

In order to become a Minister of Communion you must first attend initial training and annual ministry retreat.

We now use an online scheduling service for our Ministers of Communion. This system provides the opportunity to choose your schedules and even request substitutes.

ROLE OF MINISTERS OF COMMUNION

BEFORE MASS

Please be present fifteen (15) minutes before Mass and identify yourself to the Mass Coordinator. All will convene at the roll top desk or welcome table prior to Mass to meet with each other. Any uncertainties or variations, i.e. who will bring ciborium (bowl) from Tabernacle and who will dress the altar should be decided then and there. Before Mass check the Tabernacle or Credence Table for additional ciboriums to verify that there are sufficient bowls. As soon as the details of communion are settled you are asked to remain in the area to be ministers of hospitality, greeting people as they come into worship.

DURING MASS

1. Dress Altar:
 - a. Before Mass starts, decide which two Eucharistic ministers will prepare the altar. It is best to pair up a new person with someone who has done it before. All Eucharistic ministers should eventually know how to do this.
 - b. Move toward the altar area as soon as the offering baskets begin circulating through the congregation. That's your cue. Do NOT go up right after the homily. Occasionally, the homily is so inspiring that people forget the proper timing of their ministry. Whatever you do, do it gracefully.
 - c. The altar cloth will already be on the altar. Ministers should place the cups on the right side of the altar. The chalice with veil is placed in the center. If no deacon is present, remove the veil, fold it and return to the credence table. Take the corporal and unfold and place in the center. Place chalice, paten w/bread on corporal. If a deacon is present just place the chalice covered with veil on the altar. If there is a pyx on credence table, bring to altar. Once finished, ministers return to their seats.
2. **Come up to the altar after offering the sign of peace to your fellow parishioners.**
3. One minister will need to bring the reserved Eucharist from the Tabernacle.
4. All ministers stand on either side of altar on carpet.
5. After priest and deacon receive both the body and blood, ministers move behind the celebrant on the altar. Be alert!

6. Celebrant will hand you communion after he receives. Host may be consumed immediately upon reception.
7. As a sign of unity all ministers are asked to receive the “Blood of Christ.” There may be reason not to receive from the cup according to personal need. Celebrant will hand cups to every other minister. After partaking of the cup, offer the cup to minister next to you. The celebrant will hand the plates of bread to ministers.
8. The minister who received the cup will offer the cup to the minister on his/her right. Be sure to offer the cup to the altar servers.
9. After everyone has cup or plate, go immediately to a communion station with either the plate or a cup. Communion stations are at the front of the altar; on the right side of the altar; and at the far side of the musicians; and an extra station in front of the reconciliation chapel doorway and brick area by the baptismal font.
10. Also, feel free to move toward people in center aisle when finished on the side. If more communicants are coming from another side go to that area to further expedite communion rite.
11. Feel free to give children a blessing – parents appreciate it and children like it.
12. After communion, return ciborium to altar. If Eucharist elements remain, pour wine into one cup or consume. Place cups on the credence table. Father or deacon will then purify the cups and ciboriums at the credence table.
13. Return to your seat after completing ministry.

14. CLEAN UP—AFTER MASS:

- a. Two ministers take cups and pitcher to the kitchen to be washed
- b. Two ministers stay at credence table, dry ciboriums, and check purificators. (At nine, replace with clean ones.) Straighten table or put things away. Finger bowl should be emptied into plant or ground. DO NOT STACK CIBORIUMS WITHOUT LIDS.

NOTE

VISITING CELEBRANT: With a visiting priest, follow their lead. Although visiting celebrants will be informed of our local custom, they may vary the process of reception. Be flexible and alert to any variation so that the communion maintains its desired dignity.

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SCHEDULE OF EUCHARIST MINISTERS

Check how many ciboriums are in tabernacle

	# of Ministers Needed
5:00PM Mass - Four (4) ciboriums* and five (5) wine cups	9**
9:00AM Mass - Five (5) ciboriums* and six (6) wine cups	11
11:00AM Mass- Five (5) ciboriums* and six (6) wine cups	11
5:00PM Mass (Sunday) – Four (4) ciboriums* and four (4) wine cups	9**

*Large plate will be brought up with gifts.

**If brick area is filled another Communion station will be needed—2 more ministers, one extra ciborium, cup and purificator. Please be attentive!

AFTER MASS

All ministers help in the cleaning of the communion vessels. (Sad to report, this “after Mass” ritual presently has about a 40% failure rate.) Please remember to insure this detail is carried out quickly after the closing song. All vessels should be readied for the next service. If purificators are soiled, replace with clean one.

After the 9:00AM Mass, place the large ciborium and pitcher on the gift table (at entry of church). Cups, purificators, water pitcher and bowls remain at the Credence Table. After the 5:00PM Saturday, 11:00AM Sunday and 5:00PM Sunday Masses all vessels are to be put away. Vessels are stored in the cabinet provided for liturgical items adjacent to the credence table. Cabinet should be locked. Mass Coordinators have key.

GENERAL INFORMATION

The supply of wine is stored in refrigerator. The Mass Coordinator is responsible for filling the pitcher before each Mass. The reserve wine is stored in the sacristy area of the Administration Wing. Note: If there is wine in the pitcher, it is not consecrated. Pour the reserved wine into the carafe in refrigerator, and then wash out the pitcher.

The supply of communion bread to be consecrated is stored in kitchen of the Administration wing. Let celebrant know if supply diminishes and needs replacement.

Plan to participate in one training and enrichment session each year. Also, talk to and “mentor” each other, especially as we incorporate new folks into ministry.

If you have any questions, suggestions or notice any pastoral concerns, contact the Mass Coordinator immediately.

If you will be absent, please be sure to obtain your own substitute. Sometimes an even swap of assignments cannot be arranged, i.e. you cover for me this week and I will cover for you next week. In such instance, please be generous and cover for another minister while still maintaining your own schedule.

In the rare instance that we are short of ministers at Communion time, please come forward to fill in if you notice such an occurrence.

Remember to dress appropriately when you serve as Eucharistic Minister!

WHY WE DRESS THE ALTAR—setting the table at Mass is very much like setting the table at home. As a matter of fact, it symbolizes the same thing. St. Luke is our spiritual home. At least once a week we all gather to offer hospitality, listen to the Word, and share a Meal. These communal actions strengthen us to go forth to “love and serve one another.” Just as a member of the family is in charge of setting the table at home, two of you Ministers of Communion, are in charge of setting our Eucharistic table at the beginning of the Liturgy of the Eucharist.

Revised: July 6th, 2018