

Eucharistic Minister Training Material:

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Eucharistic Minister Training Notes:

1. The Eucharistic minister list will be updated every three months. At this time, for all mass, I schedule seven Eucharistic ministers
2. A month before the end of the current list, I will send out an email to ask for any vacations or weekends that anyone cannot serve.
3. When you serve as Eucharistic minister at mass, Father has asked us to wear nicer clothes. Please do not wear blue jeans or shorts if you are to give out communion.
4. A good habit to get into is to inquire if there are enough Eucharistic Ministers for the mass if you are not on the schedule to serve. This way, the leader will not have to run around to find individuals to serve.
5. For holidays, I don't schedule Eucharistic ministers, for these times, I will send out a email 3 to 4 weeks prior to the holiday asking for volunteers to sign up for each mass. The sign up list is first come first serve for holidays. Example of some holidays that I will do this for are: Holy Thursday, Good Friday, Holy Saturday, Easter, Thanksgiving, Christmas...
6. Occasionally, Father will send me a request asking for Eucharistic minister help. I will, in turn, send out a message to the Eucharistic minister list to see if there are any of you that can support the request.

Eucharistic Minister Duties at Mass: Step by step

- 1) If you are scheduled to be a Eucharistic minister at a mass, please arrive no later than 15 minutes before the mass starts and check in at the back of the narthex with the Eucharistic minister leader. You can, at that time, pick the place you would like to give out communion or the wine.
- 2) The **first two names on the Eucharistic minister list** for a mass are the first and second leaders. Duties of the leaders for a mass are outlined later in the notes.
- 3) All Eucharistic ministers should remain in the narthex after checking in to be part of the prayer with the priest and the procession at the beginning of mass.
- 4) After the priest says the pre-mass prayer, the altar servers will proceed out into church and line up to lead the procession. There are usually three altar servers, one carries the cross, and the other two carry a candle. There are times when an altar server does not show up. In the case where there are only two altar servers, Father has asked that one of the Eucharistic ministers carry the cross up as the lead in the procession. Once in front of the altar, the cross would be taken on the altar and placed in its stand before returning to your seat in the congregation.
- 5) After the altar servers line up to lead the procession, the Eucharistic ministers line up behind them. Balance each side of the procession that goes up to the altar. As the procession reaches the altar, each side of the procession will go to that side of the altar (i.e. left will go left, right will go right). The first Eucharistic minister in the procession needs to move over far enough to allow those behind them to line up next to them and to leave a space for the priest in the middle.

Once the priest has come to his place, he will bow to the altar. The Eucharistic ministers should bow reverently, and proceed to their seats in the congregation after the priest has started to go onto the altar.

- 6) The mass will then proceed through the readings, the homily and changing of the bread and wine to the body and blood of Christ, the Our Father and the "Peace Be with you" refrain. This is the part in the mass that you will go back onto the altar to help with distribution of communion. After you have said "Peace Be with You" to those around you, proceed up to the altar and line up on each side of the priest's chair. If you were facing the altar from the congregation, Eucharistic ministers that signed up to distribute the bread should line up on the right side of the altar or next to the pulpit used to read the gospel. The Eucharistic ministers that signed up to distribute the wine should line up on the left side of the altar or the side the choir is on. **NOTE:**
 - a) On the side where the Eucharistic ministers distributing the bread line up, the Eucharistic minister who will distribute the wine in position 7 should line up at the end of this side.
 - b) On the side where the Eucharistic ministers line up to distribute the wine, the altar servers and the piano player for the choir will also be present. Make sure that you make room to all line up. You can ask the altar servers to move over if there is not enough space.
 - c) Please, when you line up, line up next to the front of the priest's chair, not in the back. It allows the priest to distribute the host and wine faster.
- 7) Once Father has consumed the host, he will distribute. Father will distribute communion to the side of Eucharistic Ministers nearer to the choir in order to give the piano player communion quickly. He will then give a cup of blood to the Eucharistic Minister closest to the altar servers/piano player with the expectation that they distribute the blood to the piano player and altar servers after receiving it themselves. Father will then continue to distribute communion to the other Eucharistic Ministers, then the cup of. As the church has asked us to do, bow reverently before you receive the host in your hands. Do not wait to consume the host until all Eucharistic ministers have received the host, consume the host after you have received it from father.
- 8) After the Eucharistic ministers have received both the bread and wine, Father will distribute the additional bowls of bread or cups of wine from the altar and proceed to the station you were assigned, to distribute communion.
- 9) Distribution of the Body of Christ:
 - a) Reverently hold up the Body of Christ and state "Body of Christ". Wait for the amen from the person receiving communion and then put it on their hand or on their tongue, depending on which method they prefer. If the person does not say amen, say it for them and give them the host.
 - b) If a person or child comes up for communion and have their hands crossed over their chest, bless them and go to the next person.
 - c) If, while you are distributing the bread, you run out, tell the person who is the next in line to wait a moment. You have two options at this point:
 - i) You can also go to another Eucharistic minister to get more, or;
 - ii) Proceed to the tabernacle (it will be open) and get more bread to distribute.
- 10) Distribution of the Blood of Christ:
 - a) Reverently hold up the chalice and state "Blood of Christ". Wait for the amen from the person receiving the Blood of Christ and then hand them the cup. (Note: A good way to hold the cup is one hand under the bottom and the other at the top of the cup so the person will grab the middle of the cup).

- After the person has handed you back the cup, wipe the place that they drank, move the cup a quarter turn and repeat the process.
- b) If you run out of wine prior to the entire congregation receiving the Body of Christ, proceed back up to the altar table towards the back of altar by the choir and place your cup there. Go back to your seat.
- 11) After the entire congregation has received communion, proceed to take your bowl or cup back to the altar table (back of the altar by the choir).
- a) If you were distributing the bread and have extra hosts left after communion, before going to the altar table, place your extra hosts in the bowl left on the altar. If you are the first one done with distributing communion, place your bowl on the altar as the bowl for extra hosts.
 - b) If you were distributing the wine, proceed to the altar table. If you have wine remaining, you can consume the rest of the wine and place your cup on the altar table or you can leave it on the altar table to have someone else consume it after mass. **NOTE:** The main thing here is to not congregate around the altar table, you want to move to the altar table, take care of your bowl or cup and proceed back to your place in the congregation.
- 12) After you have placed your bowl or cup on the altar table at the back of the altar, proceed back to your seat.
- 13) That's it, all done, well almost... remember, if you are one of the first two names on the list for that mass, you have clean up duty after mass (outlined below).

Eucharistic Minister Leader Duties and Notes:

1. The first two names on the Eucharistic minister list for a mass are the first and second leaders.
2. The first name on the Eucharistic minister list has the following duties:
 - a. Sign in the Eucharistic ministers for the mass. This includes the position to distribute the host or wine, a person who will remove the books on the altar and take them back to the altar table, a person who will bring the bread bowls to the altar (see step d below), a person that will put the extra bread into the tabernacle (see step e below) and a couple of Eucharistic ministers who will help after mass in drinking the left over wine.
 - b. If there are not enough Eucharistic ministers, you should go out into the congregation and see if there are additional Eucharistic ministers.
 - c. If there are only two altar servers, please select one Eucharistic minister to carry the cross in the procession up to the altar.
 - d. When all of the Eucharistic ministers come up on the altar, go to the altar table at the back of the altar and get the four bowls for the hosts to be distributed into. Place them on the left side of the altar, next to the priest.
 - e. After communion has been distributed, take the left over consecrated bread back to the tabernacle (the tabernacle is back by the chapel).
 - f. After mass is complete, help with the clean up of the bowls and chalices used in the mass and set up for the next mass, if applicable.
3. The second name on the Eucharistic minister list has the following duties:
 - a. The main job the second person on the list is to clean up the bowls and chalices after mass and to set up for the next mass, if applicable.
 - b. Go up to the altar after mass and get the tray that contains the bowls, chalices wine pitcher and the bowl that is used for the washing of the hands.
 - c. Take the tray with the above items into the preparation room.

- d. You will need to rinse out all of the bowls and chalices that contained consecrated hosts or wine. You rinse these items out in the sink that has the cover on it. This sink directly drains into the ground, which the Catholic Church states consecrated particulates or wine need to drain when rinsed. **Do not pour any consecrated wine down this drain, any remaining consecrated wine needs to be consumed.**
- e. The clothes used to wipe off the chalices during communion and the priests hands during the washing are put in the bowl next to the covered sink.
- f. After rinsing all of the necessary bowls and chalices, wash these items and all the other items brought down from the altar in hot soapy water. Use the larger sink on the left of the door in to wash these items. The necessary washing items are under the sink (washing bowl, soap...) or in the sink.
- g. After washing these items dry them. Drying clothes are in the first drawer on the left of the sink.
- h. If you have to set up for a second mass, you will need to take the bowls, Father's chalice, four chalices, four clothes, the glass bowl used for washing Father's hands and a hand towel back up to the altar table at the back of the altar.
- i. If the mass celebrated is 5:30 pm on Saturday or 11:15 am on Sunday, after these masses, make sure the tabernacle is locked, and put the key back in the cabinet.
- j. The other part of duties for the second name on the list is to fill in for the Eucharistic minister leader if they are not at mass yet to sign in the other Eucharistic ministers.