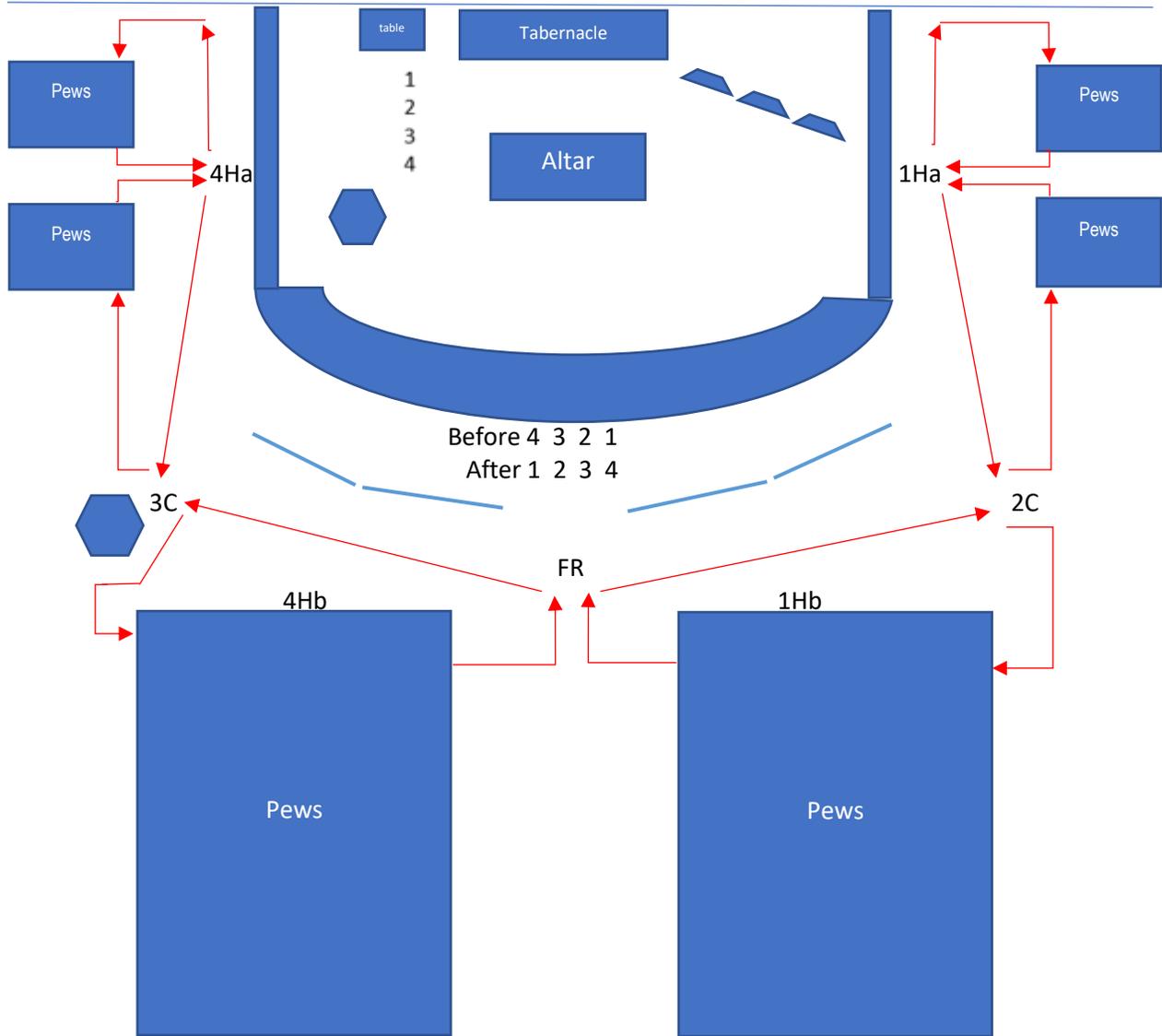


**Eucharistic Ministers Placement Diagram – 5PM and 7AM Mass
St. John the Baptist Catholic Church**



INSTRUCTIONS

- Eucharistic Ministers are responsible for FINDING A SUBSTITUTE if you are unable to serve at your assigned time.
- Please dress appropriately to serve. Men should wear coat and tie except during warm summer days when a shirt and tie are acceptable. Women should be sufficiently covered wearing a dressy dress or dressy pants suit. If not wearing a dress, women should have three pieces: pants or skirt, top & coat or jacket. Sandals are appropriate for women, please-no flip-flops.
- Meet in the meeting room inside the main entrance of church at least 15 minutes before Mass and sign in. If you are not in place (signed in) by ten minutes before Mass begins, we must find a substitute. Should you arrive after a replacement has been found, you cannot serve.

- *After* Father leads a prayer with all servers, ministers, and lectors, you may rejoin your family seated in the congregation.
- 2C and 3C are responsible for set-up/clean-up, respectively. Place Father's chalice on the altar before Mass. Place the covered wine chalices (2), purificators (3) and empty ciborium (2) on the Credence Table. Place the gifts of wine and unconsecrated hosts on the gift table at the entrance of church. See details in the Sacristy for the complete set-up routine for each Mass. Note: During any period in which the Precious Blood has been suspended, we will use only enough Eucharistic Ministers to distribute the Precious Body. Therefore, your duties for set-up and clean up may change during this time.
- When approaching the Altar, all persons serving ON the Altar are to approach with hands folded in prayer position, bow or genuflect toward the Tabernacle, and proceed to your position. When leaving the Altar, your hands should remain folded in the prayer position. Also, even though you may have just bowed to the Tabernacle while completing your duties, when you reach the bottom step, you are to again bow or genuflect again, showing reverence to the Blessed Sacrament.
- Please do your best to never turn your back to the Tabernacle when on the Altar. When you are serving during Mass, your bow or genuflection is to the Blessed Sacrament, not to Father or to a deacon.
- As soon as Father begins the Agnus Dei (Lamb of God), Eucharistic Ministers are to immediately proceed to the Altar and join the formation as quickly as possible. Please do not stop to shake hands or offer other signs of peace, thereby delaying the distribution of the Blessed Sacrament. Ministers are to bow in unison as a group in the formation listed on the diagram.
- If serving the Precious Body, Eucharistic Ministers are to sanitize hands at the Credence Table and join the formation to the left of the Altar. When returning from Communion Service, purify your hands in the Ablution Dish at the Tabernacle, then turn to the Credence Table and sanitize your hands again, and re-join the formation.
- As Father places the Blessed Sacrament back in the Tabernacle, Eucharistic Ministers—and all others on the Altar—are to bow to the Tabernacle. When dismissed by Father, proceed down to the front, center of the Altar, turn back, reverence the Tabernacle again by bowing or genuflecting in unison as a group, and return to your seat.
- If, after serving all those in line in your section, please proceed to help Father in the Nave (middle section), the choir loft or the children's "training room", then return to the Altar, placing ciborium/chalice on the Altar. (Please to not transfer the Blessed Sacrament from one vessel to another on the Altar. Father will do that.)
- Never give "Jesus to Go." It is forbidden to give anyone additional Communion Host(s), whether in hand or in a Pyx, to be taken to any other person or to be consumed later. Should anyone ask for such, please politely explain that it is not possible or direct them to Father so he can explain. Anyone officially commissioned to deliver Communion to the infirmed or to shut-ins should place a Pyx on beside the Tabernacle before Mass and Father will place one host in the pyx during Holy Communion.
- If someone approaches you in the Communion line who is not Catholic (usually, they will have their hands crossed over their chest), you may bless them with the sign of the cross on their forehead. If they seem unfamiliar with the proper way to receive the Blessed Sacrament or if they seem a little out-of-place, it is perfectly appropriate to politely ask if they are not Catholic. If they state that they are not, you should always bless them in the prayerful hope of worldwide Christian unity.

- If you or a Communicant drops the Blessed Sacrament on the floor, you—not they—should immediately pick it up. If you are comfortable consuming it yourself, you may do so. If you are not, please keep it in your hand and give it to Father when you return to the Altar or you may place it in the Sacred Repository after Communion. **NEVER** discard the Precious Body or Blood, as they are truly the Body, Blood, Soul and Divinity of Our Lord and must be treated with the utmost respect.
- If you, or a Communicant spills the Precious Blood on the floor, STOP everything, ask the person in line to guard the spill. Go to the credence table and place the chalice of Precious Blood there. Using your original purificator, wet half with the water that is used in the washing of the hands, return to the spill, wash with the wet end then dry with the other end of the purificator. Return to the credence table with the purificator. Retrieve the chalice of Precious Blood and the extra purificator. Resume your position and continue to serve the Precious Blood.

DURING MASS

- Ministers of the Eucharist come forward at the sign of peace and line up in front of the Altar and bow in unison before proceeding to the left side of the Altar.
- After receiving the Precious Body and Precious Blood from Father, or a designee, the Host ministers (1H and 4H) step forward to receive ciboria with consecrated hosts from Father.
- Father or a designee will hand a chalice to the Cup ministers (2C and 3C).
- Host and Cup ministers proceed to their designated stations. (1H should not go to the children’s “training room”.)

DURING COMMUNION

- Ministers should share the Precious Body and Precious Blood in a reverent and inviting manner, attempting to make eye contact with each communicant.
- Cup ministers are reminded NOT TO ALLOW INTINCING (dipping a consecrated Host into the Precious Blood).
- If you finish at your station and see a significant backup at another, you should go to give assistance. The side stations usually finish first and can assist with distribution for the center aisle according to the diagram.
- Cup ministers can assist when other cup ministers are running low, but DO NOT POUR FROM ONE CHALICE TO ANOTHER.

AFTER COMMUNION

- After Communion, the Ministers of the Eucharist proceed to the Sanctuary and place the ciboria and/or empty chalice on the Altar.
- Ministers of the Eucharist must stop near the Altar and consume any remaining Precious Blood before putting the empty chalice on the Altar.
- Purificators should be neatly folded and placed on the Altar.
- Ministers of the Eucharist return to their position on the left side of the Altar and remain there until Father returns the unconsumed consecrated hosts to the Tabernacle. After bowing in reverence, all EMs may then return to their seats in the congregation but you should stop at the base of the Altar, bow again, then proceed.
- Remember, at all times when approaching, serving on, or leaving the Altar, your hands should be folded in prayer position.