

Guidelines for Eucharistic Ministers

Saint Pius X Parish

Revised Sept 2015

These guidelines implement at Saint Pius X Parish the norms of the Catholic Church in general and of the Diocese of Owensboro in particular. Every effort is made to recognize and reverence the Mystery of the Body of Christ, both in the Sacrament of his Body and his Blood as well as in the persons of the Faithful, members of his Body the Church.

1. All Extraordinary Ministers of Holy Communion [Eucharistic Ministers] are drawn from annual Stewardship. Each will receive a parish ministry schedule on a regular basis. The schedule is generated by a computer program and is reasonably based on the information provided to the parish office. The weekend schedule will also be published in the bulletin each week. Those who are to distribute the Eucharistic bread are marked “**B**” and those who are to distribute the Eucharistic cup are marked “**C**”. All Eucharistic Ministers need to check in with the ministry Captain upon arrival at the church and should do so at least twenty **(20) minutes** before the scheduled time for the Mass. After checking in, please leave the sacristy so Presider, servers, and Captain can make necessary preparations for the Mass. Note: Those assigned who have not checked in with the Captain ten (10) minutes before Mass may be replaced in the roster so that preparations for Mass may proceed. Parish ministers are responsible for finding substitutes for themselves if they are not able to be present for their assigned Mass. Ministers who are habitually absent without a substitute will be removed from the schedule.
2. The Captain, with assistance, prepares the materials before Mass as well as sees to the purification and storage of the vessels after Mass.
3. The first minister listed for each Mass is the ministry Captain. The Captain is to:
 - a. Arrive and check in with the Presider at least fifteen (15) minutes before Mass.
 - b. Organize and see to the preparation of the vessels along with the bread and wine for Mass.
 - c. Verify the stations of the other ministers.
 - d. Help with preparations for the Mass.
 - e. Find substitutes for the ministry if needed.
 - f. Place the Tabernacle key in the Tabernacle before Mass. The practice of checking the amount of Reserved Sacrament in the tabernacle is discontinued.
4. Preparations before Mass:
 - a. Place the following items on the credence table:
 - i. Four (4) communion bowls or ciboria (add one if balcony minister needed)
 - ii. Four (4) communion cups and Fr’s chalice (add one if balcony minister needed)
 - iii. Five (5) purificators
 - iv. One (1) cruet of water

- v. One (1) square-folded corporal cloth
- vi. A Pall (the square, cloth covered lid for the large chalice).

The vessels are to be covered with an appropriate cloth.

- b. At ten (10) minutes after Mass has begun measure or count out the appropriate **number of hosts**.
 - c. Place the needed bread in the large presentation ciborium with one (1) large bread on top.
 - d. Fill the wine decanter to the appropriate level.
 - e. Cover the ciborium of bread with the appropriate cloth, the decanter, too, if it has no stopper or cover. Place the bread and wine vessels on the table for the presentation of the gifts.
5. Preparation for Distribution of Holy Communion during Mass:
- a. The Altar Servers bring the communion bowls to the altar during the Fraction Rite. The Presider prepares them for communion before the presentation of the Sacrament and receiving communion himself.
 - b. The practice of the Captain bringing the Reservation Ciborium in the tabernacle to the altar is discontinued.
 - c. **Immediately, at the conclusion of the presentation of the Sacrament:** “This is the lamb of God, who takes away the sins of the world...” “Lord, I am not worthy...” and as the Presider receives the Sacrament, the Eucharistic Ministers and the Captain gather in front of the altar, at floor level, in one line across the front, facing the altar. Once all have arrived, they will bow in unison. After the bow, the Eucharistic ministers and the Altar Servers will enter the altar area by way of steps offering a hand rail and stand behind the altar for their communion. The Eucharistic Ministers are to use hand sanitizer located on credence table prior to gathering behind the altar.
 - d. The priest will distribute the Body of Christ to the Music Ministers followed by the Blood of Christ. Next, the servers and Eucharistic Ministers receive the Body of Christ. Then the priest will offer the Blood of Christ to each.
 - e. After they have received, the Presider will hand each minister his or her vessel for distribution to the faithful.
 - f. The ministers go immediately to their assigned places and begin distribution.
 - g. Please look for those in the congregation who are unable to move in the communion procession and those who are participating in wheel chairs. These, if necessary, should be taken communion first. Watch for them and help as needed.
6. Consecrated Host may be transferred at stations. The precious Blood may only be transferred from one cup to another at the altar.
7. As the Communion Procession concludes:
- a. The ministers observe conditions at other stations to see if help is needed.
 - b. Remaining Sacrament is brought back to the altar. Each ciborium is placed on the corporal. When all other serving of the sacrament is over, **and only then**, the Precious

Blood remaining is to be consumed **at the Altar**. The Eucharistic Ministers are responsible, with the Presider, for consuming any of the Precious Blood.

8. After Holy Communion:

- a. The Presider returns the remaining Body of Christ to the Reservation Ciborium in the tabernacle. The Ministers will leave the altar area by way of steps with the hand rail and gather in the front of the altar, at floor level, in one line across the front, facing the altar. Once all have arrived, they will bow in unison. The ministers return to their places in the congregation for prayer.
- b. **Pyxes containing the Sacrament for the sick remain upon the altar.**
- c. The priest will purify the vessels at the altar. They are first properly cleansed of the sacramental residue. **All fragments or residue of the sacrament are to be consumed. Large fragments of the Body of Christ are to be consumed directly. Residue is diluted in water and is drunk.** No remnant or residue is ever to be thrown away.
- d. The servers will clear the altar and place the vessels on the credence table until Mass is over. Then the corporal will be folded and removed.

9. After Mass:

- a. The Captain takes the vessels to the Sacristy to be washed in the Sacarium Sink with mild soapy water, rinsed in clear water, dried, and put away. Unconsumed or contaminated remnant or residue of the Sacrament is to be poured into the ground. Purificators are placed in proper containers. Do not immerse Father's chalice in sink. Wipe with damp cloth. The Corporal is to be dusted carefully into the sacarium.

Note: In presenting the Sacrament to the Faithful, one may say only the prescribed words: e.g., "The Body of Christ" or "The Blood of Christ." Do not add personal names or anything else. One may ask God's blessing on those who present themselves but do not receive.

Mishaps

If a particle of the Eucharistic bread should fall, it is picked up reverently and consumed or allowed to dissolve completely in water and then poured into the sacarium. If any of the Precious Blood spills, the area of the spill should be covered if necessary. As soon as possible, the spot should be washed and the water poured into the sacarium.

CLOTHING

Extraordinary Ministers of Holy Communion should always dress in a fashion that becomes the dignity of the office they hold and the sacredness of the sacrament they distribute. Good taste and common sense are the best guides in this area. In the dioceses of the United States of America, acolytes, altar servers, lectors, and other lay ministers may wear the alb or other suitable vesture or other appropriate and dignified clothing (GIRM 339).