Eucharistic Minister "How to…"
Serving in the Church

*** Please refer to the attached diagram when reading this "How to…" sheet.

- All ministers are asked to sign-in at the lay ministry sacristy located in the hallway on the left side of the gathering space. Check-in (√) on the schedule sheet next to your name. Be sure to note your assigned location (Bread 1,2,3,4,5 or Cup 1,2,3,4,5). The diagram will show you where to stand. If you are substituting for someone write your name next to theirs on the printed sheet. Ministers are asked to sit in the center sections of the church toward the front as close to the end of a pew as possible

  Note: The first Eucharistic Minister to arrive at the mass is asked to remain at the sign-in sacristy to ensure that all Eucharistic Minister positions are filled. If, at 8 minutes prior to the start of the mass, there are still people missing start to seek out replacements from the assembled congregation. Many unassigned ministers will stop at the sacristy to see if they are needed.

- When the presider communicates himself and the deacon, the Eucharistic ministers should line up to receive through the center aisle. Cup minister 3 should be the first minister lined up to receive. Presider will distribute hosts and deacon will distribute to Cup 3 by standing in near the ambo. Cup 3 will then be handed the chalice from the deacon and minister the cup to the remaining ministers. After receiving the Body of Christ and the Precious Blood ministers should receive either ciborium or cup from the deacon stationed at the altar and immediately move to their assigned station.

- Notes for each assigned location (Looking at the sanctuary from the gathering space) – See Diagram

  Bread 1 is located on the left side of second aisle from tabernacle wall.
  Bread 2 is located on the right side of the second aisle from tabernacle wall.
  Bread 3 is located on the left side of the center aisle next to the presider.
  Bread 4 is located on the left side of the second aisle from the organ wall.
  Bread 5 is located on the right side of the second aisle from the organ wall.

  Cup 1 is located at the end of the first aisle from the tabernacle wall.
  Cup 2 is located on the left side of the third aisle from tabernacle wall.
  Cup 3 is located on the left side of the third aisle from the organ wall.
  Cup 4 is located on the right side of the third aisle from the organ wall.
  Cup 5 is located at the end of the first aisle next to the organ wall.

  All ministers are to stand on the floor directly against the step. Be sure to back up as far as possible against the step to afford passing room for the congregation.

- The first bread minister to finish at their station will go to the tabernacle and wait there for all bread ministers to finish. He/she will consolidate the hosts in the dishes, return the full ciboria to the tabernacle and lock the door. He/she will then take the empty dishes to the credence table.

- After offering the cup, all cup ministers should try to consume any remaining precious blood at their station and return their cup to the credence table and return to your seat. If unable, place the purificator on top of the cup at the credence table and return to your seat. After mass all ministers are asked to check the credence table and help consume.

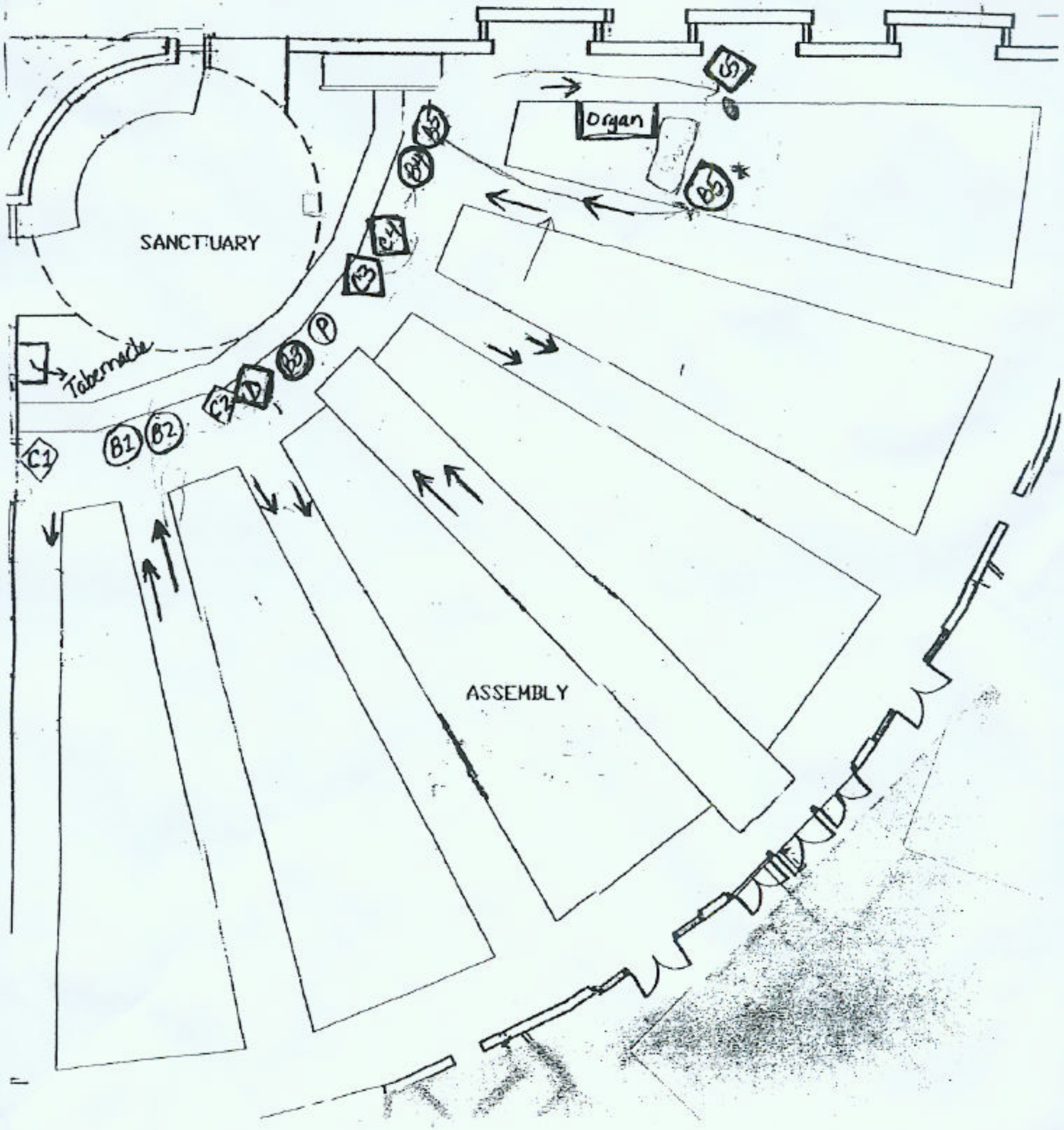
- Final note – If you are attending a mass but not assigned to minister please go to the ministry sacristy to see if you might be needed to fill in for a missing minister. Likewise if communion starts and you notice a minister missing in the sanctuary, please go up and fill in. The other ministers know their positions so wait till they have left the platform and take note of the uncovered station. The sacristan may also be able to guide you.

Please see attached diagram.

Updated: 2.12.2004

NEW ADDITION

○ = Bread
◇ = Cup

P = Priest
D = Deacon

* B5 for 5pm, 9am, 10:30am + Noon