

ST. PAUL MINISTRIES

HOSPITALITY



PRAYER



DISCIPLESHIP



MINISTRY



Maintenance...to...Mission

Extraordinary Ministers of the Eucharist

MINISTRY COMMITMENT

Thank you for accepting the invitation from your Church family to become a Minister "Around the Table." Serving in this special way has a profound impact on the way our St. Paul Mission Statement, "To Live As The Body Of Christ," comes to life.

The purpose of the Eucharistic Liturgy, as well as all Sacraments, is to make us holy, to build up the Body of Christ and to worship God. The Liturgy "nourishes, strengthens and expresses faith." (CCC 1123)

By saying, "Yes" to this calling, I agree to the following:

- ✓ I commit to serve in this one Liturgical Ministry for a two-year period.
- ✓ I understand the importance of my ministry in the overall mission of our Parish "To Live As The Body Of Christ."
- ✓ I will approach the Celebration of the Eucharist with a spirit of the Joy of Christ.
- ✓ I will prepare myself during the week being reflective of the upcoming Readings so that I will be prepared spiritually, physically and emotionally.
- ✓ I will arrive on time and dress appropriately when I am scheduled to serve.
- ✓ I will find a replacement in the event I cannot serve at my scheduled time.
- ✓ When I am not scheduled to serve, I will be a better participant in the pew by being attentive, listening, and responding enthusiastically.

By signing below, I agree to all of the above statements:

Ministry: _____

Mass preference: (circle one) 5:30 8:00 10:30

Printed Name: _____

Signature: _____

Date: _____

PURPOSE

This Ministry Manual is being provided to all Ministers "Around the Table" to create a better understanding and zeal for authentic worship at St. Paul Parish. This information is not only instruction of *how* to carry out the ministry, but to better understand *why* we worship the way we do.

We want to rejuvenate the deep, spiritual meaning of being a participant in Mass. As St. Augustine said, "Behold what you are. Become who you receive." Every time we celebrate the Sacred Banquet together, we are fulfilling Jesus' command to "Do this in memory of Me." We believe that the Risen Christ is truly present in the Liturgy in the Presider; in the Holy Eucharist as His real presence of Body and Blood; in the Word proclaimed from the Sacred Scriptures; and in the Community gathered in His Name.

We want to rediscover the importance of celebrating with joy, reverence, and essence of the Paschal Mystery. From the time of the apostles, Christians have continually come together to celebrate, to listen to Scripture, and to offer Thanksgiving. The Liturgy is a communal encounter of Christ that brings us all together as a St. Paul Family.

Our main goal is to foster full, active and conscious participation in the Liturgical Celebration in order to encounter the Living God in the Word and Eucharist, then return to the world fulfilling our baptismal call to discipleship. As trained, prayerful Liturgical Ministers, we will help plant that which God will grow.

We do not need to reinvent anything. We do not need to decide what Liturgy will be. The Church has already planned the Liturgy. It is not a show or performance that people come to observe. The Liturgy is a Sacred Celebration of the Paschal Mystery through which the Mystery of Christ among us comes alive in all the people present.

Therefore, we want to make our preparation and attainment of the experience of Liturgy at St. Paul a priority, not a last-minute execution of duties and tasks. CCC 1070 states, "...every Liturgical Celebration is an action of Christ the priest and of this Body which is the Church, is a sacred action surpassing all others."

We want to recognize every person who joins our Celebration as equal, necessary members of the Body of Christ. We want each and every person to be received with Joy. We, as Ministers, will serve them with Joy. We want to always be aware that Jesus Christ, our Risen Lord, is indeed presiding at each Mass, proclaiming His Word, sharing His Body and Blood, and sitting next to us extending His Hand in the sign of peace.

First, we ask you to personally pray regularly for the success, grace and insight to move in the Divine Flow of meeting Christ in a real, personal way as a Minister of our Parish. **Prayer will always be the heart of Ministry. Prayer serves to continually renew and strengthen us to serve our brothers and sisters.**

An awareness of the sacredness of your Ministry will naturally follow. We are privileged to have been called and invited to serve in this special way.

The great result will be a continual renewal of our love for the Eucharist and the Sacraments, and a fruitful weekly experience of Liturgy.

EXTRAORDINARY MINISTER OF THE EUCHARIST

Eucharistic Ministers have the privilege of administering Holy Communion, the Body and Blood of our Lord Jesus Christ, to our brothers and sisters in the congregation. Through this humble service, God unites you to your fellow members of the Body of Christ and actually forms all of us in the body. Your love for Christ present in the Eucharist and in His people will make the Body and Blood you minister to others genuine signs of Christ's self-sacrifice and your own. The Sacred Species that you minister to others will be outward signs of love that flow from the heart of Christ and from your own heart.

History

Jesus instituted the Eucharistic sacrifice of His Body and Blood at the Last Supper. The Holy Eucharist is the Source and Summit of the Christian Life (*Vatican II, Lumen Gentium*). Traditionally, only a Priest or Deacon would administer Communion but in the 1970s, this lay Ministry was developed to prevent distribution of Holy Communion from becoming a disproportionate part of the Mass. Lay Ministers were also needed due to the shortage of Priests/Deacons, when the congregation was allowed to receive under both species, and to assist with distributing Holy Communion to the sick and homebound.

Why

This is a great honor and a wonderful way to serve our St. Paul Parish Family. Know that you are a Minister, not just a Holy Communion distributor. Sharing the Body and Blood of our Lord forms us more intimately into the Body of Christ bringing us into communion with Him and with each other.

We start with our humble offering --- bread and wine, human food of little value. God the Father lets that bread and wine become the Body and Blood of His Son through the power of the Holy Spirit. We receive back our human gifts as the richest divine gift of God's Love - God's Beloved Son. Through these gifts, and our very lives, sharing in the Body and Blood of Christ, we become what we receive.

As a Eucharistic Minister, you have the dignity and responsibility to become what you give. You become and live as the Body of Christ that you give to your brothers and sisters. You share in a ministry that humans could not deserve and would not dare ask for on their own.

How

Before Mass

1. During the course of the week, read the Sunday Readings so you are familiar with the Word to be proclaimed and the theme of the Liturgy.
2. Dress appropriately since you are serving at the Table of the Lord. Please do not wear blue jeans, shorts, or casual footwear.
3. Dispose of any gum or candy.

4. Arrive 20 minutes before Mass time, put a checkmark by your name on the schedule, get a wooden cross from the hook in the Sacristy and wear it for Mass.
5. If you do not check in by 10 minutes before Mass time, the Sacristan will find a replacement. If your name is marked through on the posted schedule, someone else has already been selected to serve in your place. You will not serve this Mass.
6. Take some time in the Chapel or a quiet place to pray that you will reflect the Joy and Love of Christ.
5. Set up for the Offertory: Bring the Ciborium containing unconsecrated hosts and the wine decanter containing unconsecrated wine to the back counter of the Church for the Gift Bearers to carry forward at the Offertory. Note: 5:30 & 8:00 Masses use one Ciborium, and the decanter half-filled with wine. 10:30 Mass will need 3 Ciboria with hosts and a full decanter of wine.
6. Set up the Credence Table: Put in place Father's Chalice, complete with a Purificator draped across the top, the Paten on the Purificator, and a large host on the Paten; 4 Communion Cups and 5 Purificators (an extra just in case); fresh water and a towel for the washing of Father's hands; and the small cruet filled with tap water.
7. Set up the Altar: Be certain the large Corporal is in place on the Altar.
8. The Minister designated by the (H) for Host will be responsible for retrieving the Ciborium of Consecrated Hosts and the Pyx of Consecrated low-gluten Hosts from the Tabernacle. Get the Tabernacle key from the Sacristy closet.
9. Meet in the Sacristy 10 minutes before Mass begins to pray with Father and other Ministers. Return to your pew before Mass begins.

During Mass

1. *After the conclusion of the Lord's Prayer*, the (H) Host Minister will proceed to the Chapel to retrieve the Ciborium and Pyx from the Tabernacle. Always genuflect before the Tabernacle containing the Blessed Sacrament. Wait for all Eucharistic Ministers to gather at the back of church.
2. All other Eucharistic Ministers should gather in the back of Church *after the conclusion of the Our Father*. come forward at the Sign of Peace.
3. All Eucharistic Ministers will proceed in two lines down the middle aisle during the Sign of Peace. The Host Minister will lead and reverently hold up the Ciborium with both hands. Pace yourself, do not rush. Once all Ministers reach the steps, form a single line, shoulder to shoulder in front of the steps of the Altar. Bow together and move to your positions on the Altar behind Father. The Host Minister should place the Ciborium and Pyx on the Altar at Father's right.
4. Father will receive the Body and Blood first, then distribute Communion to the Ministers. When he offers The Body and Blood to you on the Altar, always accept and consume it. If you are unable to receive, please do not serve that day.
5. When Father offers you a cup, bow, answer "Amen," receive the Cup of Blood and purificator, then serve the Altar Servers. Father will indicate when it is time to move down off the Altar to distribute Holy Communion. Be mindful of spacing and spread out so that lines do not build up and block the flow of Communicants.

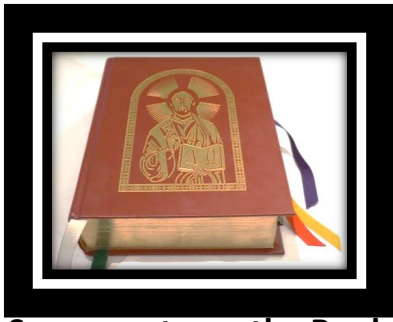
During Mass (continued)

6. As you share the Body and Blood of Christ, be aware of your posture so it reflects the respect and reverence deserving of this Sacrament. Make the giving of the Host or the Cup as graceful and reverent as possible. Everyone who receives Holy Communion from you has the right to the full human and divine value of this Holy Moment. Set aside any mood or feelings you have that could be in conflict with the dignity of this Ministry. Let the Lord lead you to Higher Ground so that all you do and say will be with reverence and love. This will help those receiving the Sacrament as well as you. You are doing this in memory of Him.
7. Be attentive to the way you hold the Ciborium, the Cup and the Purificator. Be constantly aware of the Sacred Species that these vessels contain. Be attentive to persons with disabilities, and assist them accordingly.
8. As an individual arrives in your line, avoid being in a rush and make eye contact with the person before you. Clearly proclaim, "The Body of Christ," or "The Blood of Christ." Let the Communicant respond, "Amen." You are voicing God's invitation to come to the Banquet.
9. When someone approaches who does not wish to receive Communion (indicated by having their arms crossed over their chest), place your hand on their shoulder and offer them a blessing. Say "May the Lord Bless you in the Name of the Father, Son and Holy Spirit."
10. Distribution of the Body: Reverently lay the Host in their outstretched hand or on their tongue if they prefer. You are handing over a Precious gift. If the Sacred Host is dropped, the Minister should pick it up and consume it being careful not to spill any from the Ciborium. Give the Communicant another Sacred Host. If you run out of Sacred Hosts, ask the Minister next to you to give you some from his/her Ciborium.
11. Distribution of the Blood: Reverently offer the Cup, letting go only when you are certain the recipient has it in hand. Be mindful of getting a good hold of the Cup as they may let go quickly. Wipe the rim of the Cup with the Purificator and turn the Cup 1/4 turn after each Communicant drinks from it. Find a new, clean spot on the Purificator while the Communicant is holding the Cup. If the Precious Blood is spilled, immediately cover the area with a Purificator. Step up to the Credence Table and get a new, clean Purificator. If you run out of the Precious Blood, cover your Cup with the Purificator and take one step back. Wait there until all have been served.
12. When all have been served, check to be sure there is no one else in the congregation who needs to receive Holy Communion at their seat; if so, go forward. If not, all Ministers return to the back of the Altar. Any remaining Precious Blood should be consumed at this time, with utmost reverence.
13. Place the Ciborium or Cup on the Altar. The Purificators should be folded and put next to the Cup, not in the Cup. All Ministers should move to the bottom of the steps, face the Altar, bow together, then proceed down the middle aisle in two lines to the back of the church, then return to your seat. The (H) Host Minister will return the Ciborium and Pyx to the Tabernacle, reverently holding up the Ciborium with both hands as you walk up the center aisle. Pace yourself. There is no need to rush. You

are still holding the Sacred Body of Christ. Carefully return the Ciborium and Pyx, and close and lock the Tabernacle. Return the key to the Sacristy closet.

After Mass

1. It is the responsibility of the Extraordinary Ministers of the Eucharist to wash and thoroughly dry the vessels used in Mass. Use the sink in the Sacristy, and *do not submerge the vessels in the water.*
2. 5:30 & 10:30 Masses: all cleaned and dried vessels need to be returned to the cupboard in the Sacristy. All linens are placed in the laundry hamper in the Sacristy.
3. 8:00 Mass: all cleaned and dried vessels should remain on the drying pad near the sink for use at 10:30 Mass. All linens are placed in the laundry hamper in the Sacristy.



**Sacramentary - the Book
the Priest uses during Mass**



**Cup - holds the
Blood of Christ**



**Purificators - used to
wipe the Cup when
serving the Blood of Christ**



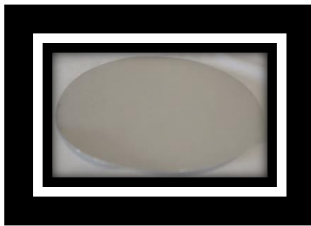
Chalice with paten and host



Wine Decanter



**Tabernacle and
Red Sacristy Light**



Paten - plate for the Host



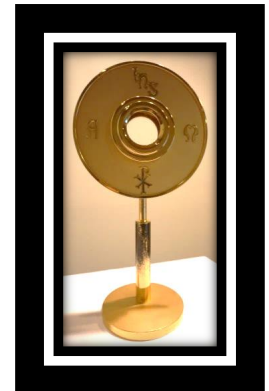
Cruet for water



**Large Host - To be placed
on Father's paten**



**Corporal - Placed on
the Altar**



**Monstrance - Holds the
Blessed Sacrament for
Exposition of the Eucharist**



**Ciborium - holds the
Body of Christ**