

Eucharistic Ministers

Thank you for wanting to serve God and our community as an extraordinary minister of the Eucharist.

The following notes are meant to help you in this ministry:

1. We use one traffic pattern for Communion at all masses.
2. If there are not enough Eucharistic Ministers (EM's) we will fill all the host positions first, then cups B & C next.
3. You will be scheduled at the mass that you indicate on your sign-up form. New schedules are available every three months and will be on the Parish web site or in the vestibule for pick-up.
4. Check in with the Head EM (person standing in the corner of the vestibule, parking lot side or running around with clip board) at least 10 minutes before Mass or your position may be given away. The Head EM will assign you a station (do not assign yourself to a station). If all positions are not filled 5 minutes before Mass starts, the Head EM will remove the cups/ciboria from the tray on the altar. At this point no further assignments will be made.
5. If you are not on the schedule when you come to Mass let the Head EM know that you are available to serve – no matter if it is the Mass you regularly go to or not.
6. Meet in the back area by the candle room for prayer 5 minutes before Mass starts.
7. Process in.
8. At the altar bow as you reach the altar with the partner that you processed in with then go around to your seat. Go to your pew by the side aisles. Do not go back down the center aisle.
9. During the Lamb of God (immediately after the Sign of Peace) come forward and stand in front of the front pews. Do not wait.
10. Line up based on whether you have been assigned a cup or ciborium. As you face the altar, cups will be on the left and ciboria on the right. Please see the attached sheet for specifics. If you are ciborium #6 you should be last on the altar choir side and cup #F (C if 5 p.m. or 7 a.m.) ambo side. You will be given communion first, be given a ciborium or cup and immediately proceed to the musician to give them communion, then on to the Altar Servers, choir and the disabled. Then when complete go to your position in the back or front if cup #C. All Eucharistic Ministers will receive both species and receive either the ciborium or cup.
11. When the priest gives you the Body of Christ, consume it immediately. There is no reason to wait. EMs should bow before receiving the body and before receiving the blood, whenever you attend mass, serving as an EM or not.
12. No one is allowed to dip their Host in the Precious Blood (intinction). As the community comes forward to receive the Host make sure that it is consumed and not pocketed or otherwise not consumed. If that happens you should stop giving communion and go and ask the person to consume the Host.
13. Hold the purificator in such a way that the purificator can be move up and down the material. Do not hold the purificator in only one place. Try not to use the space where the embroidered cross is. When finished return the cup to the credence table where you will consume any left over Precious Blood and lay the purificator over the cup, do not stuff it into the cup.
14. If you run out of Hosts go to the nearest E.M. who has hosts and see if they can spare you some, carefully taking them by hand from one ciboria to the empty one. No dumping is allowed.
15. When you are finished at your station look around to see if there is help needed, particularly in the back of the church. #3 should go back to help #4, #1 should go back to help #5 and #2 should go back to help #6. If your help is not needed take your ciborium to the altar or your chalice to the Sacristy where you will consume any remaining Precious Blood. If two ministers are standing near each other, only one needs to go to the altar with the ciboria. Hold one ciborium in each hand. Do not consolidate them.

SOME COMMON GUIDELINES:

- If you do not believe in receiving both the body and blood of Our Lord, then you should not be an Eucharistic Minister. All EM's should receive both on the altar. Remember that you are modeling for our community.
- At a mass that you do not serve at if you wish to receive from the priest you must be on the side where he will serve. Do NOT change lines to receive from the priest. You must remain in the section's line in which you are seated. Remember when You are serving, you are not a priest and you expect others to receive from a lay person (you) why are you different from the people that you wish to serve?
- If a child or adult comes forward with their hands crossed over their chest they are coming for a blessing only. Say "God Bless You". Do not make the sign of the cross on their forehead.
- If the child moves away let him/her go. Some children get nervous and don't want the blessing.
- At all times be reverent, discreet and respectful.
- Dress appropriately, see dress code.
- You must be present at the entire Mass, you cannot leave early to sell tickets or other items after Mass. Only leave after the choir has finished singing.
- If you are sick, please do not serve and either let the Head Eucharistic Minister know or scratch your name from the list in the vestibule.
- The schedule will be printed and placed in the vestibule two weeks before it takes effect. Your schedule will also be emailed to you at this time. In addition, the schedule is posted on the parish web site as well as is made available to you online at routundasoftware.com/ministry/sjcpinole. Also note that you can download an app for your iPhone or Android device to view the schedule.
- Always arrange for a sub or take your name off the schedule on line before the weekend. If you do not have access to a computer, please let Carol Lujan know so she can take you off the list.
- Any questions? You can call me in the evenings or weekends at 510 222-2752 or carollujan.sjcpinole@gmail.com

Notes for Head Eucharistic Ministers:

Make sure you check for additional priests or deacons who may be serving. Fr. Geoffrey has stated that the Presider may want to be in a different host position (maybe serve in the back?) Make sure to ask the presider what position they wish to serve at so you can assign accordingly. Deacons are ministers of the cup and should be assigned a cup.

It is your responsibility to make sure the proper number of cups and ciborium are available for mass, especially making sure that cups are removed before mass if there are not enough Eucharistic Ministers to serve.