

Extraordinary Ministers of the Eucharist

For My Flesh is true food, and My Blood is true drink.
John 6:55



OUR MISSION STATEMENT

...to share the Body and Blood of Our Lord, Jesus Christ, with our faith community and to emulate the Lord in our everyday lives.

Saint Edward the Confessor Church
New Fairfield, Connecticut
(203) 746- 2200

BEFORE MASS

- ◆ Arrive at least fifteen minutes before Mass begins.
- ◆ Go to the Designation Board in the Vestry. Locate your position tab on the Eucharistic Ministers Stations Board. Turn that tab to display a word. Some stations will be assigned with the words “**FRONT HOST**”, “**FRONT CUP**”, “**DEACON**”, “**SET UP**” and “**CLEAN UP**”.
- ◆ If you turn these tabs you are expected to do the task assigned to the position.
- ◆ Put a check next to your name on the paper placed on the pull-out board of the designation board.
- ◆ If you are late on your assigned day your position **MAY BE** filled by the Liturgical Coordinator. Please do not assume that your position is still available if you do not arrive on time. Always check with the coordinator.

PLACEMENT OF EUCHARISTIC MINISTERS

- ◆ The pew configuration is on the Designation Board where you turned your position tab to the “**FILLED**” position. Please re-check the diagram carefully so that you will know where your station is located .

PREPARATION OF GIFTS - SET UP MINISTERS

- ◆ Prepare the small carafe with just enough wine for the celebrant
- ◆ Check the with the Coordinator to see how many ciboria need to be prepared.
- ◆ Place one covered ciborium and the small carafe of wine on the **Offertory Table** in the main aisle of the church.
- ◆ Take out enough cups and purificators to cover the stations necessary for that mass. Fill the cups with wine (approximately ¼ cup per cup). Place the filled cups and linen purificators on the cup tray. Only use one purificator for both the deacon and minister cup. *Choir masses require extra cup.*
- ◆ Get the cruet water from the refrigerator. This must be full. Please fill them whenever necessary.
- ◆ Prepare the celebrant’s chalice. Place the large wafer in the paten, place the cloth purificator on the chalice, place the paten on top

of that and place a Pall (the stiff white board) over the paten. Place a Corporal (the square linen cloth) on top of the pall. Use a large corporal for the choir masses.

- ◆ Place the tray of filled cups, the Celebrant's Chalice, cruet, pitcher, towel and lavabo on the **Altar Servers Credence Table** next to the Choir Area of the Sanctuary.
- ◆ Make sure key is in the Tabernacle.
- ◆ As soon as the preparation is finished return to your seat.

SIGN OF PEACE

- ◆ All ministers will process up to the altar steps and wait on the rug for the Lamb of God to begin

LAMB OF GOD

- ◆ The ministers will bow and then process up to the altar and form lines on either side of the altar.
- ◆ *The first minister in line should be the deacon cup minister. As soon as this minister receives the cup, you will offer the cup to the other ministers. If a deacon is present he will minister the cup to the all of the ministers.*
- ◆ The coordinator will assist with giving the cup to the ministers if there are more than 3 ministers.
- ◆ **As soon as you have received from the cup get your vessel and proceed to your assigned place on the floor.** Face the altar until the celebrant is in place. No communion line should start until the celebrant is ready to begin.
- ◆ All ministers **stay in their positions** until communion is completely over (or unless your cup is empty) and the Celebrant has returned to the altar.
- ◆ **All cup ministers return to the Credence Table on their side of the altar (choir or Tabernacle) to consume the remaining Precious Blood and leave their cup on that table.**
- ◆ The Bread ministers will place their ciborium (empty or full) on the altar once communion line is completely over and the celebrant is at the altar.
- ◆ Remember to approach the altar from behind, never in front to place vessels.

- ◆ The celebrant or deacon will consolidate the ciboria and return them to the Tabernacle.

RECESSION

- ◆ If you are the CLEAN UP Minister, please wait until the Celebrant is out of the Worship Space and the final hymn is finished before starting the clean up.

CLEAN UP

- ◆ **Remove the Tabernacle key.**
- ◆ After each mass all of the vessels used for that mass will be purified in accordance to standard procedure set forth in the General Instructions.
- ◆ The cups will be washed with hot soapy water after purification and returned to the safe.
- ◆ All purificators and any soiled linens should be placed in the basket under the sacrorium.

PROPER ATTIRE - Business Casual (appropriate to season)

Shorts, t-shirts, tank tops, sports uniforms are not appropriate wear.

Please participate in only one liturgical ministry at each celebration.

If you are unable to attend, please try to find a substitute.

If you must be taken off of the schedule for a protracted period please let the coordinator know. Otherwise, please put your name on the absentee paper in the Vesting Room.

Even if you are not scheduled for a mass please check the Designation Board and offer assistance if necessary.

Please do not come up to the altar to serve if you have not checked the with the coordinator first..