

## Eucharistic Minister Instructions

### Before Mass Begins:

1. When you receive your schedule in the mail, make note of the days you are scheduled. If you can't serve at a Mass for which you are scheduled, you need to call and find a replacement for yourself.
2. Arrive at least 20 minutes before Mass begins. At 10 minutes before Mass begins, the captains will start replacing ministers who have not yet signed in.
3. If you are filling in for someone else, make note of that when you sign in (i.e. Janette Feyhoe sub for: Kim Houston).
4. Make sure that you know what vessel you signed up for and where you should stand to distribute communion. The stations are designed as teams of 3 (or 4) positions – know your teammates and help each other out.

### At Communion Time:

1. Approach the altar **AS SOON AS THE PRIEST RECEIVES THE BODY OF CHRIST.**
2. Line up -- with the people who signed up for a chalice position in the inside of the line and the people who signed up for the ciborium at the ends of the line (2 at the sections 1 & 6 side and on at the sections 3 & 4 side).
3. The clergy will distribute the chalices beginning with the second ciborium minister at the sections 1 & 6 side. That minister should receive, offer the Blood of Christ the other ciborium minister, then offer the Blood of Christ to the first chalice minister and hand off the chalice to that minister. The clergy will then hand the ciboria out to the people at the ends of the lines.
4. **DO NOT** refuse to take a vessel the clergy hands to you. If you end up with the wrong vessel, wait until everyone leaves the lines to take up their communion distribution positions, then put the vessel you have back on the altar. Someone else should be doing the same and you can trade vessels.
5. Take your communion distribution position. Say only: The Body of Christ or The Blood of Christ. Don't embellish in any way.
6. After your line if communicants is completed, check to see if anyone else is running out of consecrated hosts or wine and offer what you have remaining if they need it. If you have a ciborium, place it on the altar so that it is available if needed or so that the clergy can consolidate the remaining consecrated hosts. If you have a chalice, go the credence table located behind the wall in the back of section 4.
7. Station 4 Chalice & TAB, make sure the music groups receive communion. The 10:15 AM Choir has their own Eucharistic Ministers and serve themselves.
8. **IF YOU ARE ABLE**, help consume any remaining consecrated wine.

## Bullet List

### Before Mass Begins:

- Note the days you are scheduled when you receive your schedule in the mail.
- Arrange substitutes for yourself if you can't serve as scheduled.
- Sign in at least 10 minutes before Mass begins.
- Know the station, position and vessel for which you signed up.
- You are a team; meet the other people signed up at your station. Help each other out.

### At Communion Time:

- Go to the altar as soon as the Priest receives the Body of Christ.
- Line up against the bottom step, chalices on the inside and ciboria on the outside, to receive communion.
- Receive your vessel from the clergy. Take any vessel they give you. If necessary, exchange a wrong vessel at the altar.
- Say only "The Body of Christ" or "The Blood of Christ". Do NOT elevate the chalice of host.
- When your station is finished distributing, assist at other stations or share your remaining Body/Blood of Christ as needed.
- STATION 4 Chalice & TAB: Tabernacle Minister and one Chalice Minister remain to serve music group after distribution to congregation is complete. (10:15AM Choir not included)
- Take your chalice to the credence table behind Section 4 and help consume the remaining Blood of Christ if you are able to assist.