

St. Bridget Parish Eucharistic Minister Guidelines

Revised: April, 2018

Before Mass

- Ministers scheduled on a team must arrive a minimum of 5 minutes before the start of Mass. If you are unable to attend Mass on your scheduled day, it is your responsibility to find a replacement from the sub list.
- If crosses remain after 5 minutes before the start of Mass, volunteers (those not scheduled) will be needed. Please pick up a cross before Mass begins or wait until the presentation of the gifts.
- Select a cross from the rack near the credence table
 - **2 large crosses with white cords** – Bread ministers who at the sign of peace will go to the chapel and bring the ciborium from the Tabernacle to the altar
 - **6 small crosses with black cords** – Cup ministers
 - **3 large crosses with black cords** – Bread ministers
- There are typically 11 crosses hanging before the start of Mass. If a Deacon is present, he will take one bread cross from the rack and only 10 ministers are needed.
- Father will make the decision at the presentation of the gifts if an extra bread and cup are needed for parish hall overflow. Father will go to the credence table and hang up two crosses with a blue cord. He will take the extra cup and ciborium from the bottom shelf of the credence table and put them on the Altar. The ministers that pick up the crosses with the blue cords will be the bread and cup ministers (as labeled on cross) in the parish hall. Position yourselves just past the last row of chairs in the hall and make sure there is sufficient distance between the bread and cup to allow for flow of traffic.

During Mass

- At the sign of peace, ministers wearing large crosses with white cords go to the chapel and bring the ciborium from the Tabernacle to the altar.
 - The ushers will ensure the key is in the Tabernacle before Mass begins.
 - There is hand sanitizer near the Tabernacle. Sanitize your hands before returning to the altar.
 - As you enter the Chapel you should genuflect or bow out of respect.
 - Remove the ciborium (close the Tabernacle but do not lock) and bring them to the altar using the center aisle of the church.
 - Place the ciborium to the right of Father and remove the covers before taking your place with the others behind Father.
- At the Lamb of God, all other ministers come to the altar
 - Bread ministers (large crosses); go to the credence table first to sanitize your hands.
 - The first bread minister to finish hand sanitizing will take the bread plates from the credence table and place in the proper positions on the altar (Father may have done this already).
 - Cup ministers go directly to their positions on the altar.
 - Ministers should line up starting at Fathers left then across the back. Do not stand to Fathers direct right. This area needs to be kept clear for the servers and musicians.

- Father will first distribute the Host to the first minister to his far left and then also present the cup to this minister. He will then distribute to all ministers on the altar - consume the Host as soon as you receive. The cup minister will follow Father with the cup and offer to ministers.
- Father will take a second cup from the altar and serve starting from the other end of the line. If there is a Deacon present, he will minister the cup along with Father.
- After all ministers have received the cup, move toward the altar and take either a cup or plate depending on the cross you selected before Mass. It is important to note the position where you picked up your cup or plate. This position determines where your station is located. Study the map provided to reduce confusion. Altar positions correlate to positions on the floor.
- Move to the station that corresponds to the position of the cup or plate on the altar. As you approach the general area, look for the letters "B" for Bread Minister and "C" for Cup Ministers on the floor for the exact location.

Distributing the Host and Cup

- Bread ministers raise the Host and say, "The Body of Christ". When the communicant responds "Amen" the minister places the Host in the person's outstretched hands (most common) or on the tongue (less common).
- If a parishioner comes forward with arms folded across their chest (could be either small children or adults) they are not looking to receive, simply extend your hand and offer a simple greeting such as "God bless you" or something similar. Offer a similar greeting to small children who accompany an adult.
- If a Host is dropped, the minister should pick it up and hold on to it to be consumed later. Consume the Host yourself (or ask another minister) at the credence table or place in a cup of water until fully dissolved and pour the water into a plant inside or a garden outside.
- When the choir is present or when the choir area is being used for overflow, the extra bread and cup minister on Father's side will serve that area first and then move back to the front stations.
- Ministers of the cup raise the cup and say, "The Blood of Christ." The communicant responds with "Amen," and receives the cup from the minister. Let the communicant hold the cup completely unless it is someone you determine could use help to steady the cup such as a younger child.
- Wipe the edge of the cup with the purificator then turn the cup a quarter turn before presenting to the next in line. Unfold the purificator and try to use a different, clean section to wipe the cup each time.
- If any of the Precious Blood spills, the minister should use the purificator to wipe up the spill. For larger spills, lay the purificator over the spill until communion is finished. A new purificator can be found at the credence table or in the sacristy drawer.
- Some may take the Host in their fingers and dip the Host into the cup. This practice, known as intinction, is discouraged because it does not fully express the meaning of Jesus' words to "take and drink."

After Distributing

- Bread ministers should remain in position until all communicants have received in their area. Look to see if additional support is needed at a nearby station. To reduce the amount of unnecessary movement, never go from the front of the church to the back to provide additional support. Father will make a loop around the church to serve those who are unable to come forward. If one or more cup ministers from the front have Precious Blood remaining, they can follow Father and offer the cup to those that can't come forward.

- If you are not needed at another station, return to the credence table.
- All remaining consecrated Host should be placed back into the ciborium. Any crumbs that remain should go into a cup with consecrated wine remaining to then be consumed at the credence table. Crumbs should not go back into the ciborium.
- Ministers with black cords can then return to their seats with the congregation.
- The two ministers with white cords will ensure all remaining Host are placed in the ciborium and will return the ciborium to the Tabernacle. **After the 11am Mass, Father will also give you the "Low Gluten" ciboria to bring back with the others. Close and lock the Tabernacle but leave the key in the lock.
- Cup ministers should remain in position until all communicants have received in their area. Look to see if additional support is needed at a nearby station. If you run out of the Precious Blood, simply place your purificator over the top of the cup.
- After all have been served, return to the credence table, and with your back to the congregation, consume any remaining Precious Blood. If a large amount of the Precious Blood remains, other ministers should be willing to help consume the remainder. All remaining Precious Blood must be consumed.
- Cup ministers then place the purificator over the top of the cup (not inside) and place the cup in the basket. At that point you can return to your seat with the congregation.
- Only the ministers with white cords returning the ciborium to the sacristy need to remain at the credence table after communion.

After Mass

- All ministers who served are expected to assist in washing the plates and cups used during Mass – if you were a last minute volunteer you are not obligated to stay but any help would be appreciated.
- Immediately after Mass, take all used cups, plates and purificators from the credence table to the sacristy to be washed.
- Washing instructions are posted near the sink.
- Before cups are washed, pour a small amount of water into each cup and consume. This will ensure that no Precious Blood goes down the drain. PLEASE DO NOT SUBMERSE THE CUPS IN WATER.
- After the 5:00 Saturday Mass and the 9:30 Sunday Mass, bring the washed and dried cups, plates and 7 clean purificators to the credence table to be ready for the next Mass
- After the 11:00 Mass, all washed cups and plates should be put away in the cupboard
 - Remember, this is an important part of your commitment to this ministry – please do not assume that others will stay