



Revised January, 2006

## **CORPUS CHRISTI CHURCH GUIDELINES FOR EUCHARISTIC MINISTERS**

*Whatever you do, whether in speech or in action,  
do it in the name of the Lord Jesus.*

(Col 3:17a)

### **BEFORE MASS**

Please arrive at our church 15 minutes before Mass begins. Review your assignments (schedule is posted in the Sacristy).

#### *Host Minister*

1. See that the tabernacle key is taken from the cabinet in the Sacristy and placed in the tabernacle door – 5:00 PM and 8:30 AM only. The key will be left in the door for the other Masses. Check inside the tabernacle to see how full the ciborium is. This will guide you for Task #2.
2. In the Sacristy, the ciborium and the unconsecrated hosts are located in the cabinet. Fill the ciborium with sufficient hosts and one large one on top. (The amount of hosts you will use will vary on the attendance at your Mass and the amount of consecrated hosts in the tabernacle).
3. Take and place the filled, uncovered ciborium to the credence table located near the main entrance of our church. (The lid to the ciborium remains in the Sacristy cabinet).
4. Go to the vestibule or to the front of the church to greet the parishioners in an inviting and gracious manner.

#### *Cup Ministers*

Cup Minister #1 and Cup Minister #2 will have different duties. CM #1 will prepare materials used for administering the cups. After Mass, CM #2 will be doing the purification of the vessels used.

#### Cup Minister #1

1. The chalices (along with the ciborium and unconsecrated hosts) are located in the cabinets in the Sacristy. The purificators and towels are in the top drawer of that cabinet. (Father's vestments are in the drawers below.) The wine is in the



refrigerator and the wine carafe is kept on that cabinet between the sink and the refrigerator. Additional bottles of wine are below the sink.

NOTE: THE SINK IS SPECIAL. IT IS CALLED A SACRARIUM. IT DRAINS DIRECTLY DOWN INTO THE GROUND.

We use this area for the purification of vessels used during the Mass.

2. Prepare the credence table in the Sanctuary. The following articles should be on it before the Mass begins: 2 chalices, 2 purificators, the glass cruet filled with water, a small cloth (corporal) for the altar, a Turkish towel, the bowl and a pitcher of water, (and perhaps a small fabric covered square to cover a chalice).
3. In the Sacristy, fill the large wine carafe with sufficient wine. The amount depends on the Mass you're attending. Remember: you will consume any that is left over.
4. Take and place this wine carafe to the credence table at the main entrance of our church.
5. Join the greeters in the vestibule or in the front of our church.

### Cup Minister #2

1. Greet arriving parishioners. Your special tasks will be after Mass.

### **GREETING THE PARISHIONERS**

If you are standing in the vestibule and would like to take part in welcoming our parishioners, make sure that you do not form a "gauntlet" with the other Eucharistic Ministers. Standing on both sides of the vestibule, where the parishioners are forced to go in between, may make them feel uncomfortable. In order to avoid this "gauntlet" effect, you may stand inside at the back of the church and wait until the Mass starts.



## **BEGINNING MASS**

Process to the Sanctuary in the following order: Altar Server, Lector #1 with Lector #2, Host Minister, Cup Minister #1 with Cup Minister #2, and, last, our Priest. It is recommended that you carry a song book with you so that you may join the congregation with the opening hymn.

As you walk towards the Altar, leave a fairly good distance between you and the person in front of you. GIVE YOURSELF A DISTANCE OF ABOUT 4 PEWS.

When you reach the front, proceed as follows: Altar Server goes to the right. Lectors #1 and #2 go to the left. Host Minister goes to the left. Cup Ministers #1 and #2 go to the right. Father is in the center.

When all have arrived, with our Priest, the Lector will bring the book to the altar. When the lector returns to his/her position, bow together and go to your seat. Lectors and Eucharistic Ministers should sit in the first four rows of pews.

## **PREPARING FOR THE SACRED MEAL**

During the Sign of Peace, go to the Sanctuary.

### *Host Minister:*

1. Go to the right of the altar.
2. Go to the tabernacle, open the door, remove the ciborium with consecrated hosts, close the door, and take the ciborium to the altar.
3. Stand on the right side of the altar closest to the tabernacle. CM#2 will be to your left.

### *Cup Minister #1:*

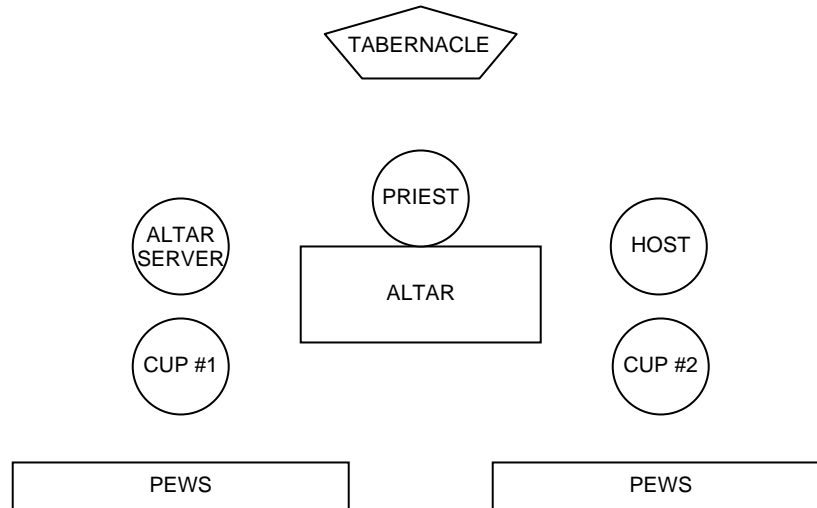
1. Go to the left of the altar.
2. Stand on the left side of the altar closest to the pews. CM#2 will be directly across from you. The Altar Server will be to your left.
3. If the Altar Server has not brought the cups and purificators from the credence table, please do it at this time.
4. Resume your position at the right side of the altar.

### *Cup Minister #2:*

1. Go to the right of the altar.
2. Stand on the right side of the altar closest to the pews. CM#1 will be directly across from you. The Host Minister will be to your right.



*Places:*



*Everyone on the altar:*

Pay close attention to the manner in which Father ministers the Sacred Host and Cup to you.

When the Priest presents the Sacred Host to you, DO NOT CONSUME IT AT THIS TIME. Hold it up in front of you until Father consumes his, then consume yours.

Father will present the Holy Cup to CM #1 first. He will look at you, say your name and “The Blood of Christ”, and hand you the Cup. You will say “Amen”, drink, and return the cup to him. He will wipe the rim and give you the Cup again along with the purificator. CM#1 will then offer the cup to the Altar Server.

After Father serves CM #1, he will serve CM #2 in like manner. CM#2 will then offer the cup to the Host Minister. After all Ministers have received, Father will give a ciborium to the Host Minister and all will then proceed to your stations.

Cup Ministers (*especially at the 8:30 Mass*), make sure to stand as far from the Host Ministers as possible in order to avoid congestion in the Communion line. Cup Ministers should stand as close as possible to the side walls of the church.



## **SERVING THE HOLY MEAL**

The sharing of the Body and Blood of Christ brings us into communion with Him and with each other. Therefore, you should be truly present to others as you share with them in the Act of Communion. Try to be caring about and at ease with the people you serve. Give every member of the assembly the gracious welcome that God the Father extends to the guests at the wedding banquet of His Son. Avoid rush and haste. The person to whom you are ministering deserves your full attention. The human action of sharing the Body and Blood of Christ requires ocular, verbal, and tactile contact to express personal communion.

As a host minister, when the communicant stops in front of you, look the person in the eye in a friendly manner, raise the Sacred Host slightly, and say “The Body of Christ” – saying the person’s name if you know it. Place the Sacred Host in the outstretched hand or on the tongue of the person. Hands may touch in the act of ministering. The communicant responds, “Amen” and consumes The Sacred Host. He/She moves toward the Cup or on to his/her seat. You prepare for the next communicant – looking the person in the eye, etc.

Cup Ministers proceed in like manner. Look the person in the eye, present the Cup with an inviting gesture, and say, “The Blood of Christ.” The person’s name can also be said either before or after the Cup presentation. The communicant responds “Amen”, drinks, and returns the Cup to you. Again, hands may touch. When the Cup is returned, carefully wipe the rim with the purificator, turn the Cup about ¼ turn, then raise your eyes to welcome the next communicant, etc. Be careful with children who are receiving. NOTE: OPEN THE PURIFICATOR. USE ALL OF IT. AS YOU TURN THE CHALICE, ALSO MOVE THE PURIFICATOR SO THAT YOU HAVE A CLEAN AREA TO USE AFTER YOU MINISTER THE NEXT PERSON. AT THE END OF COMMUNION, THE PURIFICATOR MUST LOOK USED.

## **AT THE END OF COMMUNION**

Host Minister, take your ciborium back to the altar. The Priest will put all of the Sacred Hosts into one ciborium and give it to you to place inside the tabernacle. Open the door, genuflect, place the ciborium inside, close the door. (The other ciborium will be taken to the credence table by the Altar Server, the Priest, or perhaps you) With the Cup Ministers, leave the Sanctuary, bow together, and return to your seats.

Cup Ministers, at the end of communion, go to the credence table, consume the remaining Precious Blood, and place the Cups on the table with the purificators folded and placed next to them. DO NOT WIPE THE INSIDE OF THE CUPS WITH THE PURIFICATORS. With the Host Minister, leave the Sanctuary and return to your seats. NOTE: If you are unable to consume the remaining Precious Blood, you may approach the Priest with the Cup.



## CLOSING MASS

When the Priest proceeds to the front, go to the same place you arrived at in the morning procession. Take a hymnal with you so that you can participate with the closing song. Bow altogether and process out in the same order as used at the time of entering for Mass.

## AFTER MASS

### *Cup Minister #2*

You will be doing the purification of the Sacred Vessels used during the Mass.

1. Return to the Sanctuary, take all the Sacred Vessels and purificators from the credence table to the Sacristy.
2. Put used purificators in the special receptacle in the cabinet.
3. Place the ciborium, carafe, and cups in the special sink area. If there happens to be some Precious Blood in the cups, **consume it**. DO NOT THROW IT AWAY OR POUR IT DOWN THE SINK.
4. You will now purify the Sacred Vessels. Pour water into the carafe, roll it around the carafe, and then pour that water into the ciborium. Roll the water around in the ciborium, being sure to collect any pieces of any Sacred Particles. Next pour that water into each Cup, proceeding in the same manner. Then consume all of that water. Then rinse the cup thoroughly with water letting that go down the sink. Dry them completely and place them in the cabinet above the drawer area. (DO NOT use purificators for drying.) The towel to dry the vessels is located on the rack above the sink.



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## **SPECIAL NOTES**

- ❖ If someone drops a Sacred Host, pick it up and place it to the side of the ciborium. At the end of the communion, give it to Father to consume.
- ❖ If someone spills some Precious Blood, put the purificator on the spot to cover it. Leave it there until after Mass. If there is still some in the Cup, ask the next person to wait, go to the Sacristy and get another purificator and continue your ministry. After Mass, using a clean cloth and a vessel of water clean the area as best you can. The water should then be poured into the sacrarium and the cloth should be placed with the soiled altar linen.
- ❖ Cup Ministers, if all the Precious Blood is consumed, and there are still people who have not been served, leave your position, return the Cup and the purificator to the credence table in the Sanctuary, wait for the other Ministers and all leave together to return to your seats.
- ❖ Host Ministers, if all of your Sacred Hosts are served, the priest may share some of his, or go to the tabernacle for additional consecrated Hosts (if there are any). As a last resort, watch for the number of communicants approaching you, then break the remaining ones and serve a piece to each one. Sometimes the line to the Priest continues after your line is empty. You can wait in place, or go to the altar and wait for the Priest to return so that you can place the ciborium with the consecrated Hosts in the tabernacle.
- ❖ IF YOU ARE UNABLE TO SERVE AS EUCHARISTIC MINISTER AS SCHEDULED, PLEASE FIND YOUR OWN REPLACEMENT. You will be given a schedule of your assignments along with a list of Eucharistic Ministers and their telephone numbers.



*“The liturgy ‘is in itself a stream flowing from God’s great goodness: it does not merely teach, it leads to love.’ Your gracious lesson and example as a Minister of Communion will lead others to generous service of their neighbors.”*

*(Taken from the Ministry of Communion by Michael Kwatera, O.S.B.)*

***A SPECIAL PRAYER THAT YOU CAN USE AS YOU PREPARE FOR YOUR MINISTRY:***

As I resolve to minister the Holy Eucharist with utmost care and reverence, I ask almighty God – the Father, the Son, and the Holy Spirit, to bless me as I give the bread of life and the cup of salvation to God’s people, my brothers and sisters in the Lord. Strengthened by this sacrament, may we come at last to the banquet of heaven, where Jesus is Lord forever and ever. Amen

Original version prepared by Norma Burns

Revised by Paul Trio, May 2003 and again on January 2006