

Saint Mary Magdalen + + + MINISTER of the EUCHARIST INSTRUCTIONS

The role of the Minister of the Eucharist is to serve the Assembly, the Body of Christ. We serve both the people of God - the Body of Christ, as well as to distribute the Eucharist to them.

YOU MUST ARRIVE 20 - 30 MINUTES BEFORE LITURGY!

Greeting and welcoming the Body of Christ is the most important role of the Eucharistic Minister and it is for this reason that it is vital to arrive 20-30 minutes early. Save your seat in the assembly with a hymnal: sit as close to the front as possible and on an aisle.

BEFORE THE LITURGY BEGINS: - Go to the vesting room.

- Write your name on the assignment sheet and **note any additional responsibilities** for your position. (see back page for a copy of the diagram and the additional responsibilities)

-Put on your medallion

- **Cross Bearer:** One minister needs to sign in to be the cross bearer. Please take turns. The cross is stored there in the vesting room.

ALL MINISTERS OF THE EUCHARIST GREET AND WELCOME "THE BODY OF CHRIST".

Greeting the people:

- Give the people a friendly welcome "as if they were the Lord!" In recognizing the presence of Christ in one another, we make sure we greet those we don't know as well as those we do know. Be especially aware of those who appear to be new or visiting and of those who are alone.

C4 goes to the entrance for the disabled. All other ministers should spread out in the gathering area and inside worship space near the baptismal font. When it is nice outside some can go outdoors under the canopy.

Prayer: 15 minutes prior to the start of Liturgy, ministers (except C4) gather in the Vesting Room to pray. Afterwards Eucharistic ministers return to their places to greet the people.

AT THE START OF THE LITURGY:

- **Cross bearer** stands in worship space near the baptismal font. All other ministers take their seats in the assembly. The cross leads the procession in. Watch the presider to signal you when to start. Walk slowly in procession, with the cross held high. Once in front, move to the right and wait. Bow to the Blessed Sacrament present in the tabernacle when the other Ministers of the Liturgy bow. Proceed to the back of the altar platform and place the cross in its stand in front of the Blessed Sacrament Chapel window. Go to your chair.

AT THE END OF THE "OUR FATHER"; At the conclusion of "For the kingdom..."

- The Eucharistic Ministers immediately step in front of the altar platform (on the floor) and stand facing the altar. Remain there during the Prayer for Peace. After the Presider has greeted some of you, turn and greet part of the Assembly.

- *At the beginning* of the sign of peace **B4** goes immediately to the Blessed Sacrament Chapel and **brings the Blessed Sacrament to the altar**. Use the glass door. (Grip the ciborium by the edge of the base with one hand so you can open the door with the other). **B3** goes to the altar with B4.

B4 and B3 fill the extra bowls. To do this, take the Body from the Presider's dish first, placing it in all of the bowls, then add from the ciborium from the tabernacle if necessary. All the bowls should be even and have enough for the section they will serve. If the Presider has not yet returned to the altar, set the large Host from his dish on the corporal on the altar before filling the plates. - If a Host(s) falls on the floor, pick it up and place it on the corporal. The Presider will consume it.

When the prelude music for the "Lamb of God" begins: ALL ministers come to the servers table and use the hand sanitizer, rubbing it into the hands **BEFORE** you proceed onto the altar platform by either going up the ramp or using the stairs. Stand behind the altar on the tile about a foot back from the area rug.

ALL MINISTERS SHOULD BE AT THE ALTAR BEFORE THE "LAMB OF GOD" BEGINS !

- If a Eucharistic Minister is taking Communion to the sick following the Liturgy, they place their pyx on the altar at this time. The Presider will place the Body in it and close it.

A pyx is a small round container in which the Blessed Sacrament is carried to the sick.

During the Lamb of God, when the Presider genuflects,

+ + + ALL Ministers BOW... a full bow from the waist. + + +

AT COMMUNION:

- **C1** and **C8** stand nearest the presider's chairs and will receive the Blood first. **C8** follows the presider (without serving anyone else) to serve the disabled. **C1** moves immediately to serve the choir without serving anyone else. After receiving the Body from the presider, all other ministers of the Cup **step forward** to the deacon who will serve them the cups. After receiving the Blood, turn and serve the other ministers.

After everyone has received the Body and the Blood go immediately to your place for distribution.

Distributing the Body of Christ:

- The Minister says: "The Body of Christ". **Do not use any other words nor do you add words.** Say the person's name if you know it. Make sure that you speak clearly and loud enough for the person to hear you and wait for their response. It is very important that you make eye contact and hold the Body up so that your focus and theirs are directed to the Body of Christ. Place the Body in their hand or on their tongue.

Try to make the sharing of the Eucharist as personal as possible.

Take time with each individual, as if they are the only one you will serve that day!

- When a couple come up together, you serve them both by picking up two hosts and placing them in their hands or on their tongues.
- When one of the Assembly is taking Communion to the sick, they will approach with their pyx open. Serve them first then place a host into their pyx.
- Bless the babies and the small children. You may say simple words of blessing.
- Those in the R.C.I.A. (Formation) or others who are not Catholic will approach with their hands folded across their chests or one hand raised. They are not to receive the Eucharist, but a blessing. Place your hand on their shoulder and pray such as "May God bless you and keep you safe" or "May the blessing of God be with you always". Simple words of blessing are appropriate. It is very important that you are always prepared to do this.
- If you or a communicant drops the Body while serving, simply pick it up and place it in your hand under your bowl. You may consume it later when you come to the altar after distributing. Begin again, serving them the Body as you did before.
- If you run out, you may get more from the ciborium on the altar. Return to your position.
- When you are finished, look to see if you can help at another section. When you come to another aisle to help, you are to stand in front of the first row of chairs facing inward toward the aisle. If there are already 2 additional ministers of the Body helping look to see if help is needed on another aisle.

Distributing the Blood of Christ:

- The Minister says: "The Blood of Christ". **Do not use any other words nor do you add words.** Speak clearly and loud enough for the person to hear you. Again, say the person's name if you know it. Wait for their response. Again, eye contact is vital.
- Open up the purificator and use both sides, wiping the rim of the cup inside and out, and turn the cup each time. Be careful not to dip the purificator into the Blood when wiping the rim. Don't rush! Spending time with each communicant is important and necessary. It will also help you to gracefully serve the cup.
- Help guide the cup to the younger children's mouths.
- Self-Intinction, which is the dipping of the Body into the Blood by a communicant, is not an approved form of receiving the Eucharist. If someone approaches wanting to dip, the Minister can say... "I can do that for you" Take the Body and dip it slightly into the Blood. Hold it over the cup, and while moving the cup under their chin, say "The Body and Blood of Christ" and place it on their tongue.
- If the Blood spills on the floor: Place your purificator over the spill and go to the server's table (or altar) and get a new purificator. The floor must then be washed with soap and water immediately after the Liturgy.
- If you run out of Blood, go to the sacristy and purify your cup, (see 'After Communion') and return to your seat.
- When you finish serving at your position and still have Blood in your cup, go to another station and stand beside the other minister of the cup. If there are already 2 other ministers of the cup helping on an aisle go to the altar and watch if someone runs out of Blood, then go to help. Do not go to the sacristy until the entire assembly

has been served.

AFTER COMMUNION:

Ministers of the Body go to the altar and place the remaining Body into the ciborium (without brushing the crumbs in). Take your bowl to the server's table **to be purified by the presider**.

B4 returns the ciborium to the tabernacle in the Blessed Sacrament Chapel and returns the key to the sacristy cabinet after the 4:30 and 11am Liturgies.

Allow the presider or deacon to hand B3, B5 and B6 the items to take to the sacristy. Remember that the plates must be purified by the presider before taking them to the sacristy and that the wine decanter has contained the Blood of Christ and must be purified as well.

You may leave the items on the counter in the sacristy to be washed after the Liturgy. (See "After the Liturgy"). If you wash the dishes when you take them back, be sure to close the door to the sacristy while washing.

Ministers of the Cup go immediately to the sacristy. **DO NOT GO TO THE SERVER'S TABLE.** Once in the sacristy, consume the remaining Blood in your cup (help others if necessary.) Purify the cup by putting a small amount of water from the faucet into the cup. Tilt the cup and turn to rinse the Blood from the cup, then drink the water. Leave your cup and purificator on the counter. *Return to your seats as soon as your cup has been purified.* Only **C5** remains to wash the vessels. **B3, B5, B6** will wash the vessels after all of them have been brought in.

- If a Eucharistic Minister has brought a pyx to the altar, they take it with them before returning to their seat.

AT THE END OF THE LITURGY:

After the final blessing and as we respond, "Thanks be to God", the cross bearer gets the cross and moves to the center aisle at the 2nd row of chairs and faces the altar. When the Presider bows and turns, the cross bearer turns and leads the recession out. The cross is replaced in the vesting room.

AFTER THE LITURGY:

-**Eucharistic Ministers who serve at the 9:00 liturgy** are to set up for the 11:00 liturgy. After washing the vessels (see **B3, B5, B6** below), set up the servers table.

AFTER THE 4:30 and 11:00 Liturgies:

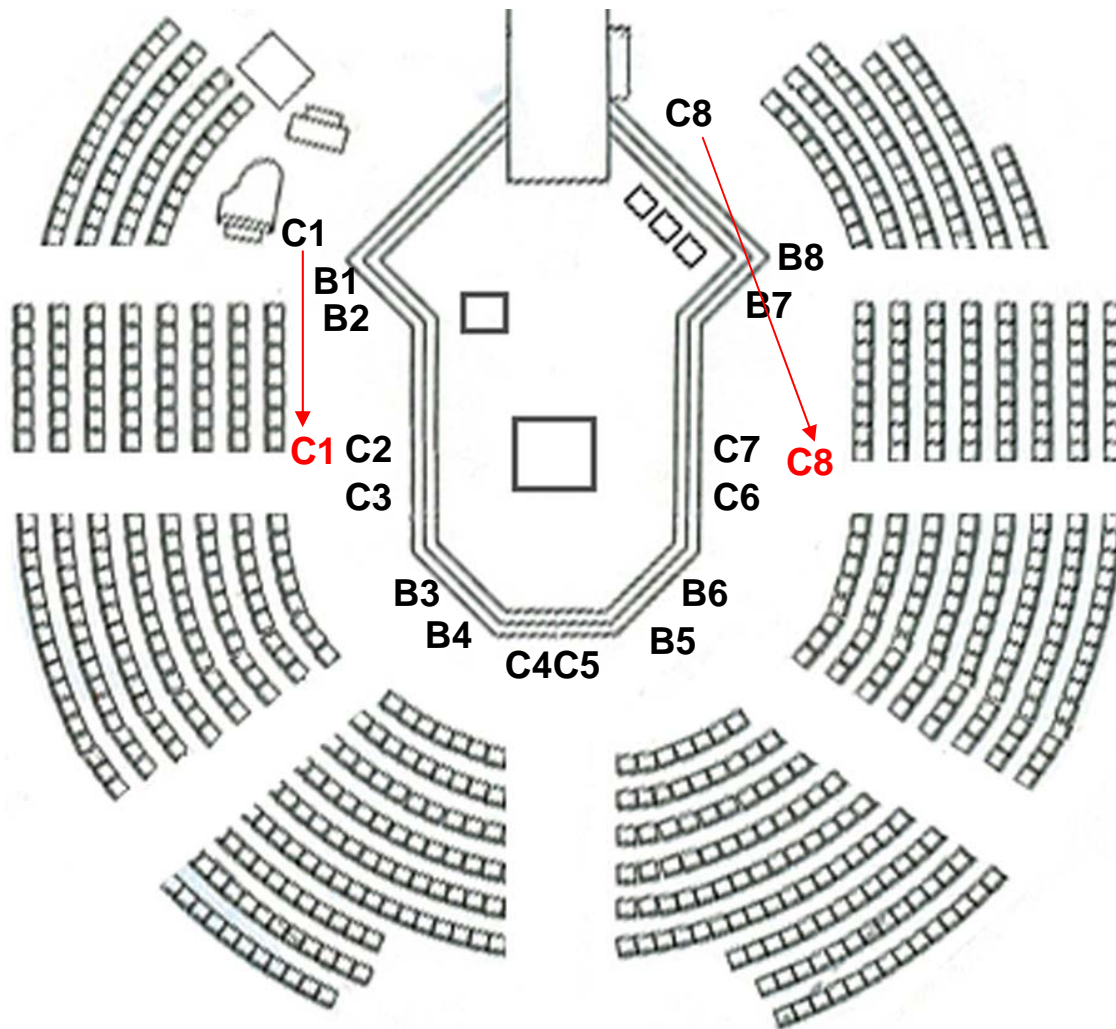
- **B4 returns the tabernacle key to the cabinet in the sacristy.**

- **B3, B5, B6 & C5** wash the vessels, making sure that all are washed, including the Presider's chalice and plate, and the wine decanter. If there is wine in the decanter, you must check with the deacon or presider to see if it is Consecrated or if it is wine. Wash the vessels with hot water using the antibacterial soap, and dry them with the white terry towels from the drawer. The Waterford crystal must be washed one at a time in the sink using the rubber sink mat. Replace all vessels in the cabinet in the sacristy.

- The used towels and purificators go into the laundry basket in the sacristy. The corporal (square cloth that is used on the altar) does not go in the laundry basket. Place the pall and corporal on top of the presider's chalice in the cabinet.

- Remember to replace your medallion in the vesting room upon leaving.

If you cannot serve your scheduled time you must find a sub by calling Ministers on the sub list or from a scheduled team, or switch with someone. **Call the captain of your team** and let them know that you will not be there and who your sub is.



EUCHARISTIC MINISTER RESPONSIBILITIES

B3, B5, B6 Help take vessels back to the sacristy and helps wash vessels after the Liturgy

B3 Joins B4 at altar and helps to fill the bowls during the sign of peace.

B4 **Before and after Communion goes to tabernacle for/with Blessed Sacrament. Helps fill bowls at altar. **Makes sure the key is in tabernacle before Liturgy and returns it to the sacristy after Liturgy (4:30 & 11).

C1 Checks server table for serving vessels.

C2 & C3 Before Mass brings altar bread, decanter of wine, water cruet, and prayer basket from the work sacristy to gift table after the presider prepares them.

C4 Greets people at the "Entrance for the Disabled" before the Liturgy.

C5 After Mass helps wash the vessels in the sacristy.

C8 At Communion follows Fr. Dave and serves the cup to the disabled.