

EUCCHARISTIC MINISTERS MEETING

July 6, 2006

GUIDELINES

SCHEDULE

Captains

Father Tom would like more Eucharistic Ministers participating as Wine and Bread Captains; ideally it would be a male and a female at each mass. If you are currently a Captain ask other Ministers if they are interested in learning this important position. Assure them that you will work with them during the training period. This is strictly voluntary, not everyone is suited to be a Captain.

Youth Participation

Eucharistic Ministers are required to be at least 25 years of age; however, we have received permission from the Bishop to have teenagers and adults under age 25 who have been confirmed to serve as Eucharistic Ministers at youth masses. They may also serve at other masses if needed, primarily as wine ministers.

DIOCEAN GUIDELINES

Ministers Reception of Vessels

There may be an occasion where we are short a vessel; this may occur when we have a visiting Priest or Deacon. Should you find yourself in this position discreetly leave the altar.

If you receive the wrong vessel i.e. a wine cup when you are bread accept the cup and wait until you can determine which position is open then go to it, do not, at any time, trade vessels. Vessels can only be given by Father Tom.

Bread Captains, when you distribute the Host among the ciboriums do it as quickly as possible however, remembering to do it with reverence. This is the Body of Christ. The same is true for the Cup Captain; when presenting the cup to each Minister be efficient so as not to hold up Father as he distributes the remaining cups and ciboriums.

Cup Captain and Ministers; we were reminded to wipe the cup and turn it each time. In addition to rotating the cup the purificator should be opened and a different section used each time.

Blessing

When blessing someone who approaches with their arms crossed do not touch them anywhere on their head, the only acceptable place to touch them is on the shoulder. Do not have the host in your hand when touching them and do not make the sign of the cross. If it is a child too small to touch on the shoulder you may place your hand in the vicinity of the head without actually touching it.

Substitutes

When you need someone to substitute for you either call the Captain, another person on the Eucharistic Minister's schedule, or call Mary Lou. When arranging for your own substitute do not ask a Lector or someone who was once a Minister, but is no longer on the schedule, ask only someone on the current schedule.

Approaching the Altar

All Eucharistic Ministers should approach the altar when The Lamb of God begins and the Wine and Bread Captains come out.

When standing on the Altar hands should be in the prayer position not hanging at your sides.

If you have to cough it should be done over the shoulder as Father Tom does, so your hands are not contaminated.

If you are a Minister and unable to take wine for any reason it is better not to serve until you are able to do so. Ministers are there to set the example for everyone.

Emergency Procedures

If there is ever an emergency during Mass, Eucharistic Ministers should make themselves available to help out wherever necessary. Should someone become ill or pass out and there is not an able-bodied usher available then a Minister should step in and assist.

In the event of a disaster Ministers should be prepared to organize and help everyone out of the church seeing them to a safe location and comforting the elderly if necessary.

VOLUNTEERS NEEDED

Holidays and Holy Days

Volunteers are needed for morning masses especially on Holy Days. If you plan to attend a morning mass on a Holy Day and would like to serve please call Mary Lou.

Volunteers are also needed for the Christmas Holidays. Father prefers to have the weekend Ministers do holy and holiday masses as they are more accustomed to and experienced with large crowds. If you are able to serve on Thanksgiving, Christmas Eve, or Christmas Day it is not too early to notify Mary Lou. This year Christmas is on Monday; the 4th Sunday of Advent and Christmas Eve are both on December 24th. Volunteers are needed for all masses. The schedule is as follows:

Sunday, December 24th

7:30 am

9:00am

10:30 am

4:00 pm

6:00 pm

Midnight

Monday, December 25th

9:00 am

10:30 am

If you are scheduled for a Thanksgiving, Christmas, or Easter mass and you can't make don't get a substitute, call Mary Lou and she will arrange it.