



# Holy Spirit Parish

## Liturgical Ministry Guidelines

### Eucharistic Minister

Updated August 2017

1. As soon as you arrive at church, sign in on the ministry sheet (located near the Book of the Gospels) or check to see if there are any volunteer positions to be filled.
2. The first three EMs (four at the 10 am) to sign in should also sign up to bring the needed vessels to the altar:
  - the tray of cups at the preparation of gifts
  - the ciborium from the tabernacle in the Chapel
  - the plates during the sign of peace. Sign up is on the bottom of the sign-in sheet.
3. Pick up a cross for Eucharistic ministers found hanging on the pillar near the sign-in board and wear it during Mass. After Mass, return it to the rack.
4. **DIRECTIONS FOR THE 3 or 4 MINISTERS TAKING VESSELS TO THE ALTAR:**
  - Minister bringing cups:
    - a) As soon as Fr. Tom moves to the altar to receive the gifts, the tray of cups is brought forward from the credence table.
    - c) Set the tray on the west side of the altar and return to your place.
  - Minister(s) bringing plates:
    - a) After the sign of peace and as the singing of the Lamb of God begins, move to the credence table and take the plates to the altar.
    - b) Remain around the altar
  - Minister going to the tabernacle
    - a) *After the Our Father and before the sign of peace*, proceed **IMMEDIATELY** to the chapel to get the ciborium
    - b) Take the ciborium to the altar. You do not need to remove the lid.
    - c) Remain around the altar
5. **DIRECTIONS FOR ALL OTHER EUCHARISTIC MINISTERS:**
  - **Move quickly** to the altar as the congregation sings the Lamb of God.
  - Be sure to sanitize your hands.
  - After Father Tom has offered the host to the first minister, he will then offer this person the cup. This first minister then offers the next minister the cup. After receiving from the cup, the second and third ministers take a cup from the altar to help offer the cup to the other ministers. (At the 10:00 am liturgy, there should be 4 ministers helping share the cup.)
  - **At all Masses, a minimum of 3 people should move to help pass the cups to the other ministers. At 10:00, 4 people are even better.**
  - All other ministers remain standing in the circle to receive the host from Father and the cup from one of the ministers.
  - **DO NOT MOVE TO THE ALTAR TO TAKE A PLATE OR A CUP UNTIL ALL OF THE EMs AND SERVERS HAVE RECEIVED COMMUNION. THEN TOGETHER MOVE TO THE ALTAR, TAKE A VESSEL AND MOVE TO DISTRIBUTE TO THE ASSEMBLY.**
  - Watch for those who need you to bring communion to them. The elderly, those with limited mobility, those in wheelchairs, etc. Do this before you distribute to the rest of the assembly. (If you are the bread minister, make sure there is a cup minister coming with you.)

## 6. PURIFYING THE VESSELS

- As you finish at your station, if you are a **minister of the cup**:
  - 1) Move to other stations to help other lines finish more quickly
  - 2) Or check to make sure other EMs have enough consecrated wine,
  - 3) Don't forget to check that the ministers to the choir have enough wine
  - 4) Consume any extra consecrated wine that you may have after you are sure no one else needs assistance/more wine. (If you are unable to consume all of it, just place it on the altar.)
  - 5) Place your cup on the tray which is on the altar where Fr. Tom or a deacon will purify the vessels.
  - 6) Do not place the purificator in the cup or on the tray. Return the purificator to the sacristy and place it in the blue Rubbermaid container.
  - 7) Return to your place.
- As you finish at your station, if you are a **minister of the bread**:
  - 1) Check to see if other EMs might need your help.
  - 2) Place any unconsumed hosts back into the ciborium on the altar.
  - 3) Take your plate to the sacristy and place it on the counter.
  - 4) Return to your place.
- The minister who brought the ciborium from the tabernacle waits at the altar until all of the eucharistic ministers have finished distributing and have emptied any remaining consecrated hosts into the ciborium. Then this minister returns the ciborium to the tabernacle.
- The minister who brought the tray of cups to the altar waits until Fr. Tom or a deacon has finished purifying the vessels and then takes the tray of cups back to the sacristy and places it on the counter.

### Additional Notes:

- Feel free to acknowledge the children who come up with their parents. Simply make the sign of the cross over them and say "God bless you" or just "Bless you" before distributing to their parent. Do not touch them with your hand which you are using to distribute.
- Don't forget to distribute to the music ministers.
- If a host is dropped, please pick it up and hold it until you are able to give it to either Roxane, Deacon Joe or Father Tom.

Number of EMs needed for each Mass:

4:30 p.m.	9 plus presider
8:15 a.m.	10 plus presider
10:00 a.m.	15 plus presider
6:00 p.m.	9 plus presider

*If you are unavailable for your scheduled week,  
please request a sub through the **ONLINE WEB TERMINAL**.  
Contact [Roxane Kadrlik Chlachula](#) or [Lisa Jessen](#) in the church office with any questions.*

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