

QUEENSHIP OF MARY ROMAN CATHOLIC CHURCH



Extraordinary Ministers of the Eucharist Guidelines

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Plainsboro, New Jersey
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Guidelines

I. Introduction:

To be in ministry is to serve the Lord and His people --- it is a **privilege, not a right!** Being a Eucharistic Minister means serving God and God's people at Mass.

Part of ministry is to help "set the pace" for all who take part in the Mass. What you do there and how you do it can help other people to understand the Mass better and make their love for God stronger. Our involvement in the Mass serves as an example and an encouragement for others to be actively involved. At Mass, our actions and appearance show that we are proud to serve.

You are asked to take this ministry seriously and to realize that it is done as a response to God's call to service in the church. It is also understood that as a minister of this sacrament of unity that you will work to build up and unify the community of Queenship of Mary and be a positive presence within this parish.

II. Expectations:

- A. You are expected to be at the Church **at least 15 minutes** before Mass begins. During this time, confer with the other ministers, get to know them, decide who will step up. Most importantly greet your fellow parishioners as they arrive in church and assist as the need arises. We are called to be ministers of hospitality. Be attentive to noise level, as parishioners are praying in church.
- B. You are expected to **fulfill your obligation to serve at your assigned time**. You are expected to **find your own replacement** for Mass if you cannot make it for whatever reason. Upon arrival please sign in. Know that these sign in sheets will be used as an attendance record. If you are consistently **absent** you may be asked to step down from the ministry. If you inform the ministry head of your special request before the 10th of the prior month, or earlier if the 10th falls on a weekend, it will be honored, therefore, negating the need for a substitute.
- C. Realize that the norm is for five ministers to be scheduled for each Mass. Two ministers will normally be assigned to bring communion to the Elms Nursing Home after the 8:15 AM Mass. The Ministry head will handle the scheduling for each Mass. His contact information is as follows:

Dr. Anthony J. Kosar
102 Parker Road South
Plainsboro, NJ 08536
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- D. All ministers should maintain a spirit of appropriate reverence. This reverence is shown by your demeanor, your manner and your dress. Therefore, you should be appropriately dressed whenever you are scheduled to serve. Sweat pants, sweat shirts, t-shirts, jeans, shorts, sneakers, flip flops, uncovered shoulders, etc. are not considered appropriate. Exceptions may be allowed if you are filling in and no other ministers are available.
- E. You are expected participate during Mass.

III. Procedures:

- A. Before Mass begins the minister must:
 - i. Obtain a Hymnal from your pew. In the procession, walk in singing after the lector.
 - ii. Check the Credence table for the cruet of water, pitcher & finger bowl, towel, 2 purificators, 2 chalices, the presider's chalice and the large Sacramentary. On the presider's chalice there should be a purificator, a paten with a host, a pall and a corporal on top of the pall.
- B. During the procession:
 - i. At the sanctuary steps file off to the sides and stand in front of the first pew. Try to do this as neatly and reverently as possible. When the presider bows, you are asked to bow from the waist and then move to your places.
- C. During Mass:
 - i. As Mass continues, remember that as a minister your participation and reverence are a model to all parishioners.
 - ii. At the Lamb of God, the presider will typically go to the Tabernacle. The norms of our church mandate that he also be the one to redistribute the hosts into various ciboria. If there is a visiting priest who does not go to the Tabernacle or who needs assistance, the 'step forward' minister should be his assistant.
 - iii. At the Lamb of God, all ministers come to the sanctuary steps and stand on the sides of the sanctuary until the presider receives communion. The ministers going to the nursing home are asked to make sure the pyx has been brought to the altar, if not, they should do it.
 - iv. All ministers should come forward and stand behind the altar as the presider is receiving the host. The designated minister will 'step forward' to receive the host and precious blood. This minister will then follow the presider to distribute the precious blood to the other ministers and altar servers.
 - v. Once all have received, the norms of our church dictate that the presider will hand either a ciborium or cup to each minister. Realize that each is truly the Body and Blood of Jesus Christ, and so each is of equal importance. Once all ministers have a ciborium or cup, proceed together to your places as smoothly and reverently as possible. Some dialogue among ministers prior to Mass will hopefully smooth this positioning.
 - vi. While distributing the host, say **'the Body of Christ'**. Be sure the communicant actually places the host in their mouth. While distributing the cup, say, **'the Blood of Christ'**. *Please note intinction is not allowed.* If someone tries to do this, please cover the chalice, and say, **"I'm sorry, that is not allowed"**.
 - vii. Those distributing the hosts are to place the ciboria on the altar once they are done. Then go and stand by the credence table until all ministers are done with the distribution of communion. When the Tabernacle is closed and the presider genuflects, you also genuflect and then return to your seat.

- viii. Those distributing the Precious Blood are to go to the altar if any Precious Blood remains. At the altar, consume the remaining Precious Blood while holding the chalice with both hands. If you cannot consume all that remains, ask the Presider to assist. Place the empty chalice on credence the table covered with your purificator. If no Precious Blood remains, go directly to the credence table where you place the covered chalice. Then stand by the credence table. When the Tabernacle is closed and the presider genuflects, you also genuflect and then return to your seat.
- ix. Never leave any Precious Blood in a chalice at the credence table and never take the Precious Blood or the empty chalices or ciboria into the Sacristy during Mass. Also, never purify the vessels during Mass; purification properly takes place once the Mass has ended.
- x. If going to the nursing home, the presider will hand you a pyx. Go directly to the nursing home with pyx in hand. Do not wait for the tabernacle door to close, and do not genuflect.

D. At the conclusion of Mass:

- i. Once the presider moves from his chair to kiss the altar at the end of Mass, you move from your pew with your hymnal to come and stand in front of the first pew.
- ii. When the presider bows, you bow, and then process two by two behind the altar servers.
- iii. Please return the hymnals back to the pews.

E. After Mass:

- i. After Mass, all Eucharistic Ministers are asked to remain for a few minutes to purify the vessels. They are to be rinsed and the water poured down the Sacramentum.
- ii. After the vessels are purified you are asked to set up for the next Mass unless, it is the 11:45 or 5:00 Mass, then you are asked to be sure everything is properly put away.
- iii. To set up: place two silver chalices and purificators on the credence table along with the water cruet, water bowl, pitcher and a clean towel. The presider's chalice and paten are also placed there, along with a large host, purificator, pall and corporal. Place the wine and the ciborium filled with hosts on the gift table.

IV. Weekend Setup Assignments:

A. Before 5:00 PM Vigil Mass:

- i. Fill wine decanter to bottom of etched cross, and then place on gift table by main doors of church.
- ii. Put key in tabernacle and check ciboria. All four ciboria will normally be used and they all need to be half filled. Place needed hosts in remaining ciboria and place them on gift table. (There could be anywhere from 1 to 4 ciboria placed there.)
- iii. On credence table place water filled cruet, water filled water pitcher, water bowl, hand towel, two chalices along with two purificators, and main chalice with paten with large host, pall, purificator and corporal.
- iv. If the presider is not there, and altar server has not lit all candles in sanctuary, please do so. Microphone at celebrants chair should also be turned on. Be sure switch in sacristy is on FIRST.

- B. After 5:00 PM Vigil Mass:
- i. Clean and purify wine decanter and leave it in the closet of sacristy.
 - ii. Purify all ciboria and chalices; these may be left in the closet of the sacristy for the night.
 - iii. Place all linens in the basket located below the counter top.
 - iv. Hang Tabernacle key in closet, on hook.
 - v. Extinguish all candles and be sure microphone is turned off.
 - vi. Refill water cruet and leave on credence table. Clean water pitcher and bowl, and place on credence table along with a clean hand towel.
- C. Before the 8:15, 10:00 and 11:45 AM Masses:
- i. Check to see that everything is properly set up for Mass.
 - ii. If the presider is not there, and the altar server has not lit all candles in sanctuary, please do so. Microphone at presider's chair should also be turned on. Be sure switch in sacristy is on FIRST.
- D. Before the 8:15 AM Mass for those going to Nursing Home Only:
- i. Make sure Pyx is on credence table.
- E. After the Mass 8:15 and 10:00 AM Masses:
- i. Clean and purify wine decanter, refill to bottom of etched cross and place on gift table by main doors of church.
 - ii. Clean water cruet, water pitcher and bowl, refill cruet and water pitcher and place on credence table with a clean hand towel.
 - iii. Purify all ciboria and chalices.
 - iv. On credence table place two silver chalices along with two purificators, celebrant's chalice, paten, purificator, large host, pall and corporal.
 - v. Place all linens in the basket located below the counter top.
 - vi. Extinguish all candles and be sure microphone is turned off.
 - vii. Insert the key in tabernacle and check ciboria. All four ciboria will normally be used and they all need to be half filled. Decide the number of ciboria needed and the amount of hosts based on the amounts in the tabernacle. Place needed hosts in remaining ciboria and place them on gift table. (There could be anywhere from 1 to 4 ciboria placed there.)
- F. After the 11:45 AM Mass:
- i. Clean and purify wine decanter and store it in the closet of sacristy.
 - ii. Clean water cruet, water pitcher and bowl.
 - iii. Purify all ciboria, chalices and wine decanter.
 - iv. Place the celebrant chalice and paten in sacristy closet. The ciboria and two tall chalices go into the safe located in the front sacristy.
 - v. Place all linens in the basket located in the lower cabinet.
 - vi. Extinguish all candles and be sure microphone is turned off.
 - vii. Remove the key from the tabernacle and hang it in the Sacristy closet.

Definitions:

- **Altar**--the table of the Lord in the sanctuary.
- **Altar Cloth**--the tablecloth for the altar.
 - **Purificator**--small white cloth used with the chalice.
 - **Corporal**--small white cloth placed in the center of the altar.
- **Altar Vessels**--sacred vessels used during the celebration of liturgy.
 - **Chalice**--cup used by the priest/Eucharistic ministers for the Blood of Christ.
 - **Paten**--small dish usually used with the chalice.
 - **Ciborium**--cup for the Body of Christ in the Tabernacle.
 - **Pall**--stiff, white board placed over the chalice. **Note!** The white covering for a casket is also called a pall.
- **Ambo**--the place where the Word of God is proclaimed.
- **Aspergillum**--the holy water sprinkler.
- **Bells**--rung during the consecration of the Mass.
- **Boat**--the container for incense.
- **Credence Table**--the small table off to one side of the sanctuary for sacred vessels.
- **Cruets**--small pitchers of water and wine for the Mass.
- **Water Bowl**--small bowl for the priest to wash his hands during the Liturgy of Eucharist.
- **Intinction**--is the practice of dipping the consecrated bread, or *host*, into the consecrated wine.
- **Lectionary**--the book of scriptures read at the liturgy of the Word.
- **Paschal Candle**--the large ornate candle used at funerals, baptisms, and Easter.
- **Processional Cross**--the cross that is carried during the procession in and out of the Mass.
- **Sacramentary**--the book the priest prays from during the Mass.
- **Sacrarium**--special basin that is connected by a pipe directly to the ground used to dispose of water used sacramentally, and particles of the consecrated Eucharist by returning these particles directly to the earth from which it came.
- **Sacristy**--the room where priests vest before Mass.
- **Sanctuary**--the sacred space elevated before the congregation.
- **Tabernacle**--the ornate receptacle used to place the Body of Christ.
- **Thurible**--container for burning incense.
- **Thurifer**--the server responsible for the Thurible.
- **Vestments**--special robes worn by priests, deacons and altar servers.
 - **Alb**--white robe worn over street clothes.
 - **Cincture**--cord used as a belt for the alb.
 - **Chasuble**--colored vestment worn only by the priest.
 - **Dalmatic**--colored vestment worn only by the deacon.
 - **Cassock**--black/red/white vestment worn by priests or altar servers.