



St. Mark the Evangelist Extra-Ordinary Ministers of the Eucharist Checklist

General Comments

It is a privilege to give Eucharist to those who gather to receive the gift of Jesus Christ in the form of bread and wine. As leaders of service and worship at St. Mark the Evangelist Parish, you become a public figure to whom others look. People will notice your reverence in the sanctuary, your care of the vessels and your respectful and gracious giving of the Sacrament.

Lay-people serving in this sacrament are “Extra-Ordinary Ministers of Communion”. Ordained individuals such as a priest or deacon are considered “Ordinary Ministers”

1. Be committed. Check your schedule to know when you are to serve. If you cannot minister on your scheduled date, it is your responsibility to find a replacement. Look ahead to vacation times and notify the ministry coordinator who can adjust the schedule before it is finalized.
2. Appropriate attire is required. The “dress down” look has its place but **not** in the liturgy unless it is a special liturgy at a camp or other place of recreation. Shorts, tee shirts and other casual attire are not worthy of the service or the servant. Please remove overcoats, boots, etc. before entering the sanctuary in wintertime. Today’s fashions often compete with a liturgical concept of “appropriate”, so one must be aware that short skirts, tight pants, shirts with logos and brief tops are improper attire for all in attendance and, most especially, for those in ministry. “Business Casual” would be considered the minimum standard for dress.
3. If you are also a Minister of Care to the sick and homebound, please learn and observe the procedures for receiving, carrying and distributing Eucharist to those who cannot be part of the weekend Church Service. Your Pastor, Deacon or Ministry of Care Facilitator (Diane Zdankiewicz) has policies and guidelines for this purpose.
4. Participate in parish educational and spiritual programs, as well as review sessions. We all need continual updating, encouragement and inspiration.
5. The schedule is published for a 2-month period, and will be available before the first weekend of the new period. The coordinator will generally request input from the EM’s prior to making the schedule. The first EM listed for each Mass is considered the Captain.

Preparation before Mass

1. Please arrive at the Church 10 minutes before Mass is to begin (Captains – 15 minutes). This is requested so that you will have sufficient time to prepare yourself prayerfully for the ministry that you will exercise. At 5 minutes before Mass, the captain will be trying to find replacements if you are not present.
2. Check the tabernacle for number of ciboria and levels of consecrated hosts. Total needed for weekend Masses is three ciboria and the priest's paten.
3. Prepare the tray with one chalice, the Priest's chalice, two purificators and extra ciboria without covers (if needed) as well as water cruet if not already there. Place tray on credence table to the left of the altar.
4. The following should be prepared and to set on the table in the entrance of the Church:
 - Wine carafe (filled to the appropriate level)
 - Paten with small hosts to be consecrated and a large host on top (NOTE: All bread and wine to be consecrated should be presented at the Offertory.) Attempt to estimate the number of hosts needed for communion, to prevent having an excessive amount of consecrated hosts left over after Mass.
 - The Pyx for Gluten Free Hosts (**if requested for the Mass**)
5. The captain assigns EM's roles, and all gather for private prayer with the celebrant. (NOTE: When a non-scheduled Deacon is present, he is an "ordinary minister of communion" and should distribute the host with the priest. A scheduled EM is asked to honor the request.)

Liturgy of the Eucharist

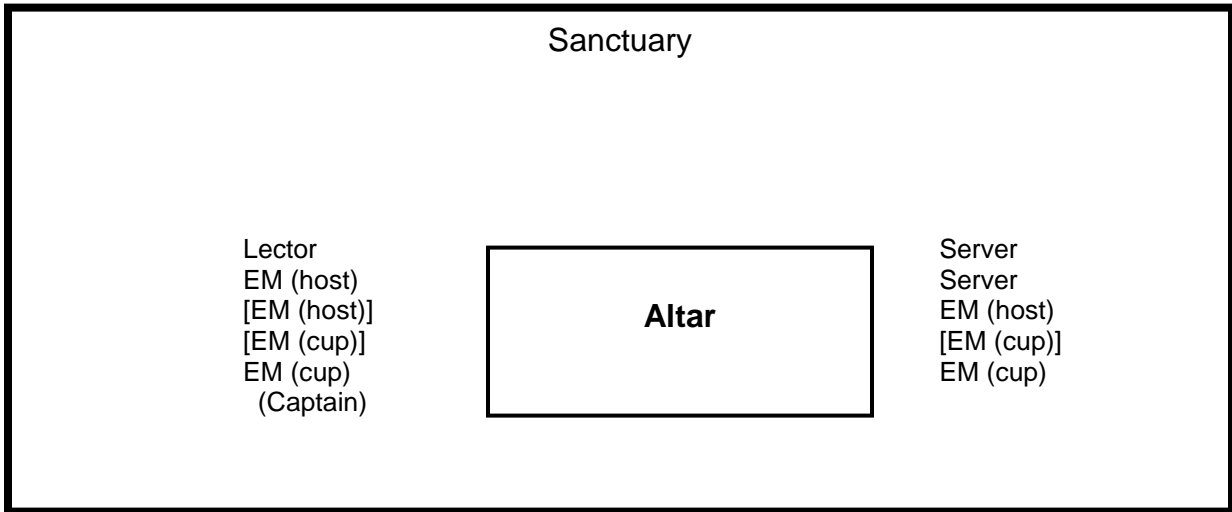
1. Following the **Great Amen**, the captain should obtain the Blessed Sacrament from the tabernacle and place the ciboria on the altar, leaving the covers on each ciborium. If there are 3 Ciboria, the captain should enlist help from another EM. Show necessary reverence when carrying the Blessed Sacrament, do not stop and talk, nor bow to the altar.
2. EMs should come forward at the **Sign of Peace** and be in place (see line up chart below) for the **Fraction** (Breaking of the Host at the **Lamb of God**). The captain (on the choir side) and the cup minister on the parking lot side should always line up in front of the other EMs.
3. The Deacon (if present) or Celebrant pours the wine into the cups. Note – if no Deacon is present, the Captain or EM on the choir side should note if any items were left on the Altar or if an empty ciborium was left on the credence table, and move them as necessary.
4. The Celebrant will receive Communion first, followed by the Deacon and then by EMs. Ministers consume the consecrated host immediately. The cup ministers will then offer Precious Blood to the other ministers on their side of the altar.

5. EMs take their place for distribution of the Eucharist as the Celebrant does...not before. If a choir is present, the host and cup minister from that side will go to the choir first to offer communion, and after the choir finishes then take normal positions.
6. Host Ministers should hold the host at eye level make eye contact and slowly say “the Body of Christ”. Allow a few seconds for the communicant to respond with “Amen” but if they do not, proceed with placing the host in their hands or on their tongue.
 - a. If children or non-communicants approach with their hands crossed over their chest, make the sign of the cross and bless them by saying “May God be with you”.
 - b. If a consecrated host falls to the floor, pick it up immediately and consume it.
7. The Cup Ministers reverently offer the cup to each person and, with eye contact, slowly say “the Blood of Christ”.
 - a. Generally, the communicant should hold the chalice firmly in both hands and drink from it. However, when and where necessary, the minister should be ready to assist in holding the cup. Intinction is not allowed.
 - b. After each person has received the Blood of Christ, the minister should wipe both sides of the rim of the cup with a purificator and turn the cup slightly before repeating the procedure for the next communicant. Always wait a couple of seconds for the Precious Blood to drain from the lip of the cup before wiping.
 - c. Any danger of spilling the Precious Blood should be carefully avoided. If, by chance it should spill, the area should be marked with a purificator and cleaned after Mass (under direction of a deacon or priest).
8. If a communion cup is empty at any point during the Communion Rite, the minister should cover the cup with the purificator and wait for Communion to finish.
9. After the entire congregation has completed communion:
 - a. Cup Ministers proceed to the credence table to the left of the altar. The ministers consume any Precious Blood immediately and cover the cups with the purificator (the deacon or celebrant will then purify the vessels). Note – a minister should not feel compelled to consume additional Precious Blood – ask the other minister(s) if they would consume the excess. The cup ministers then leave the Sanctuary together, bow to the altar, and return to their seats.
 - b. Bread Ministers form in the main aisle and proceed as a group to the Chapel. Consecrated Hosts should be combined evenly and in as few ciboria as possible. EM’s handling the Blessed Sacrament should wash their fingers using the lavabo next to the Tabernacle. **Any empty ciboria and the paten are purified in the Sacristy by the EM’s.**
 - c. All ministers should take their seats for the conclusion of Mass.
10. At the conclusion of the liturgy (after the closing song is ended), the Captain or designate should retrieve the tray and vessels from the Credence table and take them back to the sacristy. The previously purified vessels should be washed **with soap & water** and put away (or set up for next Mass if appropriate). Covers may need to be added to the ciboria in the Tabernacle. **If putting vessels away, be very careful in storing the paten and priest’s chalice, as these are personal and precious objects to the owner.**

Special Situations

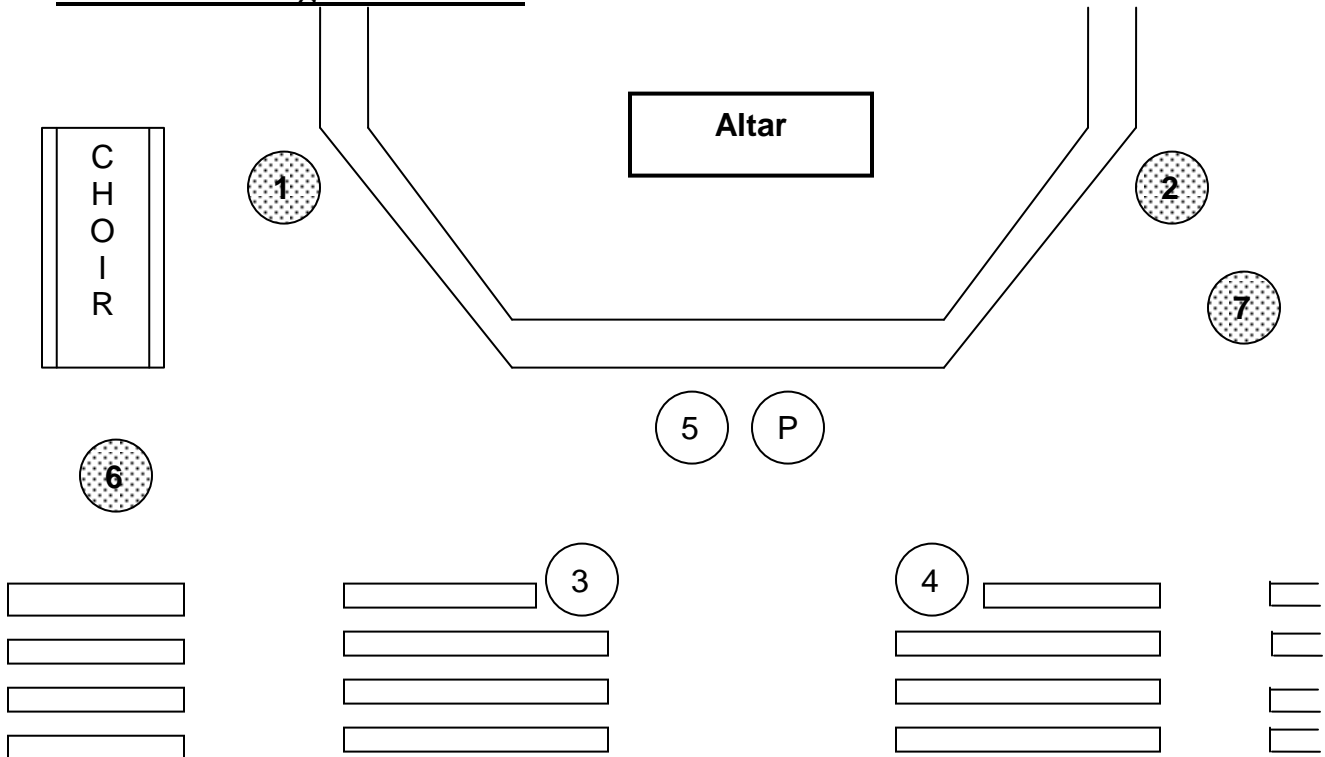
1. On special occasions, such as Christmas and Easter, when attendance is larger than usual and extra ministers are needed, plan ahead with your coordinator so that everyone knows their places and responsibilities. Additional cup positions may be scheduled...see diagram on page 5 for those positions.
2. When a guest priest is presiding, review the procedures ahead of time with him so he is aware of your routine and comfortable with it. Parishes differ in procedures, and Father should not be expected to “go with the flow” unless he knows what it is. Be hospitable, not autocratic. If a detail is overlooked, you “go with the flow” and don’t be conspicuous in making a change.
3. For special Masses or Holy Days of Obligation there will be sign-up posted sheets in the Sacristy. Please check for these and sign up if you are able to serve at one of the Mass times.
4. As an active Eucharistic Minister, please come to any Mass appropriately dressed and prepared to cover for a missing EM. Also, check in the Sacristy when arriving to let the team know you are available if needed.
5. Sometimes situations occur that make you uncomfortable or concerned. Present these to the pastor, deacon or coordinator who can resolve them or advise you.

Positions on Altar



[] represent optional ministers depending on the Mass

Positions during Communion



- 1, 2, 3, 4 are typical EM positions
- 5 is normally the Deacon if present
- 6 is 3rd cup minister sometimes used
- 7 is 4th cup minister for special Masses (Easter)
- P is the Priest
- ⊙ Represents cup positions

Sample Schedule

		St. Mark the Evangelist			
		May/June 2010 Schedule for Ministers of Communion			
		5:00 pm Sat	8:00 am Sun	10:00 am Sun	11:30 am Sun
		Zdankiewicz	Newcomb	Jandreau	Desrosiers
		Capistran	Conner	Jandreau	Desrosiers
		May 1 & 2	Lavoie	RBCarter	Pedley
		Lott	Brown	Cunningham	PDuyon
		BCapistran	Lavallee	Cunningham	MDuyon
		Capistran	Falvey	Flynn	Fallon
		Capistran	Lavallee	Flynn	Hoppe
		May 8 & 9	BCapistran	Lavallee	Gingrow
		Mitchell	Oolders	RBCarter	Thrower
		Speltz	DC Lee	DC Lee	DC Lee
		O'Brien	Lavallee	Cunningham	PDuyon
		Kinnon	Lavallee	Cunningham	MDuyon
		May 15 & 16	Watts	Lavallee	PBartlett
		Engler	Newcomb	Nowicki	Desrosiers
		DC Lee	DC Lee	DC Lee	DC Lee
Paul	Bartlett				
Becky	Brown				
Lisa & Ray	Capistran				
Paul	Carter				
Ricky (Bobby)	Carter				
Nancy	Conner				
Anna & Jim	Cunningham				
Jean & Maureen	Desrosiers				
Mackenzie	Duyon				
Paula	Duyon				
Pauline	Engler				
Chris	Fallon				