



# LITURGICAL MINISTRY PROCEDURES

## EUCCHARISTIC MINISTER

UPDATED: 10.15.2024

## 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 by Scheduler, Charles Fulghum ([minschedule@olgcva.org](mailto:minschedule@olgcva.org)), 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's<sup>1</sup> calendar will also send you a reminder the day of your assignment.
- **iPad:** There is an iPad located in 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. It is good to personally check in with the Sacristan as well in case any juggling of assignments needs to be done.
- **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.

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<sup>1</sup> 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 / EMs) (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.
- If you are not scheduled to serve, still check in the Sacristan in case your assistance is needed.
- 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. Host ministers stand to the left of the altar servers (Ambo side) who will be standing in the center at the foot of the steps and Cup ministers stand to the right of the altar servers (Presider’s chair side). *Ideally, Host Ministers “A” & “G” will be the last two to receive Communion because Host A waits for the Presider to be ready to serve and the “G” Minister serves choir, accompanied by the Sacristan who will be busy serving the Communion Cup to the EMs at the Altar.* 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, all EMs bow in unison before entering the Sanctuary. The EM at the far right (closest to the Tabernacle) begins the line up the steps to receive Communion from the Priest.
- Once the Presider has consumed the Eucharist, he will first serve the Body and Blood to the Sacristan. Presider will serve the Body to remaining EMs and the Sacristan will offer the Cup to any EMs wishing to receive.
- After receiving Communion, EMs circle to the front of the altar and take from the tray their respective vessel and proceed to their assigned station.
- With the exception of the 10a Mass (*see notes on Page 5 for “Communion to the Choir”*), the choir will be served Communion by Minister “G” (accompanied by the Sacristan with the Cup) on the way to their station, unless a special request has been made by the accompanist.
- EM ministers “D,” “E,” “F” & “G” all go to their stations via the side aisles NOT down the center aisle.
  - After Communion, as long as Communion lines for A & B are finished, you may return to the Altar via the center aisle.
- Those who wish to receive a low-gluten host should sit in Section C.
- Minister “C” takes the pyx with low-gluten hosts and their ciborium to their station.
  - ***EMs serving a low-gluten recipient must, for medical safety reasons, sanitize their hands before distributing the low-gluten host.***
- Altar Servers will receive Communion after all EMs and before congregation by taking their place first in lines at positions A & B.
- If you are a Host or Cup Minister serving at the center front next to the Priest, out of respect for him, wait until the priest has moved to his “B” station so all ministers can begin serving Communion at the same time, standing with the back of your feet up against the step to allow for ease of traffic flow.
- EMs for sections “E” and “F” distribute Communion to anyone in the handicapped row (1<sup>st</sup> row of “E” & “F” sections) first, working from “outside-in” so that when finished serving handicapped attendees, you are located at the center to begin serving the rest of the people in your respective sections. *Note: There are occasions when a handicapped parishioner is seated at the back of the church. When this happens, an Usher will escort you to the recipient after you have finished distributing to your Communion line.*
- Minister “G” serves two small sections on the choir side of the Church, serving the front section first and then turning and serving the rear section. (See map)
- Stations “I” & “J” are used at special occasion Masses such as Easter Sunday or Christmas Eve. Station “H” is used at the discretion of the Sacristan.



- After assisting to serve the Cup to the choir, the Sacristan returns and remains at the Altar to replenish hosts as needed or, in cases of an insufficient numbers of Communion ministers, will serve as an EM.

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 a 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.
- EM 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 Cup is returned to you, carefully wipe the rim with your purificator, make a quarter turn of the Cup and prepare to serve the next Communicant.
- Intinction (dipping the body into the Cup of the precious blood) is not permitted by EMs or congregants.
- Cup Ministers, at the conclusion of Communion:
  - consume the remaining blood either
    - (1) while at your station or
    - (2) return to the Altar and consume it, *OR*
  - If you do not wish to consume what is left, return to the Altar where the Priest, Sacristan or other EMs will help consume what remains in the Cup.
  - Place the used purificator on the tray NOT IN THE CUP.
- 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 EM 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 EM 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 Communion 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 EM, or
  - Break hosts
- Sections "E" & "F" are our biggest sections and can take the longest to serve. After you have served all in your section, check those center back sections to see if assistance is needed. If so, proceed to station "E" or "F" and let the "primary" minister know you have arrived by tapping them on the shoulder so 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 (stand on the black floor disc next to the front wooden kneeler) to allow sufficient space for the Communion line to (1) move forward or (2) make the 90° turn to receive from you. This prevents bottlenecks.
- 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.
- For Communion to the choir:
  - For all Masses except the 10:00a (see below for special instructions): Host Minister will walk directly up to the musicians at their microphone to serve them. Sacristan will follow with the Communion Cup. Please be aware that the accompanist, seated at the piano, may continue to play, requiring you to serve him/her on the tongue.
  - Sacristan will return to the Altar and EMHC G will proceed to their station.
  - **For the 10:00a Mass only:** An additional designated Host Minister will stand on the designated floor disc marked "host" on the floor in the choir area near the piano, with the Sacristan offering the Cup, standing on the designated floor disc marked "cup." Choir members will file out to receive Communion. Please be aware that the accompanist, seated at the piano, may continue to play, requiring you to serve him/her on the tongue.
- Return to the Altar after you have completed distributing Communion where the Priest or Sacristan will receive your cup and/or ciborium and consolidate any remaining consecrated hosts into the one larger ciborium.
- EM "C" returns both their ciborium and low-gluten pyx to the Altar.
- The ablution bowl is available on the small table directly behind the Altar for any EM wishing to rinse their fingers after Communion.
- Bow at the foot of the stairs after you have returned your vessel to the Altar and return to your seat.
- Sacristan returns any remaining Eucharist to the Tabernacle. If 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 you require. If you require more than one host, please write the number of hosts needed on a small piece of paper and place that paper with your pyx on the Altar. If there is no paper, Sacristan will assume only one host is needed.
- If you are serving as an EM at Mass, after returning your ciborium to the Altar, please move and stand behind the Presider's chair and wait to receive your pyx and final blessing from the priest.
- If you are NOT serving as an EM, once you have received Communion in your Communion line, proceed to the Sanctuary and stand behind the Presider's chair and wait to receive your pyx and final blessing from the priest.
- You will be dismissed from Mass after receiving your pyx.
- 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.
- You may consume any leftover consecrated hosts (after performing homebound ministry), without returning it to the church.
- You are permitted to purify you own pyx at home by placing a small amount of water in the pyx, swirl it around, consume the water and dry it with a clean cloth.

For additional questions, please contact Cheryl Jones, [cjones@olgcva.org](mailto:cjones@olgcva.org) or [cheryl.mcmillan.jones@gmail.com](mailto:cheryl.mcmillan.jones@gmail.com).