

## HOLY NAME OF JESUS PARISH GUIDELINES FOR MINISTERS OF THE EUCHARIST

1. The ministers' schedule is produced every three months and placed at the doors of the church. The full schedule is also available on the parish website at [www.holynameparish.net](http://www.holynameparish.net) or you can get a copy of the full schedule at the parish office. **If you cannot serve at the mass you are scheduled, it is your responsibility to find a replacement or trade with someone.** If you cannot find a replacement or trade with someone, as a last resort, contact the captain for the mass you will miss in advance to let them know you will not be present.
2. To avoid being scheduled for weekends when you will be unavailable, please let our Director of Liturgy Jenny Gorman know which weekends you'll be unavailable at least three weeks before a new schedule is produced (see dates above) by calling 826-2096 ext. 303, or email [jgorman@holynameparish.net](mailto:jgorman@holynameparish.net) or mail/drop a note by the parish office to Jenny's attention.
3. Normally, the first Eucharistic minister listed on the main schedule (found in the front of the sign-in book) is the CAPTAIN. The captain is responsible for seeing that a replacement minister is found right before mass in emergency situations when someone fails to show up. If you are not comfortable being the captain, just ask one of the other experienced ministers to take care of it.
4. Please arrive about 15 minutes before Mass to check in with the CAPTAIN for your assigned positions. Please sign-in on the ministers' list in the notebook in the window in the vestibule (or in the top drawer of the vesting sacristy if not out yet). Captains, please double check to see that everyone present has signed in. You may get a song book and sing during the procession. Please sit near the front of the church (at least in the front eight pews).
5. After we say "Oh Lord I am not worthy that you should enter under my roof... shall be healed," go to the altar immediately... as the priest begins to receive the Body of Christ. Do not wait for others to start forward. Leave room for the altar servers to join the ministers around the altar. The Consecrated Bread will normally be presented to all by the priest. The cup bearers will keep the cups for distribution to the other ministers and the assembly.
6. Distribute communion with reverence and at a moderate pace, making eye contact with each person, saying "the Body of Christ" or "the Blood of Christ". The cup minister should wipe both the inside and the outside of the cup with the purificator and turn the cup (a quarter turn) between each recipient. The handicapped should be served first (see the chart for which ministers serve the handicapped pews).
7. If an adult or a child who is not able to receive Holy Communion comes forward with their arms crossed over their chest, offer them a blessing. Something like "Christ's peace be upon you." or "may God bless you" is appropriate.
8. We don't want to use reserved consecrated bread from the tabernacle during weekend Masses. If you run out of the consecrated bread, you may get some from the reserved in the tabernacle, or from another minister. Breaking the consecrated bread into halves or smaller pieces may be done as a last resort.
9. Bread ministers: after all are served, the ministers at the pews should hand their patens to the priest or to the captain (B3 to the captain, B4 to the priest) then go directly to your pew. The priest and captain will take all patens to the credence table. The captain will take the excess consecrated Bread to the tabernacle as the priest (or deacon) purifies the vessels.

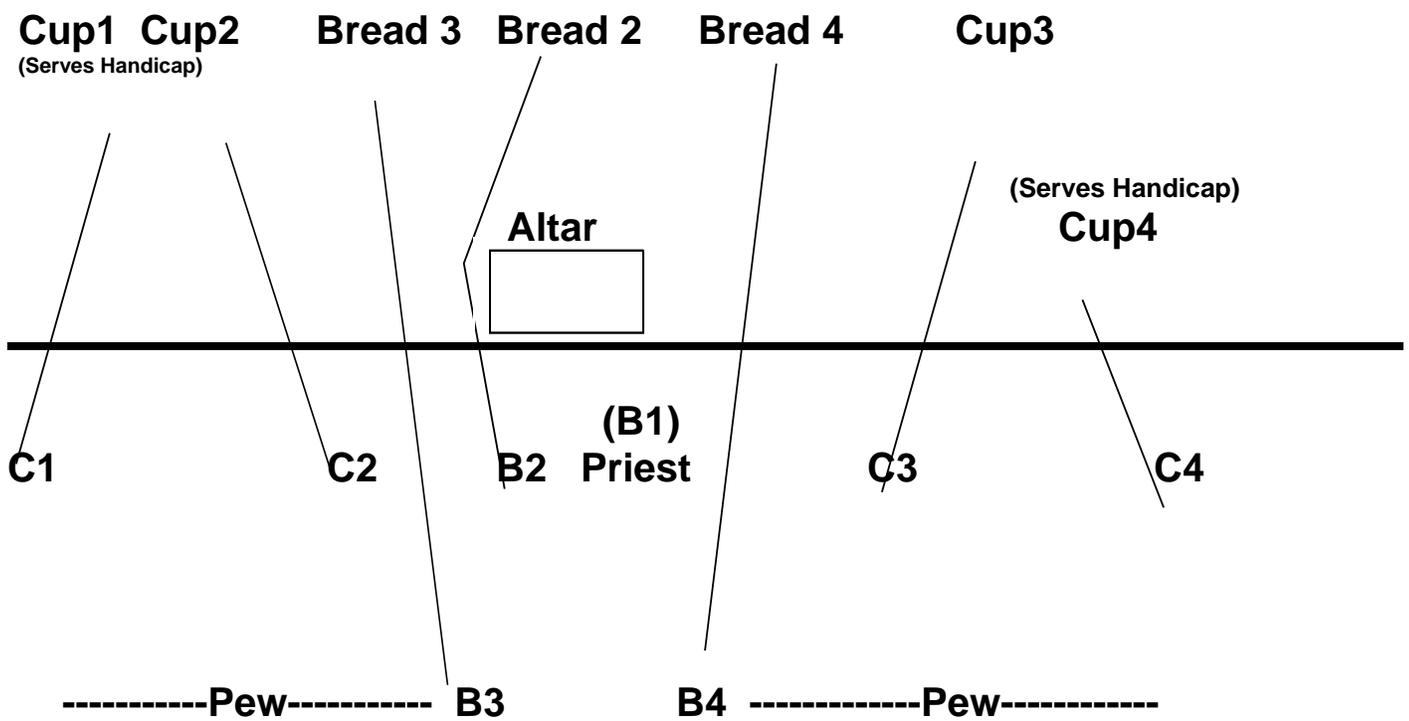
10. Cup Ministers: excess precious Blood should be consumed by each cup minister, at their station. Then return the cup to the credence table. **Do not put the purificator (cloth) into the cups and do not wipe the cups out.** Go to your seat as soon as you can do so without interrupting the communion procession. Don't stay at the credence table while the vessels are purified. You do not need to bow to the altar. You may go through the chapel when returning to your pew.

11. After Mass, Eucharistic Ministers should help take the Sacred Vessels to the sacristy and see that they are rinsed with water (with a very small amount of soap) and dried. Please do not forget this part of the duty. Normally they will have already been ritually purified by the priest or deacon during Mass. Hosts that were consecrated at mass and not consumed during that same mass should be consumed after mass. Leave enough consecrated hosts in the tabernacle to be taken to hospitals and to the homebound (and perhaps a few extras as spare for future masses—leave the ciborium no more than half full). If another Mass follows within a couple of hours, please prepare the credence table for the next Mass.

12. When serving as a minister, let us think about dressing in a way that conveys respect for the occasion, and at the same time dress modestly so as not to draw attention to ourselves or distract people's attention from the liturgy itself.

13. If the body of Christ is dropped, pick it up and consume (if you are not comfortable consuming it, hold it until you can ask for assistance from another minister or the priest). If the precious blood is spilled, cover it (with a purificator if necessary) and ask for assistance dealing with it after mass.

(Positions for receiving)



(Positions for serving)

C=cup, B=Bread

14. Thank you for sharing your time in this valuable and important ministry!

(January 2016)