



## LITURGICAL MINISTRY PROCEDURES

### EUCCHARISTIC MINISTER

UPDATED: 10.12.25

## ALL MINISTERS

OLGC is delighted to offer parishioners opportunities to participate in the liturgy. Serving as a liturgical minister deepens spirituality and helps the liturgy flow smoothly and reverently.

### Check-In

- **MSP App:** Used to schedule and manage assignments. Enter availability, set blackout dates, and request substitutes as needed. Sub requests can be made up to 10 minutes before Mass.
- **Reminders:** MSP sends reminders two days before your assignment; your device calendar will also alert you the day of Mass.
- **iPad in Narthex:** On arrival, locate your name and check in so the Sacristan knows you are present. You may also check in from home up to 12 hours before Mass. If you arrive late and the bells have rung, assume a substitute has been arranged.

### Attire

Come dressed appropriately for ministry, reflecting professionalism and reverence. Common choices: slacks, dresses/skirts no more than 2" above the knee, and covered shoulders. Avoid clothing that is too short, tight, casual, or revealing (e.g., flip flops, spaghetti straps, t-shirts with wording, campaign buttons). Ministers may be asked to serve even if not scheduled, so dress appropriately whenever attending Mass.

### Before Mass

#### **Extraordinary Ministers of Holy Communion (EMHC / EMs)**

**Arrival Time:** Please arrive 15-20 minutes before Mass begins.

- Check in on the **iPad** and confirm your station.
- Proceed into the Church and find a seat.
- If you are **not scheduled** but are available to serve, check in with the **Sacristan** in case your help is needed.
- When the **bells ring** (5 minutes before Mass begins), join the Priest and other ministers in the **Narthex** for the **Gathering Prayer**.

# THE LITURGY OF THE EUCHARIST

## During Communion

### 1. Movement During the Lamb of God

- When the **Sacristan retrieves the ciboria** from the Tabernacle at the start of the *Lamb of God*, **ministers proceed toward the Sanctuary.**
- **Stand** on the floor at the foot of the steps, flanking the altar servers:
  - **Host Ministers (A - G)** → left side (Ambo side)
    - A & G should be the last to receive so stand closer to ambo/choir end
  - **Cup Ministers (1 - 7)** → right side (Presider's chair side)
    - 1 & 2 should be the last to receive so stand next to the altar server closest to the Tabernacle
- **Remain standing** — do not kneel. You are now united with the Presider in the ministry of Communion.

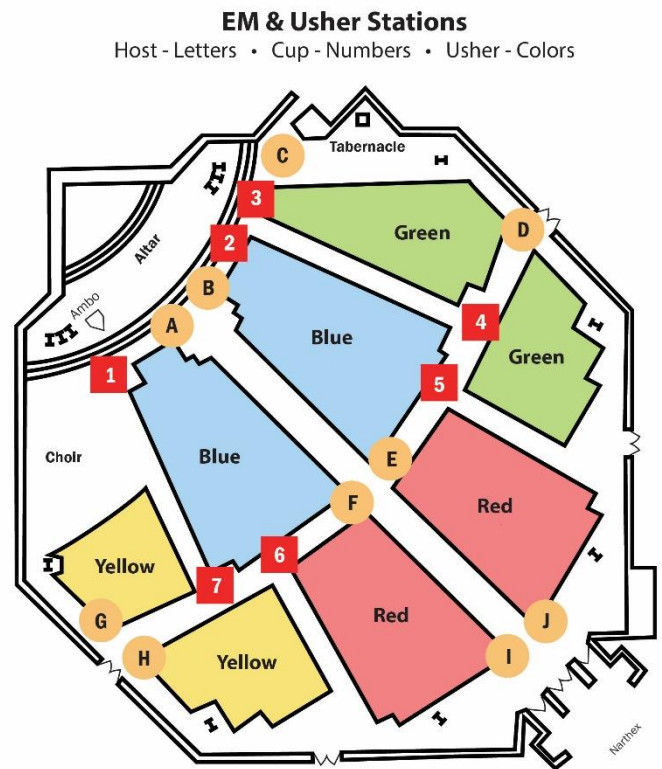
### 2. Entering the Sanctuary

- After the Priest has consumed the Eucharist—both body & blood:
  - All ministers **bow in unison** before approaching the Altar.
  - Sacristan will receive Communion first, then...
  - EM at the **far right** (closest to the Tabernacle) begins ascending the steps.
  - The Presider distributes the Body of Christ to the EMs.
  - The Sacristan/Deacon offers the Cup to EMs who wish to receive.

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### 3. Going to Your Station

- After receiving Communion:
  - **Take your respective vessel** from the tray by rounding to the front of the Altar.
  - Proceed directly to your **assigned station**.
  - **Host Ministers "A" and "G"** should receive Communion last:
    - "A" begins when the Presider moves to station "B."
    - "G" serves the choir at the 4p & 8a, accompanied by the Sacristan.
- **Use the side aisles**, not the center aisle, to reach your station.
- Those needing **low-gluten hosts** sit in **Section C**:
  - **Minister "C"** distributes low-gluten hosts and **MUST** use hand sanitizer before serving a low-gluten host.



### 4. General Guidelines for Distribution

Say:

**Host** → *"The Body of Christ"*

**Cup** → *"The Blood of Christ"*

- Raise the host only to **eye level**.
- **NO intinction** (dipping of host in Cup)
- Move **steadily and reverently** through your line:
  - Eye contact, brief but hospitable interaction.
  - Avoid distractions (no unnecessary gestures or prolonged pauses).

### 5. Special Notes for Certain Stations / Circumstances

- **Center-front ministers (A, 1 & 2)** *wait* to begin until the **Presider** moves to position "B" — this keeps distribution synchronized.
- **Sections E & F**:
  - Serve **handicapped pews** first, from outside in, then...
  - Move to the designated floor disc and begin serving your full section.
  - If needed, ushers may escort you to those with mobility issues seated at the back after you have finished serving your section.
- **Minister "G"**:
  - Serves two choir-side sections: front first, then rear.

- **Someone comes forward to receive a blessing with arms crossed:**
  - Offer a welcoming phrase like: Peace be with you / The Lord is with you / Walk in God's love
  - **Do not make the sign of the Cross or touch them.**
- **Communion for the Sick:**
  - On rare occasions, an individual may approach with a pyx to receive a host to bring to a sick spouse or family member. The person should open their pyx and hold it out so the EM can place the appropriate number of hosts (typically one or two) inside. After the pyx is closed by the recipient, the EM should then offer Communion to the person themselves. The individual with the pyx may either leave immediately or remain until after the final blessing.
- **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 (refer to the map for all stations).

## 6. If You're Running Low on Hosts

- Signal to the Sacristan at the altar,
- Ask an usher to assist,
- Request hosts from a neighboring minister, or
- **Break hosts** if needed

## 7. Communion to the Choir

- **All Masses except 10:00 am:**
  - "G" Minister walks to choir members at their microphones.
  - Sacristan follows with the Cup.
  - Pianist may need to be served **on the tongue** if still playing.
- **10:00 am Mass only:**
  - Host and Cup Ministers stand on floor markers in the choir area.
  - Choir members come forward to receive.
  - Pianist may need to be served **on the tongue**.
- **5:00 pm Mass:**
  - **Sacristan** is usually the one who **serves the choir** between songs, following the guideline of walking up to each choir member at their microphones.
  - **Sacristan sends an available Cup** minister to the choir when they are free.

## 8. After Distribution

- Return to the altar.
  - OK to return to the altar via the center aisle if A/B is finished
- **Return vessels** to the respective trays:
  - **Ciborium** → hand to Sacristan/Priest or place on tray for consolidation
  - **Cup** → consume remaining Precious Blood (1) at your station **or** (2) once at the **alternate credence table behind the stanchion**.
  - If you **do not wish to consume** the remaining Precious Blood, return the cup to the same alternate credence table.
  - Place used **purificators** on the tray (not inside cups)

- **Minister "C"** returns low-gluten pyx and ciborium to Altar.
  - Use the **ablution bowl** (behind Altar) to rinse your fingers if desired.
  - **Bow** at the foot of the steps before returning to your seat.
  - **Remain still**, in place, if **Jesus is being reposed to the Tabernacle**. Once the door is closed, bow and proceed to your seat.
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## HOMEBOUND MINISTERS...

- Place the 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 them to the Church.
- You are permitted to purify your own pyx at home by placing a small amount of water in the pyx, swirling it around, consuming the water, and drying 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).