



GENERAL INSTRUCTIONS FOR ALL EUCHARISTIC MINISTERS

1. **Arrive at least 10 minutes prior** to the start of Mass and enter the vestry. Place a check by your name on the schedule.
2. Review the instructions for your place to serve, and then review the position location on the altar diagram.
3. Before reciting the Lord's Prayer, leave your pew and form a circle along the pulpit side of the altar to join hands, making sure to close the circle.
4. The parish web site will have the most current Eucharistic Ministers schedule information and it is suggested that you check it each weekend.
5. Important: After the recessional song is finished and Mass ends, Bread Ministers (B5) and (B6) and Cup Ministers (C5) and (C6) proceed to the altar to help with clean-up (see "After Mass Instructions"). All ministers should return to the altar to see if their assistance is needed in the clean-up.

GENERAL INSTRUCTIONS FOR ALL BREAD MINISTERS

1. Note: If the bread minister sees a # symbol by their name on the list, this indicates that they have additional duties in lieu of the priest who will be distributing Eucharist at that assigned position. Familiarize yourself with the additional duties for the priest's position to carry out before or during Mass.
2. Before the Lord's Prayer, leave your pew and form a line along the pulpit side of the altar to join hands and say the Lord's Prayer, making sure to close the circle.
3. Following the Sign of Peace step towards the altar to begin your assigned duties.
4. If you are bread minister (B1), (B3), (B7) and (B8) and assigned to fill the bowls, use your fingertips and both hands. Do not rush; use a reasonable pace to evenly fill the serving bowls.
5. For children/adults not receiving Communion (arms crossed over their chests), place your hand on their shoulder and say, "God Bless You."
6. When a bread minister finishes distributing hosts at their station, they should look around to see if any other stations appear to be backed up. If so, proceed to that station and position themselves to the side of the minister. Tap the minister on the shoulder to let them know you are there to assist in distributing communion.



7. If you are a bread minister and both ministers at your station are finished, one of you should take both bowls back to the credence table while the other returns to their seat. Please do not carry more than 2 bowls at a time. Remove the two large bowls from the altar and consolidate all unused hosts into a single large bowl on the credence table.
8. Bread minister (B9) should return the bowl with the consecrated hosts to the tabernacle.
9. Important: After Mass ends, Bread Ministers (B5) and (B6) proceed to the altar to help with clean-up (see "After Mass Instructions").

GENERAL INSTRUCTIONS FOR ALL CUP MINISTERS

1. Before Mass, Cup Minister #1 (C1) check to ensure the tray on the table at the back of the altar is set up with 5 cups, 6 purificators should already be in place on the altar, and the pitcher on the tray in the Narthex should contain wine.
2. Before reciting the Lord's Prayer, leave your pew and form a line along the pulpit side of the altar to join hands. Recite the prayer.
3. Following the Sign of Peace, step forward to the edge of the carpet towards the altar to begin your assigned duties. Cup Minister #1 (C1) steps forward first, and receives the pitcher from the priest, (C1) then proceeds to the rear of the altar and quickly pours the Most Precious Blood evenly into the cups waiting on the table. (C1) then carries the tray of cups to the altar and places the tray to the right side of the priest.
4. As each cup minister receives and then consumes the Body of Christ, they are to step forward to accept a cup and a purificator from the priest (see Figure 2). (C1) should step forward first and accept the chalice.
5. Cup Ministers, serve yourself from the cup, then serve the Bread Ministers.
6. (C2) and (C5) When serving, stand as close to the row of seats as possible (see Figure 3b).
7. (C3) and (C4) When serving, stand on the carpet at the corner of the tile step to the sanctuary so as to serve the congregation coming from both sides (see Figure 3b).
8. The first cups minister to finish serving at her/his place will ensure that the cups tray has been moved from the altar to the back table, so that the empty cups can be placed on the tray.
9. If you have any Most Precious Blood remaining in your cup after all in the congregation have been served, consume the remainder, then place the cup and its purificator on the tray. (Don't let the purificator fall down into the cup.)



10. Return to your seat to pray with the rest of the congregation.
11. Important: After Mass ends, Cup Ministers (C5) and (C6) proceed to the altar to help with clean-up (see "After Mass Instructions").

POSITION ASSIGNMENTS FOR BREAD MINISTERS

Bread Minister #1 (B1) – Before Mass

1. Check to make sure 6 purificators have been placed on the altar.
2. Check to ensure that the tabernacle door is open with the key left in the door. Check the wine pitcher in the Narthex to ensure it contains wine.
3. Check that the bowl tray is set on the credence table with 10 bowls on the tray.

Bread Minister #1 (B1) – During Mass

1. Bread minister #1 (B1) - After the Lord's Prayer, go straight to the tabernacle to retrieve the Eucharist. Remove the cover, place the cover outside the tabernacle and leave the tabernacle door open. Bring the Eucharist to the pulpit side of the altar. (see Figure 1)
2. With help from minister #3 (B3), transfer the hosts to the small serving bowls.

Bread Minister #2 (B2)

1. After the Sign of Peace, carry the tray with the serving bowls to the pulpit side of the altar (see Figure 1). Leave five of the bowls there.
2. Carry the tray to the choir side of the altar (see Figure 1) and place the remaining serving bowls on the altar around the large bowl.
3. Return the tray to the credence table (see Figure 1) and take your place along the edge of the carpet. Make sure you receive Eucharist.

Bread Minister #3 (B3)

1. After the Sign of Peace, move to the Pulpit side of the altar (see Figure 1) and assist minister (B2) in removing and placing the serving bowls on the altar.
2. With minister (B1), transfer the hosts from the large bowl to the serving bowls.
3. Return to the edge of the carpet to receive the Eucharist.



Bread Minister #7 (B7)

1. After the Sign of Peace move to the choir side of the altar (see Figure 1) and assist minister (B2) in removing and placing the serving bowls on the altar.
2. With minister (B8) transfer the hosts from the large bowl to the serving bowls.
3. Return to the edge of the carpet to receive the Eucharist.

Bread Minister #8 (B8)

1. After the Sign of Peace move to the choir side of the altar (see Figure 1) and assist minister (B7) in removing and placing the serving bowls on the altar.
2. With minister (B7) transfer the hosts from the large bowl to the serving bowls.
3. Return to the edge of the carpet to receive the Eucharist.

Bread Minister #9 (B9)

1. After the Sign of Peace take your position next to minister (B8) at the edge of the carpet.
2. Go to your assigned position and distribute Communion.
3. After returning to the sanctuary, wait for all 10 bowls to be returned and then carry the remaining Eucharist (placed in a single, large bowl) back to the tabernacle. Place the lid on the bowl, insert the bowl into the tabernacle and close the tabernacle door. When returning to the church, please take a seat near the baptismal font.

Bread Minister #10 (B10)

1. Follow the usher's instructions to proceed around the church to distribute Eucharist to those who cannot leave their pew for Communion.

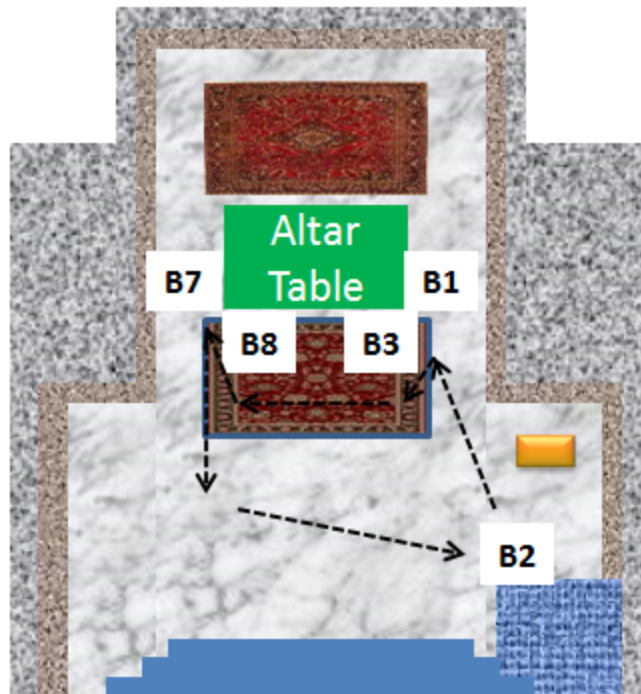


Figure 1

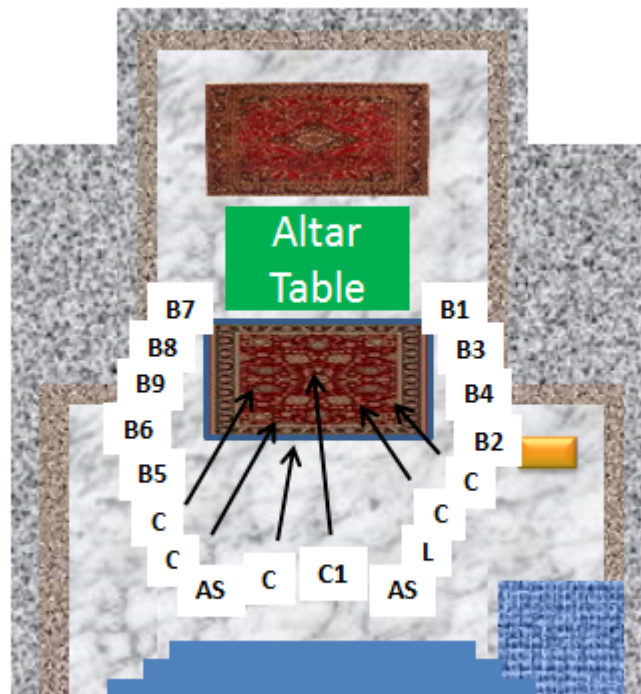
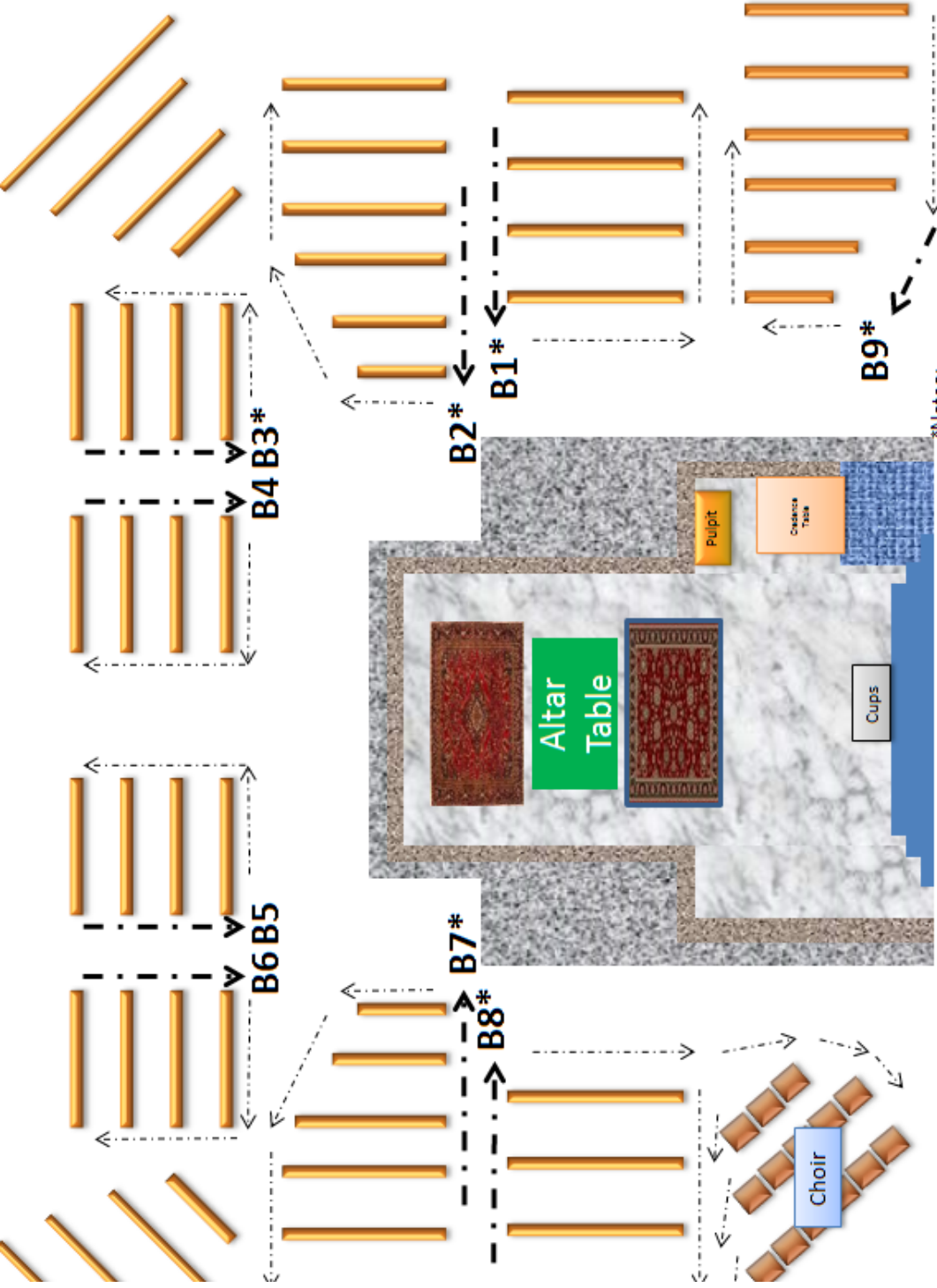
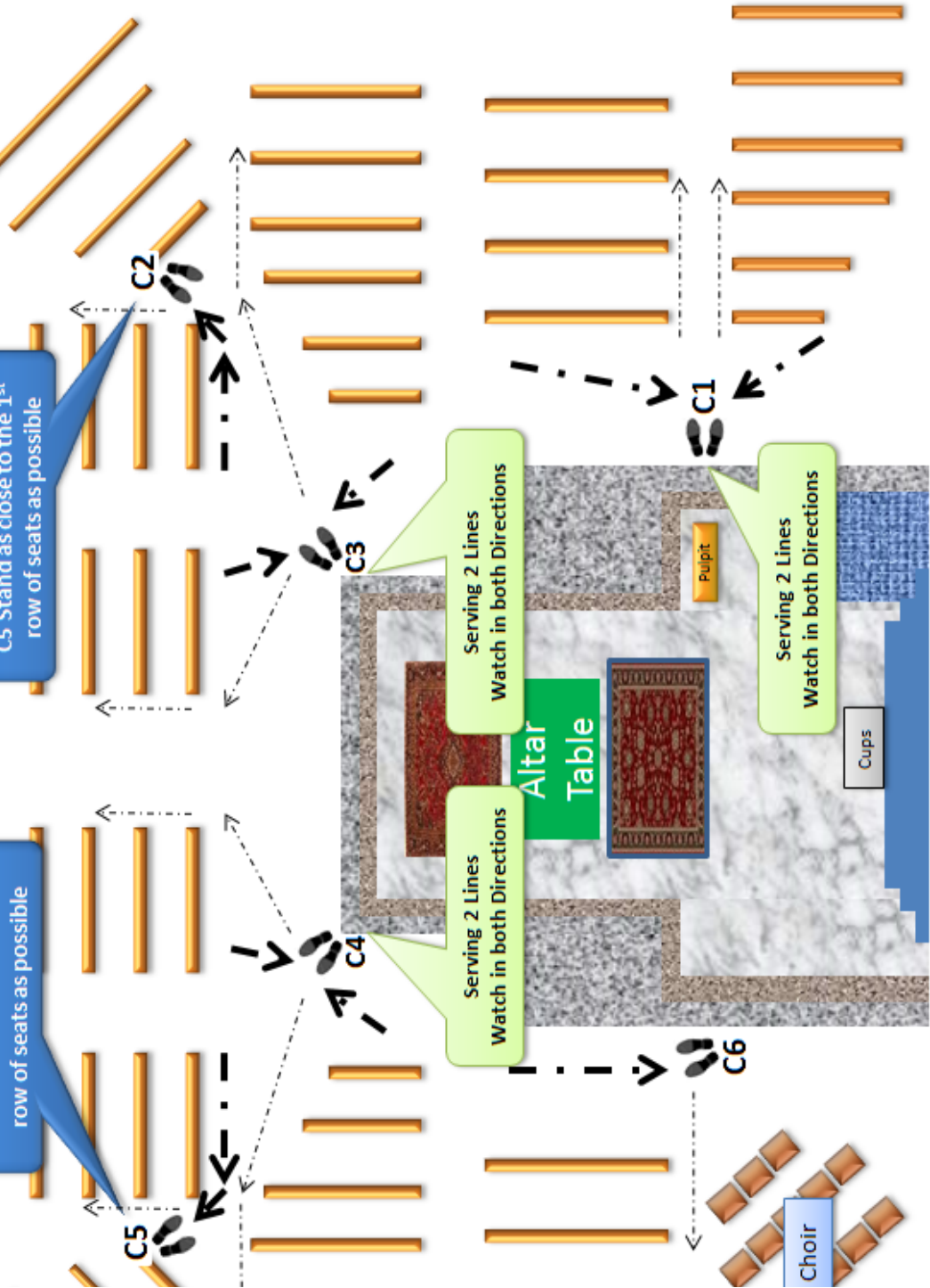


Figure 2



- *Notes:
- B1 Brings the Eucharist from the Tabernacle
 - B2 Carries the Tray to the Altar
 - B3 Fills Bowls
 - B9 Returns the Eucharist to the Tabernacle

Bread Stations
Figure 3a



Cup Stations
Figure 3b



BREAD MINISTERS CLEAN UP RESPONSIBILITIES

Bread Ministers - 5:00 PM Mass

Bread Ministers B5 and B6

Note: Important change - Specific clean-up assignments have been made to Bread Ministers (B5) & (B6) to ensure that all items used during the Mass are cleaned, properly stored and available for the next service. In addition, ALL BREAD MINISTERS should return to the altar/sacristy after Mass to offer assistance.

1. Bread Ministers (B5) & (B6) ensure Eucharist (consecrated hosts) have been returned to the tabernacle with a lid placed on top of the bowl. Lock the tabernacle and place the keys inside the cabinet located in the sacristy. Lock that cabinet and place the cabinet key on the peg inside the vestment closet. Remove all bowls from the credence table to the sacristy. Purify bowls by pouring a small amount of water in the first bowl and rotate the bowl so that the water passes over the entire bowl inside. Pour the remaining water in the second bowl and repeat the process for each bowl. Drink the water from the final bowl. Dry the serving bowls and place them on the credence table. If paper towels are used to dry the bowls, the used paper towels may be thrown away.
2. Place the large bowl in the sacristy cabinet and lock the cabinet. Place the keys on the hook in the vestment closet.

Bread Ministers - 9:00 AM Mass

Bread Ministers B5 and B6

Note: Important change - Specific clean-up assignments have been made to Bread Ministers (B5) & (B6) to ensure that all items used during the Mass are cleaned, properly stored and available for the next service. In addition, ALL BREAD MINISTERS should return to the altar/sacristy after Mass to offer assistance.

1. Bread Ministers (B5) & (B6) - ensure Eucharist (consecrated hosts) have been returned to the tabernacle with a lid placed on top of the bowl.
2. Lock the tabernacle and leave the keys in the lock. Remove all bowls from the credence table to the sacristy. Purify the bowls by pouring a small amount of water in the first bowl and rotate the bowl so that the water passes over the inside of the entire bowl. Pour the remaining water in the second bowl and repeat the process for each bowl. Drink the water from the final bowl. Dry the serving bowls and place them on the credence table. If paper towels are used to dry the bowls, the used paper towels may be thrown away.



3. Place the large bowl on the table in the Narthex.
4. Ensure there is water in the pitcher and leave the pitcher on the credence table. Place a fresh terry cloth towel next to the water pitcher.
5. Once everything is put away, lock the cabinet doors and place the cabinet keys on the hook inside the vestment closet.

Bread Ministers - 11:00 AM Mass

Bread Ministers B5 and B6

Note: Important change - Specific clean-up assignments have been made to Bread Ministers (B5) & (B6) to ensure that all items used during the Mass are cleaned, properly stored and available for the next service. In addition, ALL BREAD MINISTERS should return to the altar/sacristy after Mass to offer assistance.

1. Bread Ministers (B5) & (B6) ensure Eucharist (consecrated hosts) have been returned to the tabernacle with a lid placed on top of the bowl. Lock the tabernacle. Check that the baptismal oils have been returned to their place near the Baptismal font and the door locked. Place the keys inside the cabinet located in the sacristy.
2. Remove all items from the credence table behind the altar and carry them to the sacristy.
3. Purify the bowls by pouring a small amount of water in the first bowl and rotate the bowl so that the water passes over the entire inside of the bowl. Pour the remaining water in the second bowl and repeat the process in each bowl. Drink the water from the final bowl. Wash the bowls with warm, soapy water.
4. Dry the bowls and place all bowls in their appropriate location inside the sacristy cabinets. If paper towels are used to dry the bowls, the used paper towels may be thrown away.
5. If the cloth and mats used on the credence table are not soiled, place them in their drawer in the sacristy. If they are soiled, place them in the mesh bag in the closet to be washed.
6. Once everything is put away, lock the sacristy cabinet and place the cabinet key on the peg inside the vestment closet.



CUP MINISTERS CLEAN UP RESPONSIBILITIES

Cup Ministers - 5:00 PM Mass

Cup Ministers C5 and C6

Note: Important change - Specific clean-up assignments have been made to Cup Ministers (C5) & (C6) to ensure that all items used during the Mass are cleaned, properly stored and available for the next service. In addition, ALL CUP MINISTERS should return to the altar/sacristy after Mass to offer assistance.

1. Remove all items from the table behind the altar and carry the tray into the sacristy.
2. Purify all wine cups and the pitcher with water.
3. Pour the water used to purify the cups into the chalice and drink the water.
4. Wash the chalice and cups with warm soapy water, being careful not to submerge the cups completely.
5. Rinse and dry the cups, and the chalice.
6. Place 5 cups onto the tray and take it back to the altar table.
7. Use water to clean the inside of the wine pitcher, and a paper towel to dry the inside of the pitcher.
8. Place the pitcher and the chalice on the shelf of the cabinet over the counter.
9. If paper towels were used to dry any of the items, the towels may be thrown away.
10. Place all used purificators in the mesh bag hanging inside the vestment closet in the sacristy.
11. Once everything is put away, lock the cabinet doors, and place the cabinet keys on the hook inside the vestment closet.

Cup Ministers - 9:00 AM Mass

Cup Ministers C5 and C6

Note: Important change - Specific clean-up assignments have been made to Cup Ministers (C5) & (C6) to ensure that all items used during the Mass are cleaned, properly stored and available for the



next service. In addition, ALL CUP MINISTERS should return to the altar/sacristy after Mass to offer assistance.

1. Carry the cups and the purificators with the wine tray back into the sacristy.
2. Purify the cups by pouring a small amount of water into the first cup and rotate so that the water passes over the inside of the cup. Pour the remaining water into a second cup, repeat the process, and continue until all five cups have been purified.
3. Pour the water from the cups into the wine pitcher, then into the chalice, and repeat the purification process.
4. Drink the water remaining in the chalice.
5. Wash the cups and the chalice with warm, soapy water, being careful not to submerge the cups entirely into the suds. Rinse and dry the cups, and the chalice.
6. Rinse out the wine pitcher and dry.
7. Return the clean cups and their tray to the altar table.
8. Place 6 purificators on the altar.
9. Place the pitcher, and the large bowl that contains the unconsecrated hosts on the table in the Narthex.
10. Once everything is put away, lock the cabinet doors and place the key on the hook inside the vestment closet.

Cup Ministers - 11:00 AM Mass

Cup Ministers C5 and C6

Note: Important change - Specific clean-up assignments have been made to Cup Ministers (C5) & (C6) to ensure that all items used during the Mass are cleaned, properly stored and available for the next service. In addition, ALL CUP MINISTERS should return to the altar/sacristy after Mass to offer assistance.

1. Remove everything from the table behind the altar, and carry these items to the sacristy.
2. Purify the cups by pouring a small amount of water into the first cup, and rotate it so that the water passes over the entire inside of the cup.
3. Continue with this process until all the cups have been purified, then pour the water into the pitcher. Do the same; then pour the water into the chalice and drink it.



4. After purification, wash the cups and the chalice with warm, soapy water, being careful not to submerge the entire cup into the water.
5. Rinse and dry the cups, the chalice, and the wine pitcher.
6. Roll up a paper towel to place inside the pitcher to wick out any remaining water.
7. The chalice, the wine pitcher and the large bowl should be placed inside the cabinet across from the sink.
8. The cups are stored in the cabinet above the sink.
9. If paper towels were used in the cleaning process, they may be thrown away.