

UPDATED - 10/26/04

Eucharistic Minister Procedures

If you cannot make it to mass and you have found a replacement or tried and could not find a replacement, please call the scheduled captain to let them know, so they will not worry when they don't see you there and if needed, will try to find a replacement for you at mass. As you can see, it is really helpful to get to mass 10 mins. early.

ALL EMs need to sit in the front half of the west section of the church. (the nearer the Sanctuary the better) This makes it easier for the captains to make sure everyone on the schedule is there.

All of the following should be done reverently and quietly. If everyone is familiar with these instructions, there will be no need for talking, but when necessary, nothing above a whisper.

Remember to follow the sacristan's directions at all times.

Instructions for Ems in the LEAD POSITION:

Immediately following the "Our Father" (...deliver us from evil), leave your seat, enter the west side of the sanctuary and stand at the base of the stairs to the Altar.

When the presider says "let us offer each other the sign of peace", go up the stairs and move the cups and ciboria from the vessel table behind the altar to the altar (always on top of the corporal) with cups on the west side & ciboria on the east side (only one vessel per hand) and begin dividing the consecrated hosts & wine (remember to use a purificator). **DO NOT STOP TO GIVE THE SIGN OF PEACE.** You need to finish dividing by the end of the "Lamb of God". If the large host is in the crystal bowl, take it out (keep the large host intact-do not break apart), divide the hosts and place it on the paten (small gold plate) **or** on top of the presider's ciborium. The presider may assist in fractioning.

*** ONLY when Fr. Jim is the presider, when you go up to the altar **BEFORE** you begin fractioning the hosts, close the sacramentary (red-covered book) that is on the altar and hand it to the first EM in line, who will place it on the wooden book stand on the credence table or if EM not there, bring it down yourself.**

When you are finished dividing, place the empty crystal bowl and the empty flagon & lid on the vessel table and both leads go one step down from the west side of the altar and wait.

The presider will then receive the body & precious blood and go to his position at B2. If the deacon is serving, he will follow to his position at C2. If there is no deacon, the cup lead should take position C2 and immediately move to that position so communicants are able to receive from both kinds.

The leads, followed by the rest of the Ems, will (in a single line) move along the altar, take their ciborium or cup/purificator from the altar and go down the east side steps (facing the congregation to the right of the presider's chair) and go immediately to the position that corresponds to the number on the vessel. **DO NOT START GIVING OUT COMMUNION UNTIL THE PRESIDER IS IN POSITION.** (Choir Ems can start right away).

The presider will remain as position B2-do not take the shiny ciborium.
If there is a deacon, he will remain C2-do not take that cup.

If there is an EM with physical limitations, the captain will pick up their own vessel and will also pick up the cup/purificator or ciborium marked "position 4" and deliver it to that EM who is waiting at the base of the west side of sanctuary and then proceed to their own position. An EMs with physical limitations should always be given the vessel for position 4.

The sacristan will check the number of EMs that are lined up and flip on the red light if additional are needed from the congregation. **(As this will lose precious time, it is extremely important that all EMs line up at the same time)** The 5:30 pm and 7:30 am masses need 5-C's and 4-B's. The 9:00 am mass and the 11:00 mass needs B6/C6 for the choir (except during their scheduled vacations).

If there are not enough EMs, the sacristan will combine the consecrated hosts and wine with another station.

If you are a choir loft position, you will now go down the aisle closest to the lectern (east of the center aisle) and up the west stairs in the vestibule to the choir loft and distribute communion from there.

Remember to serve the people in the handicapped pews (B1/C1 & B4/C4) FIRST. The people in line can wait a few minutes.

When BOTH a bread and cup of a section are in position, they may start giving out communion. **Please remember to smile and have a welcoming look with your body language.** As usual, when you are finished at your position, go and help out at another. **Most of the time, only an additional EM of the host is needed to help at another position. It can get very crowded and confusing with an additional cup, so if an EM of the cup is finished at their original position, go into the sanctuary and stand to the left of the Ambo. The sacristan will instruct you to go to another position if that EM runs out of precious blood. It is only necessary for one or two Ems to wait by the Ambo. The others can go straight to the chapel.**

The sacristan will take the ciborium from the priest after he finishes giving communion and take it to the chapel.

Instructions for Ems (not assigned as a Lead)

Immediately after the “Sign of Peace”, (only give the sign of peace to one or two people) leave your seat and enter the west side of the sanctuary, walk behind the bench and line up single file at the foot of the stairs to the altar.

If unable to manage the stairs, stay at the base of the sanctuary and the captain will bring you the position B4 or C4 vessel.

After the presider has received communion, the leads, followed by the rest of the Ems, will (in a single line) move along the altar, take their ciborium or cup/purificator from the altar and go down the east side steps (facing the congregation to the right of the presider’s chair) and go immediately to the position that corresponds to the number on the vessel. **DO NOT START GIVING OUT COMMUNION UNTIL THE PRESIDERS IS IN POSITION.** (Choir Ems can start right away).

The presider will remain as position B2-do not take the shiny ciborium.

If there is a deacon, he will remain C2-do not take that cup.

The sacristan will check the number of EMs that are lined up and flip on the red light if additional are needed from the congregation. **(As this will lose precious time, it is extremely important that all EMs line up at the same time)** The 5:30 pm and 7:30 am masses need 5-C’s and 4-B’s. The 9:00 am mass and the 11:00 mass needs B6/C6 for the choir (except during their scheduled vacations).

If there are not enough Ems, the sacristan will combine the consecrated hosts and wine with another station.

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Remember to serve the people in the handicapped pews (B1/C1 & B4/C4) FIRST. The people in line can wait a few minutes.

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The sacristan will take the ciborium from the priest after he finishes giving communion and take it to the chapel.

Instructions for Ems to receive communion:

ALL EMs will receive communion **AFTER** the congregation in the chapel.

As the Ems return to the chapel, an EM of the Body and an EM of the Blood take positions next to each other, facing the pews, on the step in front of the chapel altar. (B on the west side, C on the east side)

As the other Ems return, they walk behind the altar and place their vessel on the corporal. ciboria behind the B-EM (DO NOT combine the hosts) and cups behind the C-EM (full cups at the top of the corporal, empty cups at the bottom). Returning Ems are NOT to pour into the server's cup. DO NOT lay the purificator on top of the cup, fold it back as it was and place it in the center of the corporal.

As each returning EM places their cup down, the EM serving should turn around and pour any remaining consecrated wine into their own cup OVER the corporal and continue to serve the other EMs.

After returning Ems put down their vessel, they continue around the altar, down the step and line up to receive communion as the assembly does. Ems giving communion, be sure to commune each other. First body then blood to one person, then the second person, OR once another EM has received, they can replace you at your position to enable you to get in line and receive.

Ems may NOT commune themselves.

We have been instructed not to have an over abundance of consecrated hosts remaining after mass. For that reason, ALL Ems are to remain at the chapel altar after receiving communion in the event that more hosts need to be consumed. The proper amount of remaining hosts (approx. 3/4 full ciborium) are to be placed in the chapel tabernacle. All precious blood must be consumed. The sacristan will let us know when to return to our seats.

Leave the empty vessels on the altar. Those Ems assigned to purifying will return immediately after mass to bring the vessels (**one vessel per hand**) back to the sacristy to purify according to the posted instructions.

Thank you for all of your patience and support.

Please feel free to contact me with any questions, concerns or comments at (818) 790-7122 or email me at EM@bede.org

Janet Jacobs
Eucharistic Ministry Coordinator

Please let me or Dorothy know if you have any suggestions to improve our ministry as we serve God and our church.