

The Catholic Parish of Corpus Christi

EUCCHARISTIC MINISTER INSTRUCTIONS

1. Scheduled to Serve – Arrive twenty minutes BEFORE Mass begins.

Eleven stations are required for the 4:30, 9:30 and 11:30 Masses. At the 5:00 Mass, we are currently needing 7. This number includes the Priest and Adult Server. Special Masses, e.g. Christmas and Easter may require more ministers or various placements. These will be pre-arranged when required.

Ministers must be signed in at least 15 minutes before Mass starts. The Adult Servers or Lead EM will begin to look for emergency replacements 10 minutes before Mass. If you arrive after that time and someone else has been asked to take your place, **the replacement will serve**. To serve as a Eucharistic Minister is not a right but a privilege. We offer the Body and Blood of Jesus Christ to the parishioners. Please demonstrate the proper respect due to this very sacred ministry by arriving on time.

If you are designated as LEAD Eucharistic Minister, please arrive early, put on the special crucifix cross so that you can be easily identified, and check to see that all EMs are present and signed in. Then report this to the Adult Servers for the Mass. Protocol: If all spaces are not covered within ten minutes of Mass start-time, seek out an emergency substitute to step in. At the end of Mass, the Lead EM is responsible for returning the crosses to the Spiritual Meeting Room.

Refer to the EM Stations Chart for your designated station for the distribution of the Body or Blood. When you sign in, print your name, note your number and the corresponding distribution station. Pick up your cross to wear; please note the 2 Eucharistic Ministers for the Blood wear the darker crosses with the Chalice image on them.

Leave your cross on the credence table right after you have finished distributing Communion. Return to your seat.

2. SCHEDULED to Serve but Late to Arrive

If you arrive late, go to the Spiritual Meeting Room and check the sign-in sheet in case there is still a vacant slot. If so, sign in clearly/print your name and take a cross.

3. NOT Scheduled to Serve

If you are not scheduled to serve, please check in case your service is required. If we still require ministers, please sign in clearly/print if requested to do so by the Lead EM or Adult Server.

EMERGENCY SERVER: You are an emergency server if you serve at a Mass for which you are not scheduled. Place a “3” after your signature to denote this. This will help us identify if there are issues with people who are consistently not coming as scheduled.

REPLACEMENT SERVER: If you have been asked to replace someone on the schedule, you are a replacement. Place a “2” after your name. Sign your name clearly/ print beside the name of the person you are replacing.

4. SIGNED IN But Moved to a Different Ministry

Sometimes scheduled Eucharistic Ministers that are trained in multiple ministries may be asked if they can serve in another ministry (i.e. Adult Servers, Readers). If they move to another ministry, they must notify the Lead Eucharistic Minister so a replacement can be found and ensure that their name has been crossed off the sign-in sheet and erased from the laminated sheet to avoid any confusion.

5. Prayer Before Mass

The presiding priest and all the servers pray together in The Spiritual Meeting Room before Mass begins. If Father has any special instructions for the Mass or general information he wants to share, he will do so at this time.

6. Approaching the Altar for Serving at Communion.

When Father gives the sign of peace and those at the Altar shake hands, proceed immediately towards the Sanctuary. Go to the credence table to sanitize your hands. After cleansing your hands do NOT shake hands, touch your face or hair or wring your hands as you walk towards the sanctuary steps. Then line up at the steps in front of the Altar, your toes almost touching the step. You will have referred to the EM placement chart in advance so you know where to stand to distribute Communion. Line up in an order conducive to an easy pathway to your station with the 2 ministers who will be distributing the Precious Blood on either end.

7. Positions to receive the Ciboria and Chalice

The Eucharistic Ministers should line up, shoulder-to-shoulder, across the right front of the Altar. Father will distribute the Body of Christ to each minister. Consume at this time.

Of Special Note: Often Eucharistic Ministers will receive pieces of the large broken Host from the Celebrant or Deacon, and these can leave small particles when placed in the hand. These Eucharistic particles must be consumed as well and not disposed of inappropriately. One can use a finger tip of the hand they do not distribute with, to pick up the particles and then consume them.

Only the two Eucharistic Ministers on the ends will receive the Chalice for distribution. Only these two ministers will be offered the Precious Blood and do not distribute it to the other ministers. It is not necessary for an individual to receive Communion under both species, but one can if they wish to do so. It is expected that people who want only the Precious Blood (those with Celiac concerns, for e.g.) will choose to be seated close to those stations on the far right and far left sides.

8. Priest or Deacon passing out the Ciboria and Chalices.

After everyone has consumed the Body of Christ, the Priest or Deacon will pass out the Ciboria and Chalices. Each Eucharistic Minister should know in advance where to stand in their designated distribution area according to the sign-in chart.

All Eucharistic Ministers will remain facing the Altar until the Priest and the Second Adult Server come down the steps to serve. Then will all turn at the same time and make their way to their designated distribution area.

9. Distributing the Body of Christ.

It is important to make eye contact before saying "**Body of Christ**". Do not hold the Body of Christ up as if in adoration but place it directly in the palm or mouth of the communicant. The Eucharistic Celebration is a time for sharing, not a time for adoration.

Do not hold the Ciborium by the handle but with your finger on the bottom and the thumb on the top edge. It's OK to place the small handle over your index finger but it should not be held by the handle alone.

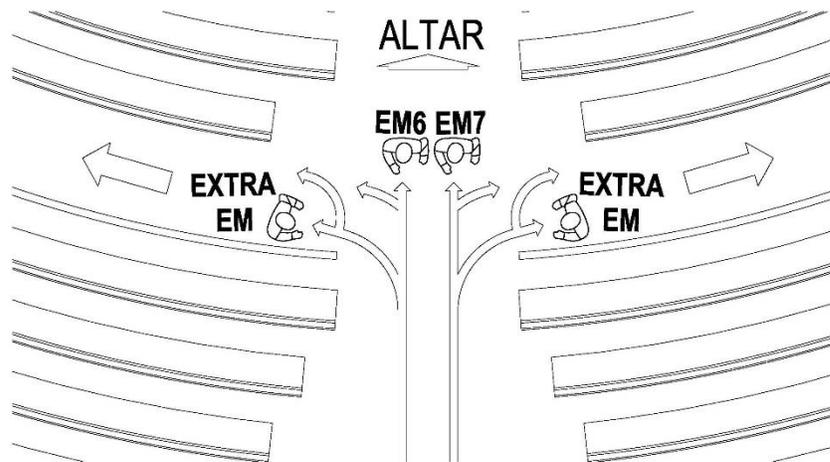
If you are distributing the Body of Christ, you must watch how many people are in the receiving line and how many Hosts are remaining. **All must receive** so you may have to break some Hosts. If you think you are going to be short, begin breaking as soon as possible. Never take Hosts from the Eucharistic Minister beside you. Transfer of Hosts is

to be done at the Altar by a priest over a corporal but the priest may transfer while in the Communion line if he wishes.

Do not forget the Choir. The EM at Station 4 will serve the Body to the choir members at the 4:30, 9:30 and 11:30 Masses and at the 5:00 Mass it will be the EM at Station 1. The EM serving the Precious Blood at Station 10 may move closer to the corner of the choir platform if there is still some Precious Blood remaining. The EM at Station 11 remains in place and does not travel.

The Eucharistic Minister at Station 5 will bring Communion to the AV ministers at the AV booth after finishing his/her line. At the 5:00 Mass, the EM at station 6 or 7 (whoever finishes first) will bring Communion to the AV ministers at the AV booth if there is nobody assigned to station 5.

Once you have distributed the Body to everyone at your station, look around and see if any other stations need help and to go to them if you still have Hosts in your Ciborium. (See the diagram which shows where to stand if assisting at Stations 6 and 7). If the positions already have enough EMs, go check to see that those EMs have enough Hosts to finish. If they do, return your Ciborium to the Adult Server, Deacon or Priest. If an EM currently serving is running low, you may replace him/her or trade Ciboria.



When Distribution is complete: Take the Ciborium or Chalice to the credence table on the far right side of the Sanctuary and hand it to the Priest, Deacon or Adult Server, making a slight bow. Remove your cross and place it on the table. It is recommended that you use the abluion cup to rinse your fingers and dry them using the purificator. Return to your seat.

SPECIAL CIRCUMSTANCES

A Host has been dropped: Pick it up and consume it if you feel comfortable or hold it in your hand beneath the ciborium. Inform the Adult Server and it will be reverently disposed of later. N.B. There are special procedures for disposing of consecrated Body of Christ and Precious Blood.

Children: If you are unsure whether or not a child can receive, simply ask the child "Are you allowed to receive?" Or ask the adult behind the child (usually the parent). Do not refuse a child unless you are sure.

Children from the Ukrainian rite are allowed to receive Eucharist at Baptism. Even small children can receive the Eucharist.

Distributing to someone unable to come to a distribution station: When you have completed distribution at your station, look for those who may need Communion at their seats due to mobility concerns.

Distributing to people with pyxes: Fill the pyx with the requested number of Body of Christ and then serve the individual. Consecrated Body of Christ should ONLY be put in a pyx.

10. Distributing the Precious Blood.

Make eye contact before saying “**Blood of Christ**”. Wipe the inside of the lip of the Chalice as well as the outside. Move the purificator so that a clean section is used to wipe the Chalice each time a communicant consumes. Rotate the Chalice ¼ turn after each offering.

Intinction: If someone is about to dip the Body of Christ into the Chalice gently remind the person that this is not permitted. If they wish, they can bow to the Chalice as their sign of faith and reverence.

If intinction does occur and any pieces of the Body of Christ fall into the Chalice, cover it immediately and let Father know. Only the gold chalice that Father consumes from may have a piece(s) of Body of Christ in it. Father places a piece of Body of Christ into the Chalice at the Altar.

Precious Blood spilled while distributing: Place the purificator over the spilled Precious Blood. Step in front of the spill. Motion to the Adult Server that you need a new purificator and one will be brought to you.

Precious Blood unfit to drink: If the Precious Blood becomes unfit for consumption (i.e. if someone spits or regurgitates back into the Chalice) cover the Chalice and return to the credence table. You must inform the Adult Servers that the contents are contaminated and not fit for drinking. Remain there until you are certain they are aware. The Priest or Deacon will consume any leftover Blood after Communion, so need to know of this eventuality.

11. Blessings

A request to God for a blessing may be given to those who approach the Altar with their arms folded or with one arm placed across the chest, denoting they are not to receive Communion, and to young children. Make a sign of the Cross on or in front of the forehead saying: ***May Almighty God bless you in the name of the Father, the Son and the Holy Spirit***

To remain hygienic, it is preferable to switch hands if you are going to touch the forehead of the person you are blessing (i.e. distribute with your right hand, provide blessing with your left). If you are not switching hands then the blessing should be in front of the forehead without touching the person. When blessing small children, pull the Ciborium back towards you as sometimes children will try and grab or swat at it which can result in it being dropped or spilled.

12. Rules and Considerations

Dress Code: Modesty is a MUST: You are an example to the faith community. Please come prepared to serve. No shorts, short skirts, no low-cut tops, no jeans, no coats. Please ensure your hands and nails are clean and trimmed.

Educators

Eucharistic Ministers are examples to and educators for the community. Use your discretion in educating the young. For example:

- If a child approaches the Altar chewing gum, gently remind him or her that chewing gum is not permitted when receiving Communion.
- If a parishioner does not immediately put the Body of Christ into the mouth stop the person with a reminder that the Body of Christ is to be consumed immediately.

For your Info: Hygiene and transmission of disease.

According to a spokesman from the American Medical Association there has been no evidence of disease or transmission by using a common Chalice. The alcoholic content of the wine plus the hygienic practice of wiping the Chalice and rotating it for each communicant seems to remove any danger.

A Paper titled "AIDS and the Common Chalice" presented by the International Anglican Liturgical Consultation in 1993 stated that HIV and AIDS infections are not possible through use of the common Chalice.

Points to Remember

- Remember to say "Body of Christ" or "Blood of Christ" when distributing Communion
- If a communicant asks for Body of Christ to distribute to the sick, etc. place the number requested in the pyx provided by the communicant;
- If you are to serve on the choir side move over immediately once you have been given either the Chalice or Ciborium by the Priest or Deacon. Face the Altar until Father has started distributing Communion, then turn, take your position and face the congregation;
- Do not bow or genuflect in front of the Altar when returning to the credence table if you are carrying either the Precious Body or Blood of Christ;
- Hold the Chalice on the bowl, not the stem, when wiping clean to prevent damage;
- Remember to pick up the appropriate cross when signing in;
- Return your cross to the credence table after Communion;
- If you arrive late the list might already be filled. If not scheduled check with the Lead EM or Adult Server to see if you are needed to fill in;
- The Adult Server is in charge in the Spiritual Meeting Room before Mass, but you can assist if you see the need.

Scheduling

- Schedules are drawn up on a quarterly basis: January to March, April to June, July to September and October to December.
- The parish is using an on-line scheduling system: MSP (Ministry Scheduler Pro). You will receive a message from the scheduling administrator asking you to log in to the web terminal, complete your profile information and choose your Mass preference.
- Prior to each new schedule (in December, March, June and September) you will be asked to enter your unavailable dates for the coming quarter. The computer software will come up with a schedule based on the information that was entered.
- Once the schedule comes out, you have the ability to request a sub if you are scheduled and find that you are unable to make it. Similarly, you can accept to sub for another minister at the click of a button. All individuals involved receive an automatic notification of the change.

GLOSSARY

Ablution Cup	A small glass cup used by those distributing the Body of Christ to rinse their fingers and remove Eucharistic particles.
Altar Breads	After consecration, altar breads become the Body of Christ or Hosts.
Chalice	A cup that holds the Precious Blood.
Ciborium / Ciboria	Special bowl or container for Hosts distributed during Communion.
Corporal	A square or long linen cloth placed upon the Altar upon which the chalices and ciboria are placed. It catches any Eucharistic particles that may drop or spill.
Credence Table	Side table for articles used at Mass.
Eucharistic Minister	One who distributes the Body and Blood of Christ.
Paten	A flat saucer of the same material as the chalice for the Hosts.
Purificator	A band of linen used to cleanse the chalice.
Pyx	The container for carrying the Communion Host outside of church & Mass.
Sanctuary	The Altar table, pulpit, chair and area surrounding the Altar table.
Wine	After consecration, wine becomes the Blood of Christ or Precious Blood.
Tabernacle	Secure place of reservation for the Blessed Sacrament, the consecrated Hosts.

MINISTRY OR PROGRAM POSITION DESCRIPTION

Position Title: Eucharistic Minister

Reports To: Eucharistic Ministry Team

Primary Objective: Assist the Priest in distributing the Body & Blood of Christ at Mass

Responsibilities:

- Attendance at weekend Mass; scheduled to serve once or twice a month based on availability; serve weekday, funeral, wedding or other special Masses
- Attend spring and fall training/mini-retreat on a Saturday morning.
- Distribute the consecrated Body & Blood of Christ to parishioners attending Mass
- Periodically serve as a Lead Eucharistic Minister - responsible for organization of Eucharistic Ministers for that Mass.

Other Related Duties:

- Meet other people in the parish; building stronger relationship with others.
- Strengthening a sense of community.

Committees/Associations:

- Ministers may be serving as representatives of the Knights of Columbus, Catholic Women's League or other parish associated groups at particular Masses.

Personal/Professional Requirements:

- Serving the needs of others as an expression of love of God and life.
- Attendance at Eucharistic Ministry training and mini-retreats held each year.

Appointment Duration/Term:

- On-going involvement with the church as long as the individual desires.

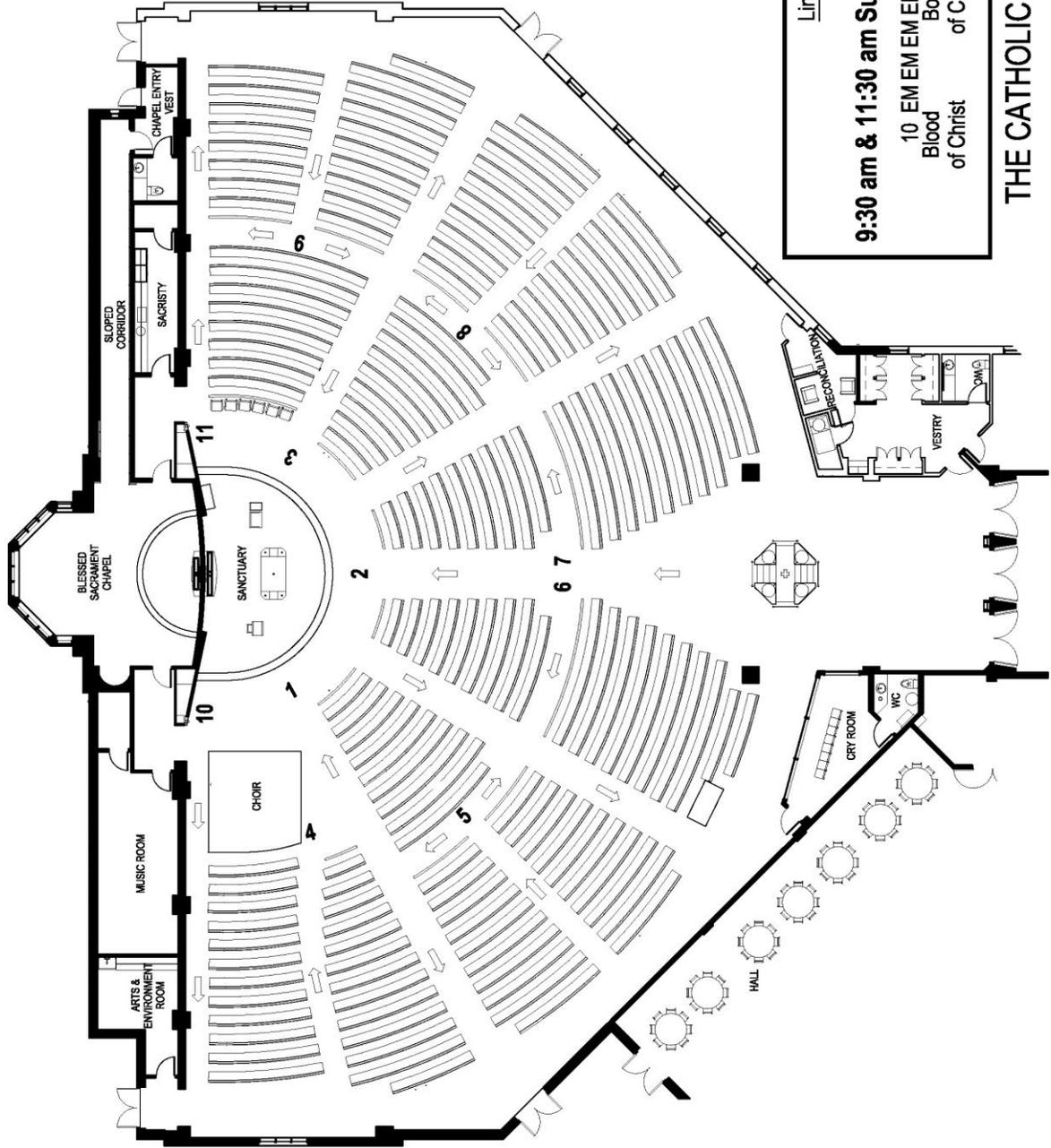
Signature of Director / Pastor / Volunteer Leader

Date

Signature of Volunteer Applicant

Date

The Catholic Archdiocese of Edmonton



Line-up for Holy Communion
 at the steps of the Sanctuary

9:30 am & 11:30 am Sunday Masses & 4:30 pm Saturday Mass

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 February 2016

THE CATHOLIC PARISH OF CORPUS CHRISTI