July 2016

**Procedures for Eucharistic Ministers**

**BEFORE MASS**

* At least 5 minutes before Mass starts, place a check near your name on the schedule located on the table near bulletin board in narthex to indicate you are present.
* On the same schedule, note again your particular position (e.g., B1, C3, etc.) and refresh your memory of that location on the chart near the schedule.
* It’s a helpful idea for ALL EMs, when arriving for Mass, to check the schedule on the narthex table to make sure they are or are not scheduled for that Mass.
* If it’s helpful, go into the church and sanctuary and locate your position behind the altar and in front of the congregation for Communion.

**AT COMMUNION**

* As soon as the Sign of Peace is over, EMs move quickly, but reverently to their respective positions behind the priest in the sanctuary standing BEHIND their respective floor sticker.
* Priest will first give a consecrated host to C1; then offer C1 one of the four communion chalices.
* After drinking from chalice, C1 holds onto that chalice.

*(Priest then offers the consecrated bread to Servers, Music Minsters, and other EMs.)*

* With the chalice, C1 follows priest and offers the chalice to the Music Minister, Servers and other EMs.
* Priest may begin offering another chalice to EMs from the opposite end.
* C1 returns to his/her position behind altar with the chalice.
* Priest will then hand the bowls of hosts and chalices to the other EMs.
* When priest moves to his Communion station down on the church floor, the Bread EMs move to their stations FIRST. As the Bread EMs descend the stairs, then the Chalice EMs move to their stations.

**Consecrated Bread EMs**: Hold up the host and say “The Body of Christ.”  
 When the person says, “Amen,” place the host is his/her hand or on tongue.

**Consecrated Chalice EMs**: Offer chalice to person and say “The Blood of Christ.”  
 When the person says “Amen,” let the person take the chalice in hand and take a sip.   
 When person returns chalice to EM, EM wipes both the inside and outside of the rim where the  
 person drank and then rotates the chalice slightly for the next person.

**AFTER COMMUNION**

* As Communion ends, all EMs return to their positions behind the priest in the sanctuary.  
   Note: The Consecrated Bread EMs return the bowls of hosts to the altar; the Chalice EMs hold onto   
   their chalices in their positions behind the priest.
* Priest will combine hosts into one bowl and turn and hand the empty bowls and his chalice to the Consecrated Bread EMs.
* All EMs then move into the sacristy to deposit their sacred vessels and purificators on the counter near the sacrarium sink. *(NOTE: Sacristan will purify and clean the chalices.)*
* If there is consecrated wine left over, EMs can assist each other consuming the remainder in the sacristy.
* All the EMs return to their places in the church as quickly and reverently as possible using either side door of the sacristy.