

INSTRUCTIONS TO EUCHARISTIC MINISTERS

Revised **7/22/26**

BEFORE MASS

- Arrive **20 minutes prior** to Mass.
 - Sign in at the **vesting sacristy** and remember your assigned position.
 - Take note of the **Point Person** in case you need to contact them.
 - Check the **whiteboard** for special or last-minute instructions.
 - Review the **altar layout**. It is posted by the sign-in clipboard and on the bulletin board in the Vesting Sacristy.
 - Substitutes are almost always needed. If you are interested, **sign in and notify the Point Person**.
 - When signing in as a substitute, **cross out the original name** and legibly print your first and last name.
 - Check with the Ministers of Hospitality for **people with disabilities** needing Communion in your section. Disabled persons are usually designated with a **yellow sign** on the back of their seats; however, not all are marked. Please be attentive.
 - If you need **physical** help (i.e., not able to climb stairs to altar) while serving Communion, speak with the **Sacristan BEFORE MASS** to discuss your special needs.
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DURING MASS

1. Sign of Peace

- During the Sign of Peace, Eucharistic Ministers **approach the altar** and bow as a sign of reverence. There is not enough time to exchange the Sign of Peace with everyone, as Ministers **must** be at the altar **before the *Lamb of God* (Fraction Rite) begins.**

2. Positioning of Ministers (see layout of Sanctuary)

- **Bread ministers** stand to the right of the altar, near the celebrant's chair. Line up so that **Bread 4** stands closest to the window for easy access to the back of the altar to serve the choir. **Bread 4** then **walks behind the altar** to serve the choir once vessel is received.
- **Cup ministers** stand to the left of the altar, near the ambo. Line up so that **Cup 4** stands closest to the window for easy access to serve the choir. Once vessel is received, follow Bread 4 Minister.
- If Presider does not serve wine to bread ministers, **Cup 1** will immediately serve bread ministers. Once wine is received, immediately walk to the back of the altar to prepare serving the bread ministers if needed. **Note:** Fr. Chad will NOT serve wine to ministers, but Fr. Crispin will. **Be attentive to what the presider does.**

3. Receiving Communion

- Receive Communion with **reverence, dignity, and attention.**
- Drinking from the cup is optional, but **Cup Ministers must take the cup.** At a minimum, all ministers **must** receive the **Body of Christ.**

4. Section 1

- Take your positions to serve Section 1 after Presider steps down from altar to serve his position. Remember to check for people with disabilities. **Stay together.**

5. Section 2

- Take your positions to serve Section 2 after Presider steps down from altar to serve his position. Remember to check for people with disabilities. **Stay together.**

6. Section 3

- **Serve the Media Team first**, then the people with disabilities. If the slide presenter at the media desk is busy, **wait** until they come to you to receive Communion. **Be patient.** After Media team, serve the people with disabilities. Once all are served, return to the front of the altar to take your position. **Stay together.**

7. Section 4

- **Serve the Choir immediately. Bread 4 and Cup 4** serve Communion to the choir **immediately** after receiving their vessels. Do not wait for the Presider to finish distributing to other Ministers. **Stay together.**
- After serving the choir, Ministers for Section 4 serve people with disabilities in their section, then Section 4. **Stay together.**

8. Distributing the Body of Christ

- Hold the ciborium securely at a comfortable height.
- Elevate the host slightly between your thumb and first finger.
- Say clearly, **“The Body of Christ.”** The communicant should respond, “Amen.”
- Place the host in the communicant’s hands or on the tongue.
- Ministers **must** serve Communion on the tongue when requested.
- Optional hand sanitizing can be done after distributing Communion on the tongue.

9. Distributing the Blood of Christ

- Unfold purificators **before** serving wine.
- Extend and elevate the cup slightly, then say, **“The Blood of Christ.”**
- The communicant should respond, “Amen,” takes the cup, and returns it.
- Carefully wipe the rim of the cup, doing a quarter turn after each wipe. Be sure to use different portions of the purificator for each wipe. Remember, the purificator has two sides.
- Do not force the communicant to drink the last drop.

10. Parishioners with Arms Crossed

- Do **not** offer Communion. Extend your hand over their head and say a short blessing of your choice.
- Do **not** make the Sign of the Cross – this is reserved for the Presider. **Nor** do you make the Sign of the Cross while holding the host.
- Confirm with parents before giving Communion to children who do not extend their palms for Communion and/or look confused.

11. People with disabilities

- Ministers **must** serve people with disabilities **before the general congregation**. Most are seated with a yellow flag behind their chairs, but do not depend solely on these markers.
- We may not always have enough Ministers to offer the Blood of Christ to people with disabilities. **If only two** Cup Ministers are available:
 - ONLY Bread Ministers will distribute Communion to people with disabilities in their sections.
 - Cup Ministers do **NOT** follow the Bread Minister to offer wine when only two Cup Ministers are available. Instead, after receiving cup, take your position at the corner of the altar.

12. Assisting Other Sections

- Sections 2 and 3 tend to finish sooner than Sections 1 and 4. When this happens, Bread 2 assists Bread 1, and Bread 3 assists Bread 4.
- Sections 1 and 2 assist Sections 3 and 4 **ONLY as needed**, avoiding congestion in front of the altar. No more than two bread ministers or two cup ministers are in position at any time. If you still have consecrated wine, stand to the back and wait till a cup minister runs out of wine.
- Cup Ministers may assist the opposite side by offering the cup, but **do NOT pour the Blood of Christ into each other's cup**.
- Be mindful of the traffic flow while waiting to assist.

13. Running Out of Hosts

- If there are no additional hosts in the ciborium on the altar, the minister's distribution is complete. The minister should then bring the empty vessel to the altar or credence table.
- Another minister may take the place of a minister who has run out of hosts; however, hosts should **not** be transferred or refilled from another EM's vessel.

14. Dropped Hosts

- Place the dropped host **between your palm and under the bowl** and give it to the Sacristan **after** you are done serving. Do **not** return it to the bowl or give it to the communicant.

15. Spilled Wine

- Gently sop up spilled Blood of Christ with your purificator and then cover with said purificator. Use the Presider's or another Minister's purificator from the

altar for the remainder of the service. Notify the Sacristan of spilled wine **after** you are done serving.

16. Returning Vessels

- After serving, return the vessels to the altar or hand them to the altar server. Depending on the presider's preference, the vessels may instead be taken to the credence table.
- If unable to climb the stairs to the altar, ask another Minister, Sacristan, or Altar Server.

17. Remaining Wine

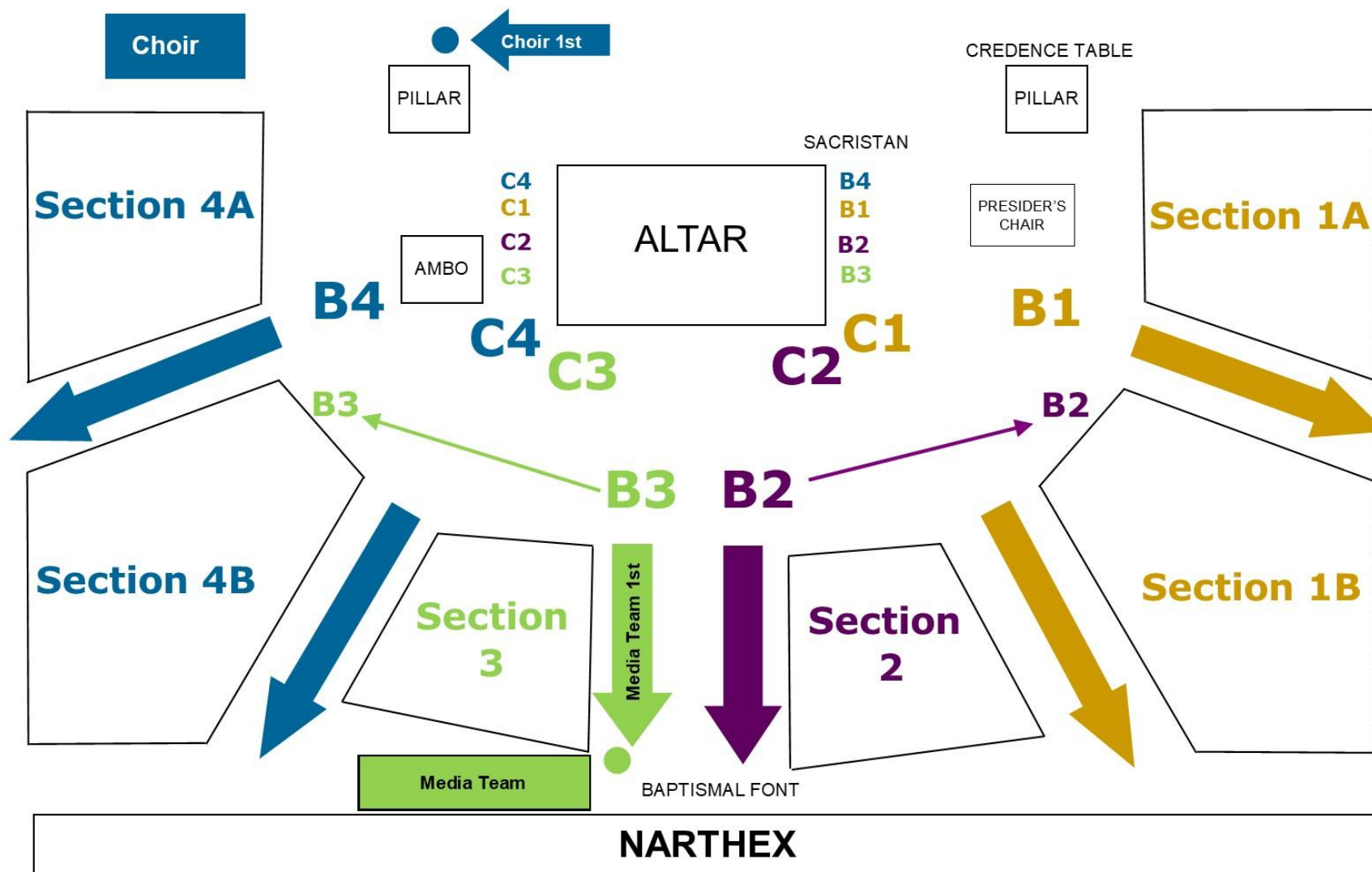
- Cup Ministers may consume the remaining wine in their cup or offer it to another minister. Leaving wine in the cup is acceptable when bringing it to the altar but having a minister consume it is preferable.

18. After Communion

- When you have finished distributing Communion, stand near the doorway by the credence table. Maintain a prayerful posture while ensuring a clear pathway remains open for the altar servers to move between the credence table and the altar.
- **Cup 1** minister stands next to presider's chair to watch tabernacle.
- When the Sacristan receives the ciborium from the presider and walks toward the tabernacle, ministers remain standing, forming a single line, by the window.
- Once the Body of Christ has been placed in the tabernacle and the doors are closed, **Cup 1** minister moves to the front of the altar, positioning as far to the left as possible to allow sufficient space for all ministers. Wait until all ministers are aligned in a single row before proceeding.
- **Cup 1** minister to the left initiates the bow, and all ministers bow together. Hold the bow briefly (about one second).
- After the bow, return reverently to your seats.

**THANK YOU AND
GOD BLESS YOU FOR YOUR MINISTRY!**

EUCCHARISTIC MINISTERS SERVING POSITIONS



*** ALL POSITIONS ***
CHECK FOR PEOPLE WITH DISABILITIES NEEDING COMMUNION

For changes or questions, contact Pat Defiesta @ 206-947-7246
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