

EUCCHARISTIC MINISTRY AT THE NEWMAN CENTER

The ministry of Extraordinary Minister of the Eucharist is one of great honor and responsibility. It is called ‘extraordinary’ because the ‘ordinary’ ministers of the Eucharist are priests and deacons. You are being entrusted with a holy opportunity to assist in the reverent distribution of the Sacred Body and Blood of Christ. May this ministry be a great blessing to you and to those whom you will serve and call you to an even greater reverence and devotion to Christ’s presence in the Eucharist.

SCHEDULING OF MINISTERS

Eucharistic Ministers are not scheduled in advance in our parish on most occasions. We do encourage you to plan to serve at least once every three weeks, the diocesan guideline for this ministry. Please arrive early to sign up, and double check any time you come to Mass and are free to serve in this ministry, to be sure all positions are covered. Please do not sign up as a Eucharistic minister if you are performing another ministry at Mass (such as lector, server, hospitality)—we want each minister to be able to fully focus on the ministry in which they will serve.

The duties for each position are always posted along with a diagram of where to stand and the positions are marked on the floor so you can check on what to do in your position when you sign up before Mass.

SIGNING IN BEFORE MASS

- Please come early to Mass to see if ministers are needed.
- If you are in a cup position other than C1, place a cup and purificator on the credence table before Mass. (If you are C1, do not take a cup up since there is already one chalice on the tray.)
- If you are a host minister, place a bowl on the credence table before Mass. (Some hospitality ministers put the bowls out ahead of time—please make sure that the correct number of bowls is there when you put your bowl on the table.)
- Please check to see if your position has special duties.

- If Mass time is approaching and only a few ministers are signed up, please try to find other ministers and encourage them to serve.
- If there are people in wheelchairs or on crutches in the section you will be serving, take a moment before the Mass or during the offertory or the sign of the peace to ask if they would like you to bring them Communion at their seat after you have finished serving people in the line for your position (Note that you will be at your station when the distribution of communion starts.)

TRANSFERRING THE RESERVED SACRAMENT DURING MASS

- In order to emphasize the meaning of the blessing, breaking and sharing of the bread, we do not distribute Hosts from the reserved sacrament in the tabernacle at Mass (unless it is absolutely necessary.) In case of need, the ciborium with the reserved hosts will be brought from the tabernacle in this way: The Key to the tabernacle will be on the table next to the glass doors to the main worship space, as will a candle. Host 1 and Cup 2 should go out to get the hosts and the candle at the beginning of the Lord's Prayer. Host 1 carries the ciborium with the consecrated hosts from the tabernacle. Cup 2 will light the candle (also on the table) and precede Host 1 across the gathering space and into the worship space as the Lord's Prayer concludes. Leave the Tabernacle key on the table just outside the church as you enter the church. Place the ciborium and candle on the corporal (the large white linen which will be spread out on the credence table) and remain there. As the Sign of Peace concludes sanitize your hands and transfer the reserved Eucharist led by the candle to the altar as the empty bowls are taken up for the distribution of hosts.

MOVING TO THE ALTAR AND THE BREAKING OF THE BREAD

- Move to the altar quickly at the **Sign of Peace**—you should be in the sanctuary when the priest is ready to start the Breaking of the

Bread. Exchange the sign of peace with the person immediately next to you, then exchange a smile or brief handshake with people as you walk past them up to the credence table. Sanitize your hands at the credence table then go to stand in a semi-circle behind the priest (see additional duties below.) Host ministers stand on the side closest to the font; cup ministers on the side closest to the Presider's chair and the choir. ***CUP MINISTERS: PLEASE BE SURE TO LEAVE A SPACE, EXTENDING FROM THE SERVER'S CHAIR TO THE FURTHER SIDE OF THE CANTOR'S PODIUM SO THAT THE PIANIST AND THE CANTOR CAN BOTH SEE THE ALTAR.*** They must be able to see to know when to end the "Lamb of God."

- Host 1: After sanitizing your hands, carry the ciborium from the credence table to the altar.
- Cup 2: After sanitizing your hands, carry the candle from the credence table to the altar in front of ciborium.
- Host 2: After sanitizing your hands, carry the bowls from the credence table to the altar.

COMMUNION

- The priest will receive communion first.
- After the priest has received communion, Cup 3 should step up to the altar to receive communion from the priest. After Cup 3 has received communion, he or she will keep the cup to serve the other ministers, stepping back to make room for the priest to begin ministering the Body of Christ to the other ministers, then following him.
- The priest will then minister the Body of Christ to the Eucharistic ministers, beginning with the Cup ministers on the side closest to the Presider's chair.
- Cup 3 will follow the priest and minister the Blood of Christ to other ministers. Move reverently and with purpose so this happens in a timely manner. Please be aware that some ministers may not receive the cup. If you do not wish to receive the cup, fold your arms across your chest with your hands on your shoulders.

- If there is a deacon serving at the mass, he will be in the Cup 3 position.
- After all the Eucharistic Ministers have received communion, the priest will distribute chalices and bowls to them from the altar. Cups with purificators will be distributed to the presider's right (the end of altar closest to the presider's chair) and bowls from the presider's left (the end of the altar closest to the baptismal font.) Each minister in turn approaches the presider to receive the bowl/cup, beginning with the minister closest to the presider's chair, and then returns to their place around the altar. As one minister is receiving a vessel the next should be stepping forward so that this process does not take an extended period of time. The process will continue around the arc of ministers: the first to receive the cup will be closest to the presider's chair; the first to receive a bowl will be closest to the ambo.
- Once all the ministers have received their cup or bowl, please move to your positions quickly, and allow those ministering in the side and at the back to move through before people start to come up for communion.
- Host ministers: Should you run out of hosts during communion, go to the priest and he will give his bowl of hosts and get the ciborium from the altar for himself.
- ALL MINISTERS: Please be attentive to how much Consecrated Wine is left at in the end of communion and offer assistance in consuming it if necessary.
- When ministering the Bread:
 - ❖ Elevate the Host and say "The Body of Christ." This is a sacred moment. Making eye contact, exchanging a smile, and perhaps offering a silent prayer can help to demonstrate our love for those we serve. After the communicant says: "Amen," give the Host to them.
 - ❖ If the communicant extends their hands to receive the Host, place the Host in their right hand.
 - ❖ If the communicant wishes to receive on the tongue, they will extend their tongue or simply open their mouth. It is easiest to avoid touching their tongue, if you hold the very edge of

the host with your index finger on top, and your thumb underneath.

- ❖ Sometimes people, particularly children, come up with the arms crossed across their chest to receive a blessing. In this case, lay your hand on their head and say a blessing, such as “God bless you and keep you” or “May God bless you and gift you with the gifts of the Spirit.”
- ❖ If you or a person you are ministering to drops a host, go to the credence table and get a purificator, put the purificator down in the place where the host fell, pick the host up and hold it in your hand underneath the bowl. Then consume the host or give it to the priest to consume after returning to the credence table, and let the priest know what has happened so that he can purify the floor under the purificator at the end of communion. We will keep an extra purificator on the credence table for this purpose.
- ❖ Host 1: Please be sure to remain until all of the choir and the pianist have received communion. The pianist will receive communion last. If she/he does not wish to receive communion, she/he will indicate this to you. After you have finished ministering communion, go the altar and hand your bowl to the priest to purify. After all the ministers have returned their cups and bowls to the priest, carry the Consecrated Bread back to the Tabernacle in the Chapel.
Host 2: If there is a large choir, please stay to help minister communion to the choir.
- ❖ All other Host ministers: After you have finished giving Communion to the people in your section, check if other ministers need help. If someone has a very long line, please stand beside them to help minister Communion (making sure you leave enough room for people to get round you to their seats.) Otherwise, please add your consecrated Hosts to the bowls of minister who are still serving the congregation so they will not run out. If you have hosts left and no other host minister needs them, take the bowl of hosts to the priest at the altar. He will put the hosts in the Ciborium to go back to the Blessed Sacrament Chapel and give you the empty bowl to

take to the credence table. If you have no Hosts left, take the bowl directly to the credence table and leave it there.

- ❖ If there are crumbs from the Hosts on your fingers when you return to the credence table after ministering communion, you may use the small pitcher of water and the ceramic bowl to purify your hands, and dry them on the linen towel which is on the credence table. (The sink in the sacristy is a sacrarium and drains directly into the ground so the water from the bowl may be emptied into it.)
- When ministering the Cup:
 - ❖ Holding the cup in the middle of the stem makes it easier for the communicant to take it.
 - ❖ Elevate the cup and say “The Blood of Christ.” This is a sacred moment. Making eye contact, exchanging a smile, and perhaps offering a silent prayer can help to demonstrate our love for those we serve. After the communicant says: “Amen,” allow them to take the cup and drink. If the communicant is a small child or has a tremor, keep hold of the stem until you are sure they have a firm grip on the cup.
 - ❖ After the communicant gives the cup back to you, wipe the rim and rotate the cup slightly before giving it to the next communicant. Be sure to wipe hard enough to remove any lipstick stains.
 - ❖ Should you or the person you are ministering to drop the cup or accidentally spill Wine on the floor, place the purificator over the spilled Wine, and let the priest know so that he can purify the floor at the end of Mass.
 - ❖ Cup 4: After you have finished ministering communion to your section, check to see if Cup 3 and then any other ministers who are still ministering the cup have enough wine for those yet to receive the cup. PLEASE DO NOT POUR WINE FROM CHALICE TO CHALICE. Rather if, for instance, Cup 3 has very little wine left and you have quite a bit, trade cups with Cup 3, reverently consume any wine remaining in the almost empty chalice and then put your chalice down on the table. If you both have equal amount of wine in your chalices, stand on the other side of Host 3 from

Cup 3 and minister the cup. Then put your chalice on the credence table at the side of the Cross, and return to your seat.

- ❖ Cup 2: If there is a large choir, please stay in your position to help minister communion to the choir. After you return to the credence table, you should carry the candle out to the Blessed Sacrament Chapel in front of Host 1.
- ❖ All Cup ministers: After you have finished giving Communion to the people in your section, check if other ministers need help. If someone has a very long line, please stand beside them to help administer Communion (making sure you leave enough room for people to get round you to their seats). If someone is running out of wine, either give them your chalice and takes theirs back to the credence table, or if you both have approximately equal amounts of wine left, stand behind them to help administer the cup. When you have completely finished distributing the cup, take your cup to the credence table at the side of the Cross, and, if possible, hand it to the priest or put it down close to the other cups. Then return to your seat. It is important not to set a chalice full of Wine down on the credence table while communion is still in process as this means that there is sometimes very little for those receiving communion and the ministers have to consume large amounts of Wine at the end of Communion.
- ❖ The priest or the deacon will purify the vessels at the credence table.

TAKING THE CONSECRATED HOSTS TO THE TABERNACLE IN THE CHAPEL

- The Tabernacle key will be on the table as you walk out of the worship space.
- If all the Hosts will not fit into one ciborium (the gold vessels with lids which are used for the Hosts in the Tabernacle), please bring the second ciborium from the top of the first closet in the sacristy. Please be sure to get a ciborium on which the lid fits snugly (not the gold bowls).

- After closing the tabernacle, please return the Tabernacle key to the key box in the office, and the candle to the table by glass doors.

AFTER MASS:

- ***ALL MINISTERS ARE TO STAY TO CLEAN VESSELS AFTER MASS.***
- The sink in the Sacristy goes directly into the ground as instructed by the Church, not into the sewer.
- After you have finished washing the vessels, please shake the altar cloth in the sink, wash the crumbs down the sink, and return the altar cloth to shelf behind the credence table in the sanctuary.

The most important thing is that we serve the people with reverence and with love, and, if things don't go exactly as planned, we work together to make them work.

EUCCHARISTIC MINISTRY SPECIAL ASSIGNMENTS

Host 1 (H1): Carry the Ciborium with the consecrated Hosts from the Tabernacle to the Credence Table and place it on a purificator with the candle in front of it. After you sanitize your hands and as the Sign of Peace concludes, carry the Ciborium from the credence table and place it on the altar. Go to your position to wait for the priest to give you Communion. When distributing Communion remain in position 1 until the Choir has received. Carry the consecrated Hosts back to the Tabernacle after communion if a deacon is not present.

Host 2 (H2): Assist H5 and H6 with ministering if they have long lines when you finish. Carry the bowls from the Credence table to the altar for communion.

Host 4 (H4): Assist H5 and H6 if they have long lines when you finish.

Cup 1 (C1): *Please do NOT take up a Cup before Mass if you are C1.* Please stay in your position until the Choir has received.

Cup 2 (C2): As the Lord's Prayer is ending carry the candle in front of the reserved Eucharist from the tabernacle to the credence table. After sanitizing your hands, as the Sign of Peace concludes, carry candle in front of H1 to the altar and place the candle on the altar. Assist C5 and C6 with ministering if they have long lines when you finish. After Communion, carry the candle to the Tabernacle in front of H1.

Cup 3 (C3): Receive Communion immediately after the priest, and then minister the Cup to the other Eucharistic Ministers prior to distributing communion to the congregation. Assist C5 and C6 with ministering if they have long lines when you finish.

Cup 4 (C4): When you are finished, check to see if Cup 3 needs more wine if you have wine left in your chalice and Cup 3 still has a line of people. If Cup 3 has very little wine left, please trade chalices and put the chalice that you take from Cup 3 on the credence table. If you both have equal amounts of wine, stand a little distance from Cup 3 and minister the cup.

Please see Floor Plan for the flow of people at Communion.

CUP MINISTERS: BE SURE TO LEAVE A SPACE BETWEEN THE PRESIDER'S CHAIR AND THE AMBO SIDE OF LECTERN SO THE PIANIST AND CANTOR CAN SEE THE ALTAR.

BEFORE MASS, ALL HOST MINISTERS SHOULD TAKE A BOWL TO THE CREDENCE TABLE FOR THEMSELVES & ALL CUP MINISTERS (EXCEPT CUP 1 WHO WILL USE THE PRESIDER'S CHALICE) SHOULD TAKE A CUP TO THE CREDENCE TABLE.

EVERYONE: BE SURE TO ASSIST WITH CLEAN-UP AFTER MASS.

EUCCHARISTIC MINISTRY SPECIAL ASSIGNMENTS-SHORT FORM

Host 1 (H1): As the Lord's Prayer ends, carry the Ciborium with the consecrated Hosts from the Tabernacle to the Credence Table and place it on a purificator with the candle in front of it. After you sanitize your hands and as the Sign of Peace concludes, carry the Ciborium from the credence table and place it on the altar. Go to your position to wait for the priest to give you Communion. When distributing Communion remain in position 1 until the Choir has received. Carry the consecrated Hosts back to the Tabernacle after communion if a deacon is not present.

Host 2 (H2): Assist H5 and H6 with ministering if they have long lines when you finish. Carry the bowls from the Credence table to the altar for communion.

Host 4 (H4): Assist H5 and H6 if they have long lines when you finish.

Cup 1 (C1): *Please do NOT take up a Cup if you are C1.* Please stay in your position until the Choir has received.

Cup 2 (C2): As the Lord's Prayer ends carry the candle in front of the reserved Eucharist from the tabernacle to the credence table. After sanitizing your hands, as the Sign of Peace concludes, carry candle in front of H1 to the altar and place the candle on the altar. Assist C5 and C6 with ministering if they have long lines when you finish. After Communion, carry the candle to the Tabernacle in front of H1.

Cup 3 (C3): Receive Communion immediately after the priest, and then minister the Cup to the other Eucharistic Ministers prior to distributing communion to the congregation. Assist C5 and C6 with ministering if they have long lines when you finish.

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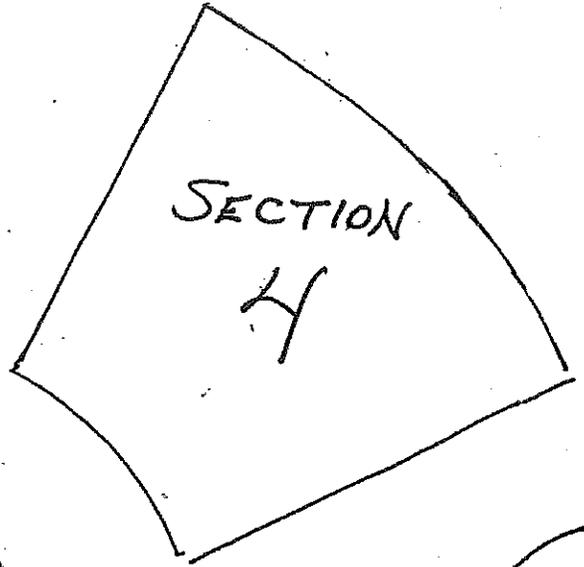
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CROSS

Confession Hall



AMBON

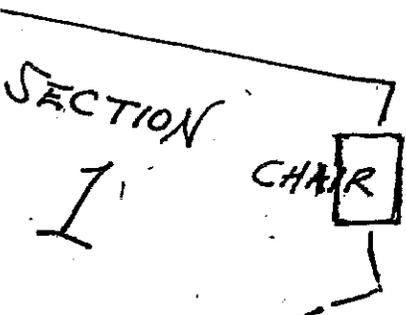


C-8

H-8

H-1

C-4



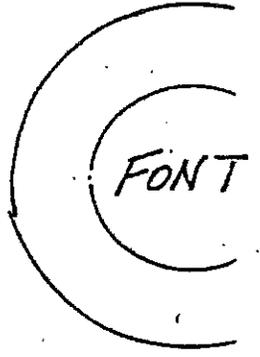
SECTION 1

CHAIR

C-1

ALTAR

H-4



FONT

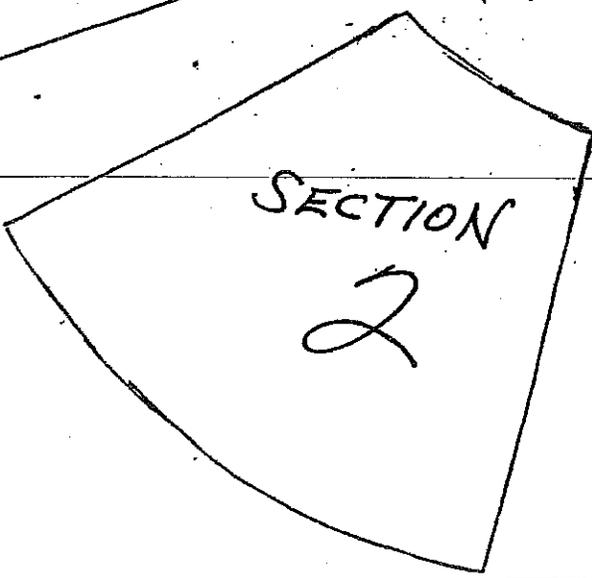
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H-2

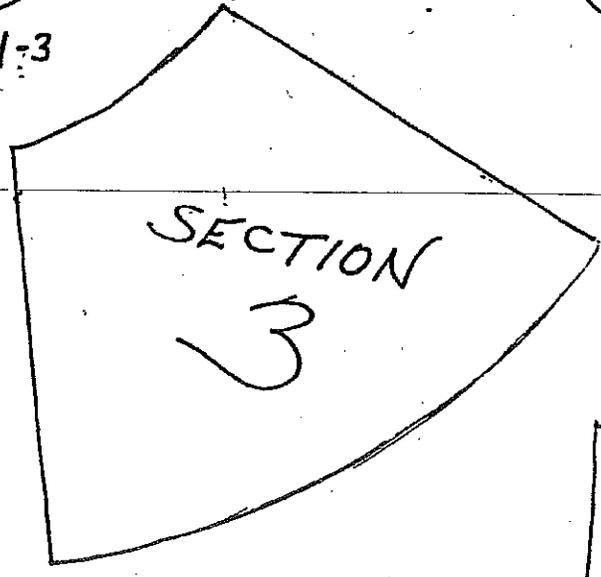
C-2

H-3

H-7

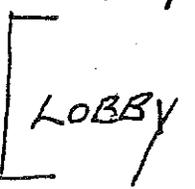


SECTION 2



SECTION 3

C-7



LOBBY

C-5

H-5 H-6

C-6