



LITURGICAL MINISTRY PROCEDURES

EUCCHARISTIC MINISTER

UPDATED: 10/24/2023

“Catholics must place the Eucharistic at the center of their lives to transform their relationships with God and their neighbors. If you are the same at the end of Mass as you were at the beginning, something is wrong. The Eucharist is the presence of Jesus, it is deeply transforming. Jesus comes and must transform you.”

--Pope Francis, Prayer Intention July 2023

ALL MINISTERS

OLGC is delighted to offer opportunities for parishioners to participate in the liturgy. Serving as a liturgical minister is a unique opportunity for individual parishioners to deepen their spirituality by taking part in the celebration of the Mass. It is also a great help to our priests and all who worship at our parish to have the liturgy celebrated smoothly and reverently.

Check-in

- **Ministry Scheduler Pro (MSP):** This app is used to schedule and manage all ministers for Mass. An email will be sent to you at intervals throughout the year to let you know when you are scheduled. You can indicate your availability and/or blackout dates on the site. You can also request a substitute on the site when needed.
- **Reminders:** MSP will send you a reminder two (2) days before your assignment. Your device's¹ calendar will also send you a reminder the day of your assignment.
- **iPad:** There is an iPad located the Narthex near the double entry doors. When you arrive at church, locate your name on the iPad and “check in” so that the Sacristan will know you have arrived and ready to serve.
- **Frequently asked Questions:**
 - Q:** Can I check in from home?
 - A:** Yes, you can check in up to 12 hours before Mass begins.
 - Q:** What if I can't make my assigned Mass and time?
 - A:** Request a sub **as soon as you know** you will need one. You can request a sub up until 10 minutes before Mass begins on the MSP app.
 - Q:** What if I arrive late for Mass?
 - A:** If you have not checked in and arrive after the bells have rung assume a substitute has been arranged. Check the iPad which should reflect the name change.

¹ MSP can download your schedule to your device's calendar (google calendar or iCal/Outlook). This is done by logging into the MSP website, My Schedule tab.

Attire

There is an expectation that you come to Mass ready to serve and properly dressed for ministry. Your appearance should be appropriate, reflecting the role you are undertaking. Common practice is professional business attire. Please make sure no clothing is too short, too revealing or too casual. Examples of acceptable attire includes: slacks, dresses/skirts resting not more than 2” above the knee and covered shoulders. Inappropriate clothing would include: spaghetti strap dresses and tops, t-shirts with wording, flip flops, campaign buttons, etc. Liturgical ministers may be called upon to serve even though they have not been previously assigned so it is good practice to be dressed appropriately whenever you attend Mass.

Before Mass

Extraordinary Ministers of Holy Communion (EMHC) (Arrival: 15-20 minutes prior to the start of Mass)

- Check-in on iPad and confirm your station.
- Proceed into the Church to secure your seat.
- **Join the Priest and other ministers in the Narthex when the bells ring to participate in a Gathering Prayer before Mass.**

The Liturgy of the Eucharist / Communion Rite

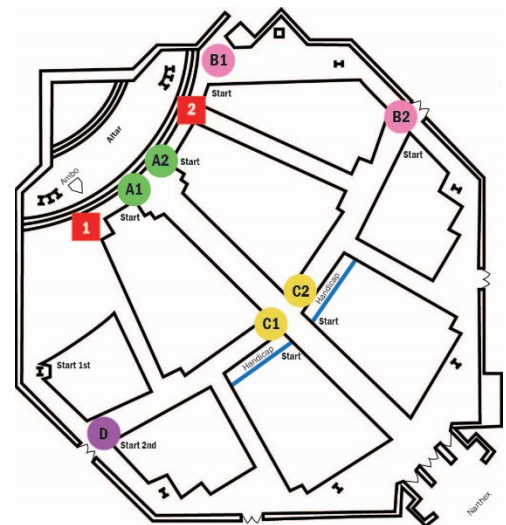
Sacristan

- At the beginning of the Lamb of God, the Sacristan proceeds to the Tabernacle, removes the small tray containing the large ciborium, any additional ciboria and the low-gluten pyx and places all vessels on the Altar and stands near the Ambo. The door to the Tabernacle remains open during Communion unless there is any consecrated hosts remaining inside. If there is, partially close the door during Communion.

Eucharistic Ministers

During the Lamb of God,

- Once the Sacristan has retrieved Jesus from the Tabernacle and is making his/her way to the Sanctuary, proceed toward the Sanctuary, and **STAND** on the floor at the foot of the steps, do not enter the Sanctuary. *Ministers do not kneel, but remain standing at this time because they are now in union with the Presider in his ministry of Communion and not part of the congregation.*
- After the Priest has consumed under both species, **EMs take cue from the Sacristan who is on the Altar and all bow in unison.**
- The Cantor and the Accompanist join the Sacristan in the Sanctuary, closest to the Ambo, to receive Communion first.



- **Once the Presider has consumed the Eucharist, he will first serve the Body and Blood Sacristan. Presider will serve Body to remaining people on the Altar and Sacristan will follow with the Cup for anyone wishing to receive.**
- **After receiving Communion, EMHC takes from the tray any ciborium, or chalice & purificator, and heads directly to their assigned station.**
 - **EMHC ministers C1, C2, B2 & D all go to their stations via the side aisles NOT down the center aisle.**
 - After Communion, as long as the Communion lines for A1 & A2 are finished, you may return to the Altar via the center aisle.
 - B1 takes the pyx with low-gluten hosts along with their ciborium to their station.
- **NOTE:** Those who wish to receive a low-gluten host should sit in Section B1.
- The Cantor will invite the assembly to stand and join in singing the Communion Song.
- Altar Servers will receive Communion after all EMHCs and before congregation by taking their places first in line at A1 & A2.
- **If you are an “A” EMHC next to the priest, out of respect for him, wait until the priest has moved to his “A” station and begin serving your respective lines at the same time.**
- EMHCs for “C” will distribute Communion to any handicapped attendees in the 1st row of the two “C” sections first, working from “outside-in” so that when finished serving any handicapped parishioners, you are located at the center to begin serving the rest of the people in your respective “C” section.
 - **“C” ministers should meet their “partner” minister at their respective outermost positions and begin serving the handicapped row at the same time.**
- **Minister “D” will serve the choir on their way to their station.**
- The Sacristan remains on the Altar or will serve as an EM if there are not enough ministers.

Holy Communion is distributed keeping in mind the following:

- Mass is a unified prayer and when something causes a distraction, it breaks that unification. Things that can cause that distraction/disruption would be:
 - People that choose to kneel instead of stand when asked to stand,
 - Raising the host too high, or
 - Taking an excessively long time to distribute Communion.
 Adhering to these guidelines, helps the cohesiveness of the Mass. Serving Communion can be done in an expeditious, reverent and hospitable way by making eye contact, keeping the host at a reasonable level (nothing above eye level) and moving through your line expeditiously with nothing long and protracted.
- EMHC places the host into the communicant's hand or on the tongue using the wording: THE BODY OF CHRIST. Elevate the host no higher than eye level.
- The Cup is administered using the words: THE BLOOD OF CHRIST. When the chalice is returned to you, carefully wipe the rim of the chalice, make a quarter turn of the cup and prepare to serve the next Communicant.
- **Intinction (dipping the body into the chalice of the precious blood) is not permitted by EMs or congregants.**
- **if any Precious Blood remains after the front half of the church has received Communion, cup ministers are asked to go to the break in the church to continue serving the Precious Blood.**

- **At the conclusion of Communion, if any Precious Blood is left in your chalice, consume any remaining blood while at your station or, if you do not want to consume what is left, return the chalice to the Altar where the Priest, Sacristan or other EMs will help consume what remains.**
- On rare instances, a person may come forward with a pyx in order to take Communion to an ill family member/parishioner. The pyx should be opened by the person presenting the pyx so the EMHC can first place the requested number of hosts (should be only 1 or 2) in the pyx; the pyx should then be closed by recipient and then the EMHC will serve the recipient. Recipient will either exit the church immediately or it is permissible for them to wait until the final blessing before leaving the church.
- If a consecrated host is dropped, pick it up and consume it. It is also permissible to “palm it” and return it to the Altar after Mass giving it to the Priest or Sacristan.
- Communion is distributed only in the Nave. Please invite any attendees who are in the Narthex to come into the Church proper to receive.
- When people come forward with arms crossed, acknowledge them in a welcoming manner. Prayerful sentiments such as: **“Receive the Lord’s Blessings,” “May Christ be Always in your Heart,” “Jesus Loves You,” “Go with God,” etc., are all acceptable.** Refrain from raising your hand in a gesture of making the Sign of the Cross.
- If you are running low on consecrated hosts:
 - Signal to the Sacristan on the Altar who will bring you more hosts,
 - Ask the Usher to assist by getting the Sacristan’s attention,
 - Get additional hosts from a neighboring EMHC or ask another minister to replace you, or
 - Break hosts
- Section “C” is our biggest section and can take the longest to serve. **After you have served all in your section, check Section “C” to see if assistance is needed. If so, proceed to station “C” and let the “primary” minister know you have arrived and they can back up slightly. As the helper, stand at a 90% angle from the primary minister with your hip up next to the pew to allow sufficient space for the Communion line to (1) move forward or (2) make the 90% turn to receive from you. This prevents bottlenecking.**
- There should be no more than two ministers at any given station (assigned minister and an assisting minister). When in doubt of where additional help may be needed, check with the Sacristan.
- Return to the Altar where the Priest or Sacristan will receive your chalice and/or ciborium and consolidate any remaining consecrated hosts into the one larger ciborium.
- EMHC “B1” returns both their ciborium and low-gluten pyx to the Altar.
- **The ablution bowl is available on the table behind the presider’s chair for any EMHC wishing to rinse their fingers.**
- **Bow at the foot of the stairs after you have returned your vessel to the Altar.**
- Sacristan returns any remaining Eucharist to the Tabernacle. **If for any reason a minister is still in the Sanctuary while the Eucharist is being placed in the Tabernacle, they are to remain in place (no movement) until after the Tabernacle door is closed.**

HOMEBOUND MINISTERS:

- Place pyx on the Altar before Mass and indicate to the Sacristan or Priest how many consecrated hosts they require.
- After being called forward at the end of Mass to receive the final blessing, go immediately to carry out your ministry or, if you have an appointed time later that day to see a homebound recipient, keep the pyx on your person (preferably in a burse) until the appointed time of your homebound visit.
- Leftover consecrated hosts (after performing your homebound ministry), may be consumed by you without returning it to the church.
- Are permitted to purify their own pyx by placing a small amount of water in the pyx, swirl it around, consume the water and dry with a clean cloth.

For additional questions, please contact Cheryl Jones, cheryl.mcmillan.jones@gmail.com.