

SOME GUIDELINES FOR EUCHARISTIC MINISTERS Jan 2010 Underlined is emphasis.

1. It is the duty of communion ministers to distribute the Body and Blood of Christ. There are three qualities of a good lay minister: an attitude of service; competence; a team player.
2. Dress appropriately if you are scheduled. You should reflect the dignity of the ministry.
3. Come forward immediately after you have given the sign of peace so volunteers don't take your place.
4. Volunteer if needed if the scheduled persons don't come. You will receive a schedule in the mail..
5. Use GermX on hands and then fill each chalice equally with wine. After Fr. gives you the chalice, drink and then extend the chalice to the others around. With visiting priest, the priest will fill the chalices at Prep of Gifts.
6. Take communion first to the front pew for the handicapped. ("Cup" means chalice.)
7. We are using breads and 4 cups at most masses. The number of people for the bread is faster than drinking from the cup. This means more will be in line waiting to receive the cup. The cups must make room for a line. This means the cup stands away as far as you can from any bread—at the side aisle so people can line up. The cup persons could turn toward each other—facing each other rather than the pews.
8. If perchance there are 4 cups, keep your eye on the other side in case the last cups leave; that last cup notifies the other side to take your place.
9. Bread (at first pew) stands 5-6 feet from middle aisle to allow middle aisle flow of people.
10. When giving the cup, look at the receiving person and say: The blood of Christ. When the cup is returned, carefully but thoroughly wipe the cup inside and outside with the purificator. The cup is then turned a quarter turn, repeating after each communicant. Use different parts of the purificator to wipe the cup/chalice.
11. Speak with a smile to the person, looking them in the eye, saying "The Body of Christ" when distributing the host and "The Blood of Christ" when distributing the wine. Your look should be one of warmth and friendliness. You are greeting a brother or sister in Christ. Do not say their name, "Receive", or "This is." Never rush. Be aware of the traffic flow to make any adjustments.
12. "Bless" the children/adult with a hand on their shoulder with "God bless you" or "God loves you," or "May the Lord's love live in your heart," or some other appropriate prayer.
13. If there are only 2 breads, after your cup is empty, place cup on altar, go to tabernacle to give out bread. At end, take cup to sacristy. In other words, your work isn't done until everyone has been fed and given drink.
14. Don't genuflect before the tabernacle when you come or go. (Principle: genuflect when you arrive and leave the church but not during the services.)
15. Don't forget to take bread to choir or organist.
16. The last one or two persons brings in the collection so that two of you can bag the money. Never bag the money or be in sacristy with the money alone. You want someone there with you to protect yourself against any accusations or suspicions. Lock the bag!! Push the zipper head, not the zipper handle, under the lock, then push down on the lock to secure the locking. If you can pull the zipper back, you have not locked it. Put bag into the cabinet.
17. Return the tabernacle key to sacristy after 5.30 PM and 10:00 AM masses
18. After communion, consume remaining wine/crumbs, then rinse, clean the cups, chalice, big wine cruet, and bowls. Place cups and purificators in proper places. Don't stack bowls. Return to your seat promptly.
19. If for some reason you cannot consume the remaining wine, pour the remaining down the drain while washing it down with water. It ceases then to be wine and the blood of Christ when it is "destroyed".
20. The ideal is you perform only one task during mass: If you have already ministered at mass, for example, a lector, don't give out communion unless it is a necessity.
21. Leave only the two small glass bowls in the tabernacle. Never the golden bowl or large glass bowls.
22. You may want to become a special minister to the sick sometime. Please tell Rod Kelley.
23. You have been called to a most beautiful ministry. Time taken to reflect on its meaning and practice will deeply enrich your own mystery of Christ and the people you serve.
24. Thank you for your important service for the people.