found items, and re-shelve books.

Duties Centered on the Community:

Before Mass, assist individuals with loop listening system

Before Mass, preparation of pots of regular and decaf coffee, large bowls of lemonade and cutting and placing of donuts on trays

Two ministers need to leave as end of Mass approaches and set out the refreshments

The balance of ministers join in with the assisting of serving of refreshments

All of the ministers' help with clean-up of coffee pots, bowls and returning of these items to their proper locations in the parish kitchen.

Ensure that the Looping system is turned on and the Hearing pack have been distributed

Offertory Collection:

On a normal Sunday, the Offertory Collection requires 4/5 HMs. See attachment for a diagram of this process.

HM 1 covers the Chapel area using one basket

HM 2 covers the left of center aisle with two baskets. If need, HM 1 and HM 2 could cover each others section, if there are not enough HMs to cover all sections.

HM 3 covers the 4 back pews that are split in the middle on the left side with 2 baskets

HM 4 covers the right of center aisle and cry room with 3 baskets

HM 5 covers the 4 back pews that are split in the middle on the right side with 2 baskets. If need, HM 3 and HM 5 could cover each others section if there are not enough HMs to cover all sections.

At the completion of the Prayer of the Faithful, the HM's are to come forward and distribute their collection baskets for the offering by starting at the front pews. As each HM completes their section, return to the rear center of the church and transfer the offerings into the one large collection basket.

Procession of the Gifts:

At this point, the altar servers and volunteers should have arrived at the back center of the church. The team leader is to insure that the altar servers are given lighted candles, and are standing in first positions for the procession. Next, are the two volunteers carrying the Paten with the bread and vessel of wine. At the end are the final volunteers with the combined collection. The team leader falls in line behind the altar servers and all await

Parish of St Eugene Ministry Guidelines

the Presider's signal to come forward. The team leader stops just in front of the right front pew and directs the procession of the gift bearers up to the Presider who is behind the altar. The team leader should follow the volunteers carrying the collection basket and should then receive back from the Presider this collection which is then placed on the floor near the ambo. The Presider closes this ritual by reverencing the altar and the HMs bow slightly at the same time, and then the volunteers and team leader return to their places.

Second or Special Collections:

When there is a Second or Special collection, it should be taken after the procession of gifts so that the people realize that this is the separate or special collection that they have been advised about. It is to be organized in the same manner as the regular collection, combined into one basket which then is transferred into the proper zippered bags and stored in the locked closet of the sacristy.

Reception of Communion:

On a normal Sunday, the reception of communion should only require 5 HMs. The HMs should assemble in place when the Eucharistic Ministers are receiving communion and come forward together to be in place in front when the EM's are ready to distribute communion. See attachment 2 for diagram of this process.

HM 1 covers the chapel and blends these people in behind the people at the far left section of the church.

HM 2 begins the reception line from the front far left aisle against the wall

HM 3 & 4 start their reception lines at the front center aisle positions. If there is an overflow on any particular Sunday, and people are seated out in the narthex area, they are to be directed to join in behind these people

HM 5 cover the far right position which usually requires more effort to handle. When the choir is present, they are given communion over near the organ area. It is suggested that if people are seated in that limited area in front of the choir, they should be directed to follow the choir members to receive communion. This will greatly simplify reception for this area. Usually, the HM assigned to the back position will then go directly to the to the cry room and distribute communion there.

HM 5 needs to have the cry room door open at this point and direct the EM's to stand to the right near the wall. The HM should then direct the reception line starting with the front pew of the cry room and follow through to completion. Then direct the EM's to come forward and stand in the corner in front of the back wall under the Stations of the Cross and direct people in the back three pews starting with the back pew first to begin receiving communion. Finally they will travel to the handicapped area. This has proven to be the most efficient way to cover this area of the church.

Storage of Collection Donations:

At the end of Mass, the team leader is to retrieve the regular collection from the area by the ambo and take the collection to the sacristy. In the first upper cupboard on the right are the labeled storage zippered bags for the regular and second collections with the specific mass time noted. Transfer the collected donations into the

Parish of St Eugene Ministry Guidelines

proper zippered bags and store these in the locked closet of the sacristy, where they will later be retrieved by the team responsible for counting of the monies.

Dismissal:

When the music for the recessional hymn starts the HMs should open all doors of the church to allow egress into the narthex area. The team leader should already be down in the front area and ready to retrieve the collection basket from in front of the ambo. The collection is to be taken directly to the work sacristy where it is properly stowed in the locked closet. Three HMs should now be in position to distribute bulletins to the departing faithful. After the church is cleared out, these three HMs should perform some housekeeping duties in church insuring that the music books are properly racked and that trash is removed and any articles that are left behind are moved to the Lost & Found rack. This insures that the worship space is left in ready condition for the next scheduled liturgy. Also, ensure that the Hearing packs have been returned, turn off and cleaned.

Duties Center on the Liturgy:

Before Mass Starts:

Two HMs are needed in the kitchen to prepare the refreshments to be served at the completion of mass.

Make two pots of coffee, one regular and one decaf and leave them on the heating plates to stay hot. Brew a second pot of regular and put it on the stand alone warmer. The recipe for the coffee is 2 Styrofoam cups full of coffee for a 1 1/2 gallon pot)

The 11:30 Mass has more people than the 9:00 so eight dozen donuts should be reserved for the 11:30 Mass and the rest will be used at the 9:00 Mass. Half of the donuts for your mass should be cut in half, then whole and half donuts are place on serving trays, cover with paper towels to prevent them from drying out. On special occasions, there may be special cakes or cookies to be served.

Make two bowls of lemonade and store in the refrigerator (without ice) follow the recipe on the container of Lemonade mix

Make sure that the wire racks are placed out on the coffee table with the wood trivets on top of them: this allows for the proper height needed to pour the coffee

Place the regular/decaf coffee sign in place to help direct the people to the proper pot of coffee

Make sure there are enough cups and napkins on both the coffee and lemonade tables

Make sure there are containers of creamer, sugar and coffee stirrers on the coffee table

Place the small donation basket on the coffee table

After Mass:

Two HMs should leave the church after communion to prepare the refreshments for distribution

Place the hot pots of coffee on the wire racks in position for the HMs to pour coffee

Parish of St Eugene Ministry Guidelines

Place one bowl of lemonade with ice and a ladle on the other table

Place the uncovered donuts on both tables

As the doors of the church are opened, one HM should begin pouring cups of coffee and placing them in front of the coffee pots for people to retrieve. Once a line starts to form for the coffee then the HM can stop pouring the coffee and let them pour their own once the prepared cups have been taken. The other HM should begin ladling the lemonade into cups for those looking for something cold to drink. If only one HM is available for serving refreshments then the lemonade should be ladled out and the coffee drinkers will have to pour their own coffee. We would prefer that kids do not ladle their own lemonade.

When all have been served, all HMs need to assist in breaking down the serving tables, washing out of the coffee pots and bowls and storing all items to their proper locations within the kitchen.

Finally, after everything is properly stowed, turn off the kitchen and social hall lights. After 11:30 Mass, please turn off ALL lights in the Building.

Loop Assisted Listing System:

The HM is the primary contact for visitors that desire to make use of the loop system. The loop system is very simple system by which persons may hear the sound system directly through their hearing aids or by using optional earphones available for use during the service. There are a few basics that need to be understood for the satisfactory use by Parishioners and visitors.

Please inform visitors that the loop system is currently operational only to the left of the center aisle and in the All Saints Chapel. The loop is a magnetic field that radiates up from the floor and is received by hearing aids that have the T-Coil feature. Typically the users will need to flip a switch on their hearing aid to enable the T mode. This will provide sound from our sound system directly into their hearing aid. Not all hearing aids have this feature. Some have the feature but it has not been activated by their audiologist. People should consult their audiologist to have it tailored to their personal hearing needs.

For persons desiring hearing assistance and do not have a compatible hearing aid, we have body packs for the HM to hand out. These are in individual racks on the wall in the HM closet at the back of the church.

- Please turn on the body pack and show the user the volume control. The red and green LED indicators will flash once indicating the battery is good.
- Upon returning the body pack to the closet, please check that the switch has been turned off so the battery will be ready for the next user.
- Additional 9v. Batteries are kept in the plastic shoebox on the shelf in the closet.
- Please throw away old batteries. Do not put them back into the shoe box.
- Optional styles of earphones are available and kept in the shoebox as well.
- Please contact Frank Dosier frank@musiciansworkshop.com 828-252-1249
- With any problems or suggestions related to using the equipment.
- Parishioners or visitors have questions about utilizing the system.

Parish of St Eugene Ministry Guidelines

Church Sound & Video System

In the event the Music Director, Presider or the sound person does not turn the sound system on, HM should be able to do so. The On/Off switch for the sound system in the church is located in the HM closet. There is a button marked “Sound System Power”. When the system has been turned “On” a Red LED will be illuminated. Pressing this button again will turn the system “Off”.

Once the system is turned on, the “Preset 1” button to the right of the power button should be pressed to reset the sound system to its normal state. If for any reason the sound system is on but not working properly, the best option is to press “Preset 1” to restore the system to normal settings.

Remote Area Speakers – All Saints Chapel, Narthex, Gathering Space

There are remote speakers in five (5) areas of the building.

- Cry Room Volume Control on wall in the Cry Room
- Chapel Volume Control & *On/Off switch in HM closet
- Narthex Volume Control & *On/Off switch in HM closet
- Gathering Space Volume Control & *On/Off switch in HM closet
- Kitchen Volume Control on the wall in the Kitchen

The On/Off switches are “On” when pushed “In” and are marked as such. Typical volume level settings for Chapel, Narthex and Gathering Space are marked adjacent to each knob. Before each Mass an HM should check that the three volume knobs are set to their appropriate markings and the adjacent buttons are pressed in.

TV's – All Saints Chapel & Gathering Space

The TV's are available anytime the sound system in the church is turned on. The TV's are controlled by the switch panel in the HM'S closet. They may be turned on by pressing the “TV On” button(s) for the respective TV. The TV's automatically turn off 15 minutes after the sound system is turned off, or by the “TV Off” switches on the control panel. HM should turn on the TV's anytime persons are sitting in the All Saints Chapel or if seating is provided in the Gathering Space.

Lights:

The switches for the lights in the Church are located in the First Aid closet. On the wall above the switches is a floor plan of the church showing the lighting circuits A, B, C. The only exception is the light above the Crucifix. The switch is located on the brick wall adjacent to the organ.

Parish of St Eugene Ministry Guidelines

Ministry of the Lector:

Being a lector is a privilege and a responsibility and your role should be approached with humility and reverence. You should never lose sight of the fact that you are part of the liturgical celebration of the Mass, delivering God's Word to his people who are anxious to hear it and be inspired by it. All three lector positions provide value to the parish, being a lector requires being committed equally to all three positions.

General Notes

All lectors receive a copy of the Work Book for Lectors which contains all the scheduled readings for the liturgical year and notes on how to best proclaim the readings. The Work Books are issued before the start of Advent and can be picked up in the Sacristy. Each lector is expected to become familiar with both readings when scheduled since they may have to fill in for another lector who is unexpectedly absent. If a lector is unable to serve when scheduled, he/she has the responsibility to find a replacement. See swap/substitute directions on page 5.

In addition to the schedule sent out every 3 months, ministries for the current week will be posted on the wall in the Vesting Room. Upon arrival, at least 15 minutes before Mass, check off your name if you are scheduled. Then pick up your medallion to wear; it will be hanging under the "For Lectors" sign. After signing in, go to the ambo and check to see if it is set for the correct day and become aware of any page that needs to be turned.

Lectors and Eucharistic Ministers are expected to assemble in the Sacristy eight minutes before Mass for a prayer.

Lectors #1 and #2 are asked to bow reverently to the Word before starting to read. All lectors should bow (or genuflect) before the tabernacle if it is necessary to cross it while going to the ambo or the lectern. At the appropriate time, each lector will walk quickly up to the ambo, adjust the microphone, if necessary, and, after bowing begin the reading.

Procedural Notes

Lector 1 Obtains the Book of the Gospels from the ambo, if it is not in the Sacristy. Then carries the Gospel book holding it high during the entrance procession, unless the Deacon is assisting, in which case the Deacon carries the book. The lector will place the book standing up, centered on top of the altar, from the priest's side of the altar. He/she will then return to his/her seat. Lector 1 does the first reading which follows the opening prayers. At the end of the reading and before leaving the ambo, the reader will discreetly turn the page for the second reader, if it is necessary.

Lector 2 Reads the second reading, which follows the Psalms, usually sung by the cantor. He/she will discreetly close the book and place it on the shelf just before leaving the ambo when the cantor rises and approaches the lectern.

Lector 2 Reads the announcements at the lectern immediately after the Pastor or Deacon's welcoming remarks before Mass. Lector 1 also reads the general intercessions from the ambo, after the recitation of the Creed, unless the Deacon is assisting (in which case the Deacon will read them). When reading the intercessions, pause before saying "Let us pray or alternate response" but it is not necessary to raise your hand for the response.

Parish of St Eugene Ministry Guidelines

Lector 2 & 3 will find the announcements and intercessions in a 3-ring binder (marked for each Mass) in the work Sacristy. It is important to arrive at Mass early and have time to look these over and be able deliver them with enthusiasm. It is also important to check the pronunciation of any names that are unfamiliar.

Tips for Reading Well:

- Be prepared: know the readings well, going over them several times during the week before you are scheduled.
- Before beginning, relax, focus, breathe normally, after a slight pause, look up and clearly state the opening “A reading from....”
- Practice making eye contact with the congregation effortlessly and often.
- Modulate your voice, keeping an eye on the punctuation, and using emphasis when appropriate.
- Speak in a full voice appropriate for a group of people. A soft conversational voice is not adequately amplified by the sound system.
- Vary the rhythm, tempo and pitch of your delivery, as suggested in the Work Book.
- Upon completing the reading, look up and without dropping your voice, reverently affirm, “The Word of the Lord”.

Parish of St Eugene Ministry Guidelines

Extraordinary Ministers of the Eucharist

The Eucharist constitutes the very life of the Church, for the Lord said “I am the bread of life. No one who comes to me shall ever be hungry; no one who believes in me shall ever thirst.”

Your willingness to serve as an Extraordinary Minister of the Eucharist reflects not only a response to your baptismal call to serve the people of God, but a commitment to Christ as you share in the preaching, teaching, and leadership aspects of the Church. You offer the Eucharist; recognize the Body of Christ in those to whom you offer the Eucharist and ultimately you act as the Body of Christ by fully participating in the life of the parish and the wider community. Your willingness to commit to a monthly schedule, to prepare properly for your service and to arrive on time, dressed appropriately for Mass, further reflects that commitment.

Qualifications:

Those invited to serve in this ministry are designated for service in this parish. Invitation to serve as an Extraordinary Minister of the Eucharist is a reflection of the diversity of the parish. An invitation to join the ministry does not mean that one is “better or holier than another”, nor is an invitation indicative of a reward of some sort.

To be an Extraordinary Minister of the Eucharist you must:

- Be a fully initiated Catholic (have received the sacrament of Confirmation)
- Be in good standing with the Church
- Be a registered member of The Parish of St. Eugene
- Be of good moral standing and cultivate devotion to the Holy Eucharist and distinguish themselves by Christian life, faith and morals; striving to be worthy of this great office.
- Participate regularly in the sacramental life of the Church and act as an example to the other faithful by piety and reverence for this most Holy sacrament of the Altar.
- Be at least 16 years old
- Be duly instructed

Sacristans:

The specific functions of the Sacristans are as follows:

Sacristan should arrive approximately one-half hour before Mass.

Prepare the Communion Vessels, linens and elements in the Work Sacristy.

Place the Presider’s Chalice and three small Chalices on the tray.

Put four Purificators on the tray. Place the tray on the Gifts Table for the Presentation of the Gifts.

Place the Tabernacle key in the lock of the Tabernacle. Place a small pitcher, filled with water, and the bowl for hand washing, a terrycloth towel, a large Corporal (square fold) on the Credence table behind the Sanctuary wall near the Ambo. Place a long rectangular linen on the Ambo side of the Altar to protect the Altar Cloth

Parish of St Eugene Ministry Guidelines

from drips. Check the Tabernacle and look to see if the Ciborium is full, which will determine how many hosts to put in the small Patens.

Get one large Presider's Paten and three small Patens from the upper cabinets in the work sacristy. Place one large host on the large Paten and fill the small Patens with the appropriate number of hosts (Note: each sleeve of hosts = 100 hosts). If uncertain of how many to put out, ask the Presider or Deacon. Place on the Gifts Table in the back of the Church. Extra hosts are kept in the freezer in the kitchen.

Fill a large pitcher with a full bottle of Communion Wine, located in the base cabinets in the work sacristy. [2/3 bottle if only five Ministers]. Place it on the Gifts Table near the large Paten. Place the capped empty bottle upside down in the case box. If there is not enough wine, or the case box is full of empty bottles, ask the Presider or Deacon to get another case out of the locked closet in the vesting sacristy.

Sacristans are to make sure all Eucharistic Ministers and Lectors have checked in. If there are Eucharistic Ministers or Lectors missing, the Sacristan should recruit replacements in consultation with the Presider or Deacon before the time for Prayer.

Eucharistic Ministers:

Before Mass:

Eucharistic Ministers should arrive at least 15 minutes before Mass.

Ministers should check off name on schedule (on the bulletin board in vesting sacristy), pick up a medallion and check-in with the sacristan.

Eucharistic Ministers should help the Sacristan in preparing and putting out the Communion Vessels. If the Sacristan is not there, Eucharistic Ministers should prepare the Communion Vessels.

Ministers will gather in the Work Sacristy 10 minutes before the Liturgy begins for Prayer with the Presider or Deacon and other Ministers.

Procession of the Gifts:

When all are seated after the Liturgy of the Word, Ministers number 1, 2, 4 and 7 go to the Gifts Table at the back of the Church, pick up the tray of Chalices and the small Patens for the Procession. Minister #2 (tray of Chalices) followed by Minister #7 (small Paten) move to the aisle on the Day Chapel side of the Church. Ministers #4 and #1 take their Patens to the aisle by the Crying Room. When the Presider or Deacon has completed preparation of the Altar and gives a nod, the Ministers process to the side of the Altar in the above order.

The Ministers present their gifts to the Presider or Deacon, who will receive them and place the gifts on the Altar. Ministers remain standing on either side of the Altar until the other Gifts have been received via the center aisle. After a special blessing, all will make a bow, as directed by the Presider, and return to their seats. Minister #2 returns the tray to the Credence Table before being seated.

Parish of St Eugene Ministry Guidelines

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.

Parish of St Eugene Ministry Guidelines

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.

Parish of St Eugene Ministry Guidelines

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 Chalice) 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 11:30 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

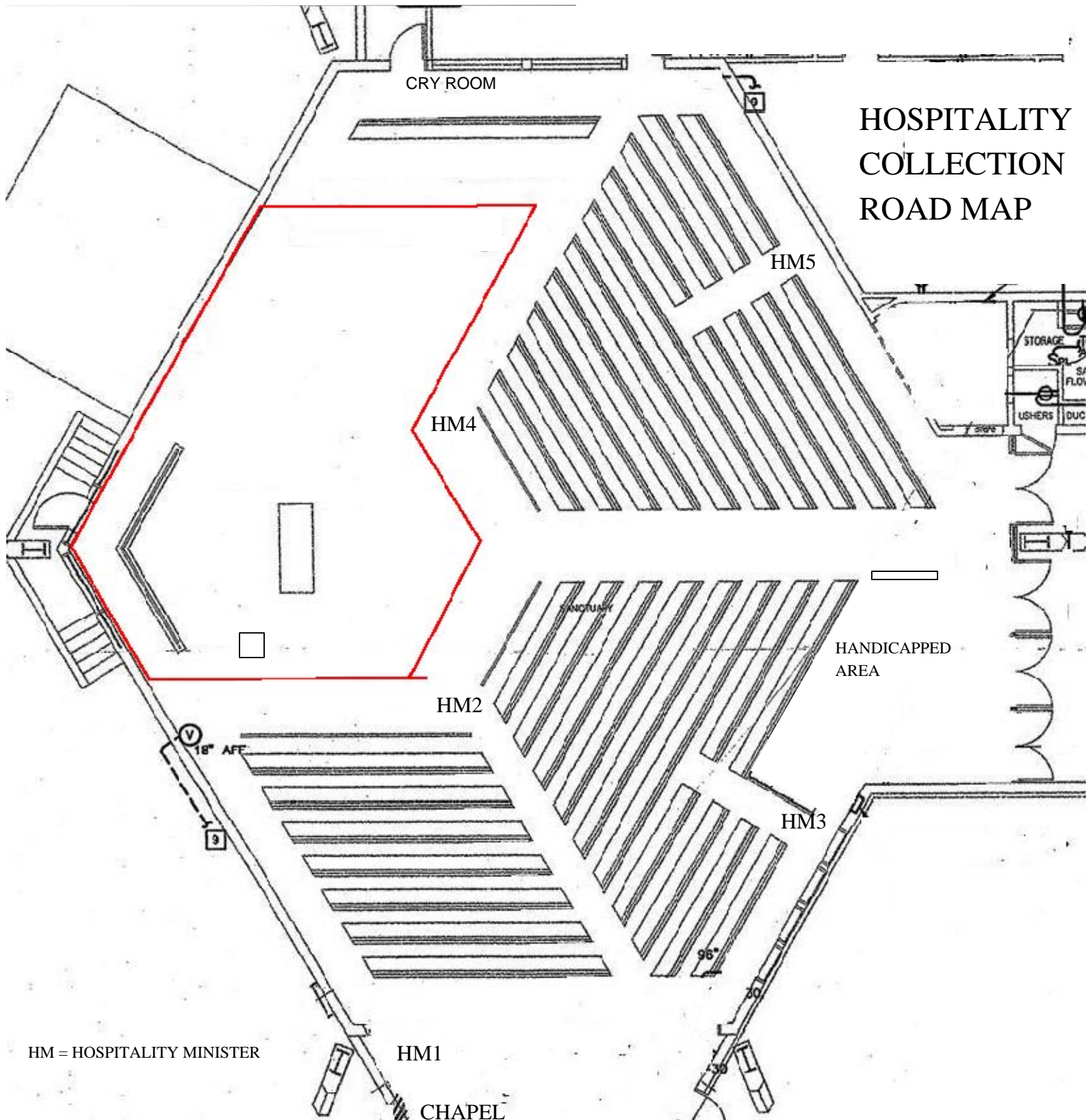
Parish of St Eugene Ministry Guidelines

APPENDIX

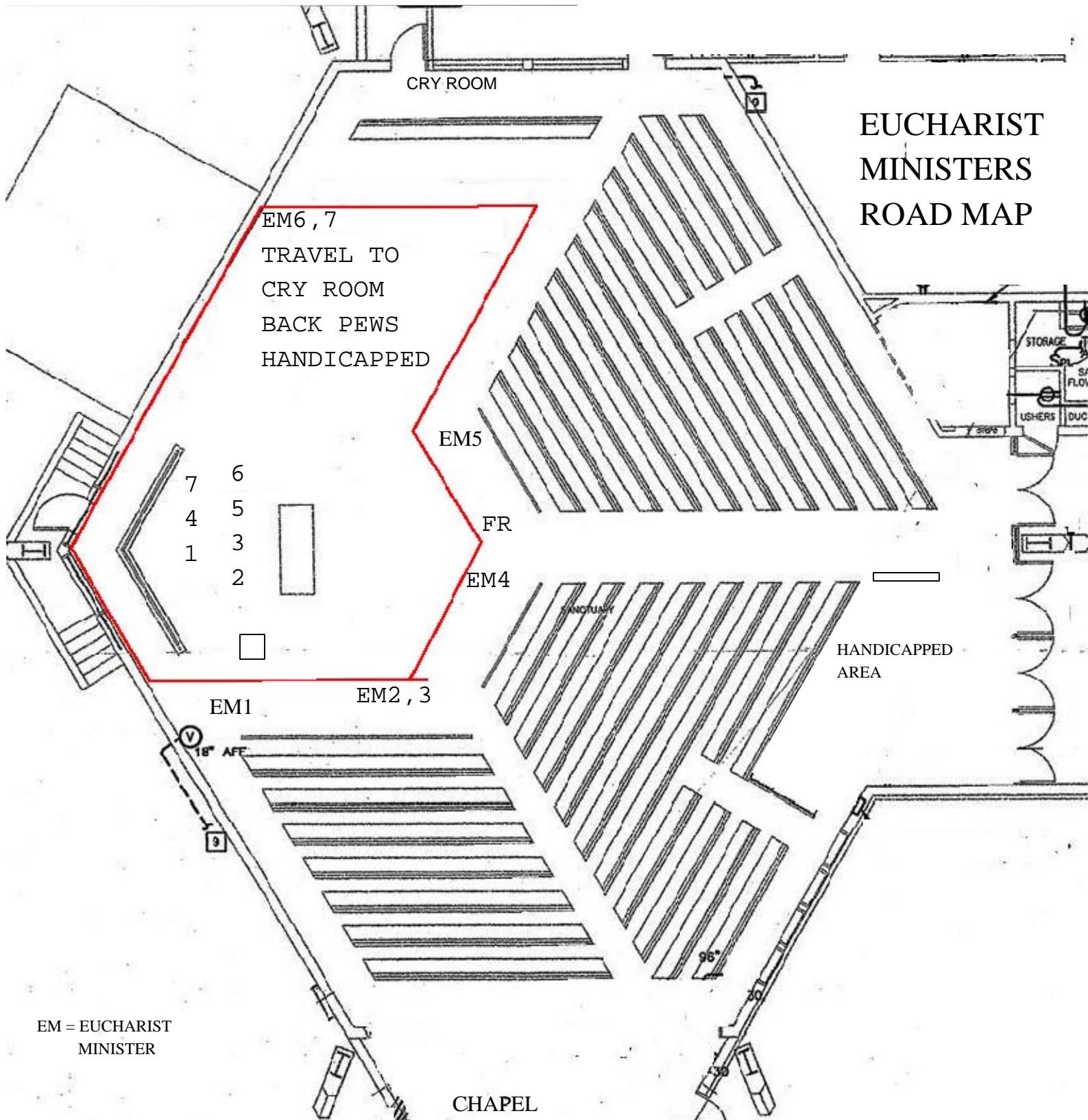
Ministry Guideline Committee roles:

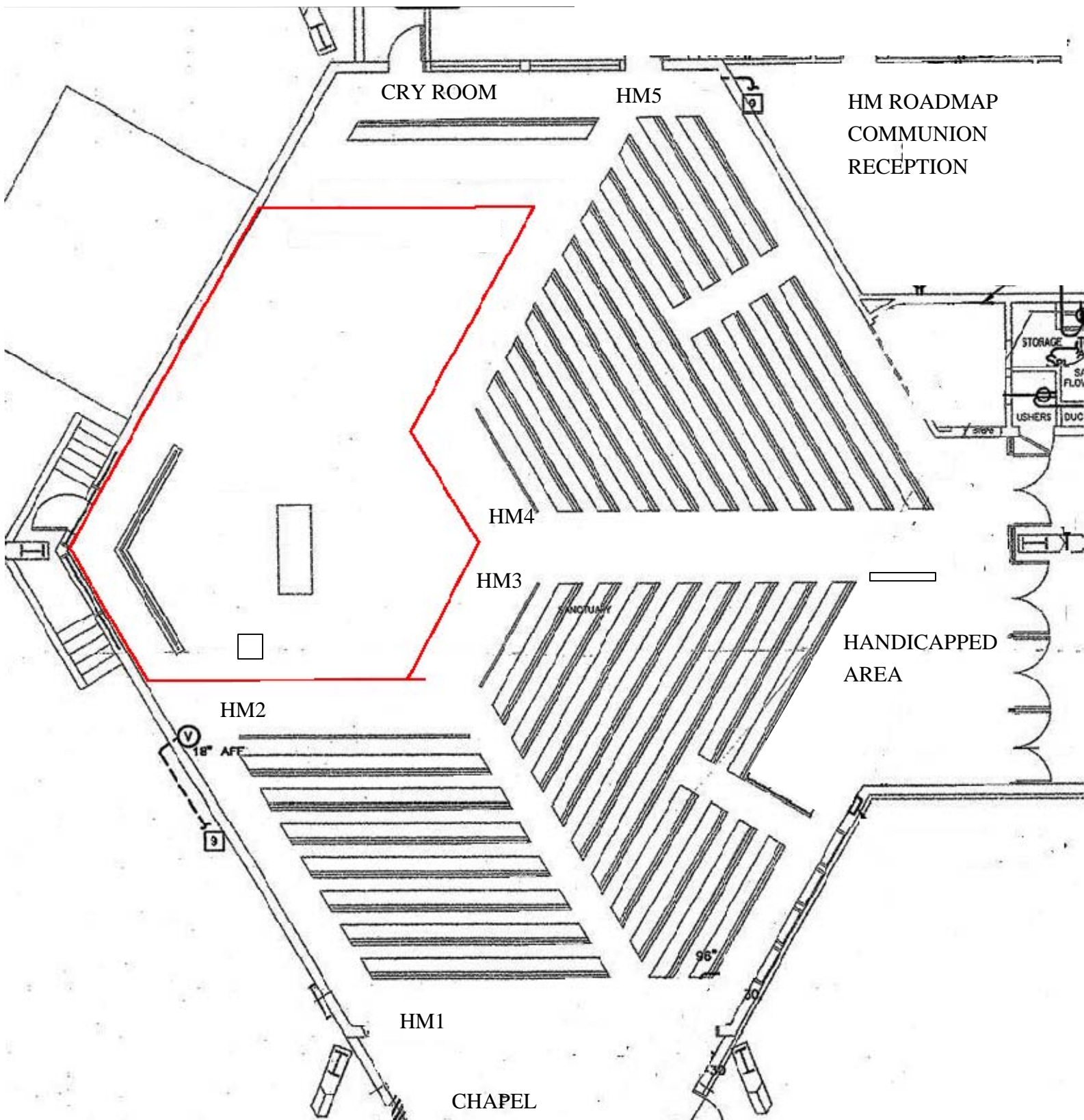
- **Over all Coordinator (Parish Administrator: Scheduling, communicating ministry information to ministry & parish ministries)**
 - Mechelle Kobar email: churchene@steugene.org
- **Eucharistic Ministers Coordinator: trainer, adviser, listener, updater, educator of Eucharistic Ministers**
 - Carol Jordan email: rjordan106@aol.com
- **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**
 - 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: father@steugene.org

HOSPITALITY COLLECTION ROAD MAP



EUCHARIST MINISTERS ROAD MAP





HM = HOSPITALITY MINISTER