

There will be 11 Ministers per Mass:

2 large crosses with white cords—Bread Ministers:

At the Sign of Peace, these two people will go to the Chapel (located near west entrance) and bring the Ciborium from the tabernacle to the altar. When placing the Ciborium on the altar, remove lids and place above the Ciborium at the east edge of the altar. **When bringing the Ciborium to the altar, please walk down the center aisle. There is a hand sanitizer product by the tabernacle for you to wash your hands at that time. When returning the Ciborium to the tabernacle, please use the center aisle again.**

6 small crosses with black cords—Cup Ministers:

At the Sign of Peace, these six people will go directly to the altar. (The cups and purificators will already be on the altar.) You are asked to stand back from the altar until time to go to your distribution stations. **Please line up on the altar on the side to Father's left and across the back, leaving room for two bread ministers going to the Tabernacle. DO NOT stand to Father's right. This is a MUST for video-camera purposes.**

3 large crosses with black cords—Bread Ministers:

Wash your hands (use hand sanitizer on credence table—a little dab will do). Washing hands station on left of credence table. First Bread Minister should take the plate(s) from the credence table to the altar and place in proper position. Stand away from the altar. **Father Jerry will distribute hosts to the plates and also communion to all ministers present on the altar, as well as the cantor and musician/s. Please consume your host as soon as it is ministered to you. When a deacon is present at Mass, it is his duty to assist Father in the distribution of communion to the Ministers on the altar. Deacons will take a cross down if they are present, and will always distribute at the left front position.**

The arrangement of plates and cups and the distribution stations are listed on a separate page in this material. Please study to make sure you understand the placement of items.

ALL MINISTERS WHO SERVE WILL BE RESPONSIBLE FOR: (a) Washing the dishes and (b) bringing the washed cups and plates and 6 purificators (cloths for the wiping of the cups) to the credence table (near the altar) after the 5:00 Mass on Saturday and 9:30 Mass on Sunday. Lifeteen Mass is now the 11:00 AM Mass so the ministers at the Lifeteen Mass on Sunday at 11:00 AM need to put everything away after that Mass. This responsibility is part of your commitment—please do not leave it for the other team members.

GUIDELINES

1. Ministers must pick up their cross **AT LEAST 5 MINUTES** before Mass. If regular team member arrives late and crosses are gone, please understand the subs who stepped forward are doing their duty by taking the cross before Mass begins.
2. Any crosses remaining within **5 minutes of Mass should be taken by volunteers present at Mass**. Please take crosses **before** Mass begins. **IF A CROSS REMAINS AFTER MASS BEGINS—WAIT UNTIL THE USHERS TAKE UP THE COLLECTION TO GO UP AS THERE IS ALREADY MOVEMENT; HOWEVER, THE IDEAL TIME IS STILL BEFORE MASS.**
3. **SUBSTITUTES MUST BE ARRANGED FOR BY YOURSELF!** We do have an ample list of subs, so please use it; or switch with other team members. **It has been brought to our attention that people are neglecting to use our subs, and are not calling anyone for a replacement. Let's see if we can improve in this area.**
4. The two (2) large crosses with white cords—at the Sign of Peace these two (2) ministers will go to the Tabernacle (Blessed Sacrament Chapel) and bring in the ciborium(s), using the center aisle of the church. After Communion, these same ministers will return the Hosts to the Blessed Sacrament Chapel, once again using the center aisle.
5. At Communion time—all ministers will receive from the cup ministered to them by another—Fr. Jerry will give a cup to a wine minister who in turn will consume and distribute to the other ministers. Father Jerry will also distribute wine to the other ministers on the altar until all have received. Father will place the cup he uses back on the altar where he picked it up, or hand it to the cup minister he is closest to. Please note where he picked the cup up from as this tells you which position to take when distributing to the congregation.
6. **After Communion, clear the Bread plates of all particles; particles are to go into cups with consecrated wine remaining, not the ciborium—then consume the wine at the credence table—WITH YOUR BACK TO THE CONGREGATION. If you are not going to return ciborium to the Tabernacle, please do not wait at credence table—once you have consumed the remainder of your wine or placed plate on credence table, please return to your place in the congregation. The only people that need to be at the credence table are the ministers going to the Tabernacle with the ciborium.**
7. Please observe **proper dress** when serving as a Minister of the Eucharist. We do realize, however, sometimes we don't always dress to serve, but need to act as a sub at the last minute. If you feel you are too "scantily clad," please borrow a sweater to wear.
8. **Of note: if you are present at a mass for which your team is not assigned, and there are crosses left, it is part of your commitment to feel the obligation to assist at that mass.** (Example: you are on team "A" for 9:30 mass and go to 5:00 or 11:00 mass and notice crosses left—it is part of your commitment to this ministry to assist.) Thanks for your cooperation of carrying out your commitment, whenever a need arises.
9. **For spacing purposes, it is important that the side on the altar as Indicated in diagram, be left open. Leave room so Cable TV is not blocked out of view of altar and Father.**

10. **It is important to note the position where you picked up your cup/plate, as this determines where your station is.**
11. Bread ministers across the front will distribute Communion this way:
 - a. One bread minister and one cup minister will stand at the west wall to distribute to congregation sitting in pews to the left of the altar (when on altar). After those people have been served, these two ministers will join the other two ministers at the front of the church to continue distribution.
 - b. Stand where you normally stand until the PERSONS IN THE FRONT PEW are distributed to.
 - c. After persons in front pew are distributed to, move to and stand at a 45-degree angle in front of the persons in the front pew and continue to distribute communion to persons coming down aisle as before. Stand in about 6 feet from aisle.
 - d. Ministers with white cords always go to the chapel to bring in ciborium. They also always go to the east side of the church to distribute the bread. One bread minister and one cup minister will go directly to the back of the church to minister to the congregation seated behind the cement pillars (ushers will direct congregation). There are marks on the floor as to where to position yourself.
 - e. When the choir is present, the choir will receive communion first. Then bread and cup ministers reposition themselves according to floor markings to distribute to the congregation seated in the east section of the church
12. If you notice the altar cloth really soiled, please change after Mass.
13. If you notice someone in a wheelchair or handicapped that cannot come forward to receive Communion, go to them first before stopping at your appointed station.
14. **The ushers always return the key to the hook in the usher's room. Please leave key in tabernacle once you have returned the ciborium there.**
15. **CUP MINISTERS: When you place your empty wine cup on the credence table, your used purificator needs to be laid across the top, NOT STUFFED INSIDE.**
16. **Only the ministers returning the ciborium to the sacristy need to remain at credence table after communion distribution. If you can get back to your original place in the sanctuary, please do so at this time; do not congregate at the credence table.**
17. **NEW REGULATION: Before wine cups are washed in the sacristy, a little water needs to be added to the cup and consumed. It is no longer proper to just place cup in sink to wash—needs to be rinsed and contents then consumed.**

MUST READ INFORMATION—ITEMS DISCUSSED AT FALL REFRESHER MEETINGS. IF YOU HAVE QUESTIONS, CALL FRANK & DORI (715-425-6659)

- A. Since more people are choosing to receive communion in the back, the bread and cup positions have been moved for crowd control. Please note new positions of “B” and “C” tapes on floor.**
- B. No Eucharistic Ministers are to be taking communion to people in the nursery. There is a TV on in the nursery and people attending mass in there can see when it is communion time and come to the Minister in the church. This should eliminate the Minister returning from the nursery to find the ciborium have already been taken to the Tabernacle. Ushers have been instructed to bring those in attendance in the nursery to the sanctuary to receive communion.**
- C. As always, when the choir is present, they will receive communion first. A bread minister with a ciborium will minister to the choir first. The cup minister that usually is positioned in the east aisle will position him/herself to the right of the bread minister. When choir is finished, bread minister will position him/herself to minister to those in attendance seated in the east section. Cup minister will move to the center of the east aisle.**
- D. It was pointed out that some ministers are not assisting with the washing of dishes. It is important that everyone check in to make sure there is sufficient help. If you are not needed, then you may leave. Everyone should know the procedure in the event you are left to take care of things yourself.**
- E. If you are a minister in the front of the church and finish and they are still receiving communion in the east section, ONE of the bread ministers should move to assist that section. The other ministers should place their plates on the credence table and return to their seats—it is not necessary to congregate at the credence table. The only two remaining there should be the two returning the ciborium to the Tabernacle. No Bread Minister should be going to the back of the church once they finish in the front—Father goes back. This creates unnecessary movement.**