

Guidelines for Eucharistic Ministers
Our Lady of the Presentation Catholic Church
September 2005

Schedules are printed every other month. When complete, it will be announced at Mass for all Liturgical Ministers to pick up their schedule in the gathering space.

Before Sunday

Please note scheduled assignments on your calendar. If you are able to serve at a liturgy for which you are scheduled, please arrange for a substitute from the current roster of active Eucharistic Ministers. Substitutes simply report to the Mass Coordinator before Mass in the name of the scheduled minister, and assume responsibility for finding their own substitute in the event of a conflict. If you have an exceedingly difficult time finding a substitute, please call your Mass Coordinator and notify them of the need to find a replacement at the upcoming Mass.

Before Mass

Check in with the Mass Coordinator no later than 15 minutes before Mass begins and receive communion station assignment. Take your place near the Font to greet and welcome people as they arrive. Gather with the other ministers for prayer at the Font 5 minutes before Mass begins, and then take your place in the assembly.

In the event you are not scheduled and are present, advise coordinator you are available and where you will be sitting in case they are short-handed.

Consecration

After the gifts are brought to the altar and prior to the consecration of the bread and wine into the Precious Body and Blood, the cups will be placed on the altar and filled from the Flagon.

During Mass

Model full, conscious and active participation for other members of the assembly (listening actively, attentively, joining in the prayers, singing, attending to your posture, bowing during creed, and so on.)

Before Communion

Feel free to share the Sign of Peace with all around you and then proceed to the altar. The Eucharistic Ministers take their place on either side of the altar. (Body on the left and Blood on the right). **Note: DO NOT STAND BEHIND THE ALTAR.** The servers will also be on the left. We will have two cups per every bread minister.

People should be receiving hosts that are consecrated at the Mass they are attending. Reservation is technically for the sick and homebound. We will NOT go to the tabernacle as a matter of routine at every Mass, but only when needed. In the event you need to go to the tabernacle prior to communion, genuflect, open the tabernacle and take the ciborium to the altar. Should you need to go to the tabernacle during communion, it is not necessary to genuflect prior to opening the tabernacle. In either case, after you have removed the ciborium, leave the doors open, do not genuflect, and take the ciborium to the altar.

The priest will fill the Body bowls.

Reception of Communion by Ministers

After the body is broken the Presider will receive both species and then give communion (both species) to the deacon, leaving the cup with the deacon.

The Presider will give the Body to all of the communion ministers and servers while the deacon follows with the Blood.

In the absence of a deacon, the first Blood minister will distribute the Blood to the ministers and the altar servers.

As soon as the Body is shown reverence, the host with a simple bow of the head, extend your hands to receive the Body. Respond to "the Body of Christ" with "Amen."

When the Blood is presented to you, bow to reverence the Blood, extend your hand to receive the cup and respond to "the Blood of Christ" with "Amen."

The Presider will hand a cup to each of the Blood ministers and a bowl to each of the Body ministers.

Communion

Take your place at your station, standing on the floor level. Note: One of the Blood Ministers on the side aisle by the tabernacle will need to change position. The Body Minister will commune both sides of the aisle alternately. Administer the Body and Blood of Christ sincerely and reverently. The communicant will reverence the Eucharist with a simple bow of the head. Using only the ritual formulae: "The Body of Christ!" or "The Blood of Christ," allow the communicant to respond "Amen" before placing the host in their hand or on their tongue and before handing them the cup. **All will receive communion in the church, not the gathering space.**

The ministers serving the section nearest the choir will need to observe whether the choir is going to commune at the beginning of communion or the end. This will be obvious, but will depend on the music being sung. It will be up to the choir to get to communion.

DO NOT WAIT FOR THE CHOIR.

Feel free to bless children or adults who are not receiving communion with an extended hand and the sign of the cross on the forehead, and/or simple words such as "God Bless You." When all have communed in your section of the church, see if any other stations need

assistance. When finished, ministers of the Body of Christ return to the altar, placing the vessels with hosts on the altar or placing the empty bowl on the credence table, and return to their place in the assembly. In the event you are requested to return a vessel to the tabernacle, do not genuflect until after you have placed the vessel into the tabernacle and have closed the tabernacle doors. After you genuflect, return to your place in the assembly.

When finished, ministers of the Precious Blood will gather in the lower sacristy and consume all of the Precious Blood remaining in their cups. Remember, the Precious Blood must be consumed. **Do not leave the sacristy until all Blood Ministers are present and of the Precious Blood has been consumed.** Place the empty cup and purificator on the countertop. Do not place the purificator in or on an empty cup. Mass Coordinators are responsible for purifying the vessels after Mass. Do not purificate your cup. Return to the assembly.

After Mass

Please ask the Mass Coordinator if they need help in purifying the vessels.

Mass Coordinators

Saturday, 4:30pm	Pat Herring	524-7296
	Tom Knipp	524-7683
Sunday, 6:30am	Ted & Kathy Gilbert	525-2629
	John & Kathy Chamberlin	524-0082
	Robert & Helen Chamberlin	524-0082
	Irene Walter	524-4190
Sunday, 8:00am	George & Karen Zammar	524-4072
Sunday, 10:00am	Larry Reynolds	524-8474
	Rick Pycior	537-4749
Sunday, 12:00pm	Jerry Holt	525-0452
Substitutes:	Geoff & Roxanne Hill	524-2713 (8:00am)
	Kathy Gladden	525-4611