

EUCCHARISTIC MINISTER'S MANUAL



**St. Simon Catholic Parish
1860 Grant Road
Los Altos, Ca. 94024**

July 2017

1. *The Ministry of Eucharistic Ministers*

Yours is a share in the work of the Lord's Spirit who makes of us
one bread, one body, the cup of blessing which we bless.

Yours is the work of ministering Christ's body and blood
to the body of Christ, the church.

Yours is service at the Lord's reconciling table.

You name for each of us the gifts we have offered and the gifts we receive:
"The Body of Christ, the Blood of Christ."

You minister holy food to holy people in the holiest of all Communion.
Yours is the ministry of the One who was broken and poured out for our sake:
the ministry of Christ who is our Passover and our lasting peace.

Come to your work from your personal prayer, praying that
the Lord will heal your brokenness as you break and pour out yourselves
for others. Remember the purity of the gifts you minister
and how great is your need for the Lord's mercy.

Learn to love the Eucharist you minister.

Let it heal the hurt your heart is slow to acknowledge;
let it make you one with all that is living;
let it help you revere all those whom you serve.

Ministers of the eucharist are many;
truly eucharistic ministers are what you must become.

Let your service at the Lord's table make of your life
a table of mercy and welcome for all you know and meet.
In and outside the worship space, reverence those you serve
as you would reverence the sacrament you minister.

When you minister to friends and family, remember that
the greatest bond you share is in the Lord.

When you minister to visitors and strangers,
reverence them as you would your closest friend.

When you minister to those with whom you are at odds,
reverence them as the Lord does you in your sin.

Some will esteem you as "holy" because of the work you do.
Remember that your holiness is the Lord's work within you.

When you are asked to serve at inconvenient times,
let the needs of God's people be your first consideration.

When you begin to think that your ministry
makes you an important person in the community,
remember that what the Lord did at table
became a sign of the cross.

When your brothers and sisters praise and thank you for your work,
take delight in the Communion you share with them in Christ
and rejoice in the work the Lord has accomplished through you.

Be faithful in the work you do,
for through it the Lord saves his people.

Taken from Preparing for Liturgy by Austin Fleming

2. Roles and Responsibilities

Schedules

Schedules are published on a bi-monthly basis. Scheduling is based on the input from the ministers as to availability of the up-coming time period. If possible, accommodation is given to time of Mass and your preference for the Communion stations.

Missing of assignments is a detriment to the distribution of Holy Communion. It causes confusion around the Altar while attempts are made to fill the gaps by walk-ins or when positions are left open. Your commitment to this ministry and keeping the schedule is very important. If you are unable to meet your scheduled assignment, please find a substitute as early as possible. Also, cross your name off the schedule in the binder as soon as you know that you will not be able to serve.

Dress/Appearance

There is no formal dress code for Eucharistic Ministers at St. Simon. Ministers are strongly encouraged to dress appropriately for not only the attendance of Mass, but also with consideration of the formal role that Eucharistic Ministers have in the Liturgy. In addition, all ministries are asked to be aware of the liturgical seasons and the colors that are appropriate for these seasons. As such, dress and appearance should be "Sunday Best", conservative, and coincident with the season of the Church.

Check In

A copy of the schedule is located in a binder in the Children's Chapel. All ministers are asked to check off their name on the list before Mass. This will allow anyone who is available to see what Communion stations are open and substitute accordingly. If you are not assigned to serve at the Mass you attend, please check the schedule before Mass to see if there are any vacant Communion stations where you can fill in. Write your name on the schedule to indicate the position you will fill.

Preparation of the Bread and Wine

The minister assigned to Communion station Bowl #1, is responsible to fill the bowl with bread and the carafe with wine before Mass. This is to be done at least 10 minutes before Mass starts. The hosts and wine are located in the middle, upper cabinet in the sacristy.

Each unopened bag contains 250 hosts. The large host counts as additional 24 hosts. The number of hosts to be put out for each Mass is determined by the number of people attending.

The estimates of the number of hosts for each Mass are:

5:00	7:30	9:00	11:15	5:00 Sunday
250	200	320	250	250

One large host should be placed on top of the smaller hosts in the bowl.

NOTE: For each Mass all the hosts that are consecrated during Mass will be used at that Mass. **We are NOT to go to the tabernacle to retrieve the ciborium and bring it to the altar before the ministers begin to serve Communion.** However, you should check the ciborium in the tabernacle and be aware of how many hosts are available. If there are an unusually large number of hosts in the tabernacle, this may have an affect on how many new hosts are put in the bowl. If there is an unusually large number of hosts, check with the liturgist or the Presider to see if the ciborium should be brought to the Altar early to fill the Communion bowls. If the ciborium is to be brought to the Altar before Communion, find the Coordinator and make sure that arrangements are made for the ciborium to arrive at the Altar during the Sign of Peace. This should only happen in rare instances.

The amount of wine to be put in the carafe should be measured with the measuring cup in the cabinet with the wine. Usually 1½ cups is sufficient. As much as 2 full cups should be used for larger Masses.

After preparation, place the bowl and the carafe on the gift table in the back of the Church. Preparation of the wine and bread should be done at least 10 minutes before Mass.

Seating

All ministers should seat themselves at the end of the pew so that they can easily and quickly move to the altar at the beginning of the Sign of Peace.

Sign of Peace Gathering (PLEASE DO NOT HESITATE HERE)

The ministers will move quickly at the start of the Sign of Peace to their places behind the Altar. The ministers should be gathered before the Presider begins the Lamb of God. As you approach the Altar, ministers of the Blood of Christ should line up on the right and ministers of the Body of Christ on the left. Body of Christ ministers should line up in front of the presider's chairs, not in back of them. The ministers should fan out in back of the Presider, but not be directly behind him. During this time the Altar Servers will be moving forward to place the cups, bowls, corporal, and purificators on the Altar. The cups and purificators will be placed on the right side of the altar. The bowls will be placed on the left. The Altar servers will line up with the Eucharistic Ministers after this is done. During times when we are using hand sanitizer from the Credence Table, only the Body of Christ ministers should use it. Please move quickly through this and be aware that you may be blocking the Altar Servers who are trying to set the Altar.

Distribution of the Body of Christ into the Bowls.

As the Lamb of God begins, **but not before** the Presider is in place, Bowl Minister #1 should move to the Altar to distribute the Body of Christ as the Presider is doing the Breaking of the Bread. If not done by the Presider, take the large host out of the bowl and place it on the Corporal. The hosts should be distributed into the 6 bowls, and the large bowl should be emptied.. Distribute the hosts evenly. After the misisters have retrieved their vessels and moved to their positions, he sixth bowl is left on the Altar and used by the Coordinator to replenish the minister's bowls if they run out of hosts during the Communion Rite. After distributing the Consecrated hosts, the minister should step back in line with the other ministers.

Distribution of Blood of Christ into the Cups

At the Lamb of God, but not before the Presider is in place, Cup #2 should move to the Altar to distribute the Blood of Christ. Take the carafe from the Altar and begin pouring as the Presider is doing the Breaking of the Bread. The Blood of Christ should be distributed evenly into the cups (3 or 4 depending on the Mass and the number of EM's). While pouring, a purificator should be used to catch any drips. After filling the cups the minister should step back in line with the other ministers. Never try to make an effort to make the cup contents equal by picking up a cup and pouring into another cup.

Distribution of Holy Communion to the Eucharistic Ministers

Ministers will stay in position until after the Presider has received Communion. After receiving Communion, the Presider will give Communion to the first three cup ministers, which will be the first ministers to his left and closest to the Ambo. The three cup ministers should step forward, ***without hesitation***, to the side of the Altar to receive Communion from the Presider. DO NOT hesitate to step forward. The Presider will then offer the Body, and then offer each of these ministers the Blood of Christ. Each minister will retain the Cup they have been handed by the Presider. After receiving from the cup these three ministers will proceed in serving Communion to the other ministers. Following closely behind the Presider, one of the cup ministers will serve the other cup ministers; two will serve the bowl ministers.

As soon as the ministers are served, they should step forward and take their vessel, and move to their designated Communion station on the floor in front of the step. Bowl ministers should wait to start serving until their Cup minister is present.

All Eucharistic Ministers are expected to receive the Precious Blood when it is offered to them, unless unable to do so for medical reasons.

NOTE TO CUP MINISTERS: It is never acceptable to wipe your mouth with the purificator after you have received from the Cup.

Distribution of the Body of Christ to the Assembly

After the Body of Christ and accompanying Blood of Christ Communion stations are reached, immediately begin distribution by encouraging the first person in procession to come forward. For each person, take a host, hold it up, and say "the Body of Christ". Be sure that your expression is joyful and that you look the recipient in the eye as you say this. The recipient should say "Amen", but some may not. Place the host in their hand. Some will prefer to be served on the tongue.

Ministers should stand on the floor, backed up to the bottom stair in order to provide enough room in the aisle.

Be cognizant that the person does indeed put the host in their mouth before taking more than a few steps. For small children and some adults who approach with their arms crossed, share a blessing with them. The blessing should be the sign of the cross made on the forehead done with thumb extended, and the words, "God Bless you."

If additional consecrated hosts are needed, look back towards the Altar. The Coordinator will be near the Altar and will bring additional hosts. The Coordinator will take the extra bowl on the Altar with hosts in it and exchange bowls with the minister. The Coordinator will take the empty bowl back to the Altar, replenish it with the Body of Christ in the ciborium, and use it to make the next exchange if necessary. All of the hosts that have

been consecrated at the Mass should be used before any hosts are used from the tabernacle.

When you have completed distribution of the Body of Christ, take your bowl to the Altar if it is not empty or to the credence table if it is empty, then return to your seat. If there is a back up of people waiting to receive close to the choir area, the first Body of Christ minister finished in another location should move over to that area of the piano to help with the Choir. Only one additional Body of Christ minister should go over to help. Please stand opposite the Bowl 1 position, back toward the end of the pew railing.

Distribution of the Blood of Christ to the Assembly

After reaching your position, hold the cup at above waist height and slightly away from your body and wait for people to come to the cup. Be aware of the person's ability to handle the cup, as it can be heavy for some people. Offer the person the cup by raising it slightly and say "The Blood of Christ". After receiving the cup back, wipe the edge of the cup with the purificator, turn the cup ¼ turn, and present it to the next person in line. It is best to wipe both the inside and outside of the rim by pinching the purificator to the cup with the thumb and index finger.

When you have finished with all of the people, or your cup is empty, return the cup and purificator to the credence table. If there is excess Blood left in your cup, you may need to help consume it before going to your seat. If you are able to consume it yourself, go to the credence table and consume it there. If you are not able to consume yourself, take your cup and purificator to the Altar for the Coordinator to consolidate. If you are the first cup minister to finish, and the Choir area is backed up, move to the area of the piano to help serve. Please stand to the far left of the Body of Christ ministers. Only one Blood of Christ minister should go over to help.

The Role of the Coordinator

NOTE TO COORDINATOR: Unless specifically told to by the Liturgy Director or Presider, DO NOT bring the Ciborium to the Altar until AFTER the ministers are serving.

The Coordinator will move to the sanctuary with the other ministers at the Sign of Peace and stand between the Cup and Bowl ministers. After receiving communion with the other ministers, the Coordinator will go to the Chapel to retrieve the Ciborium. The reverent method is to open the Tabernacle with the key, genuflect, and take out the ciborium leaving the doors open. The Ciborium will move to the sanctuary via the ramp that leads from the Sacramentum. Place the ciborium on the Altar on the corporal, and then step back from the Altar. The Coordinator should not bring the ciborium to the Altar until all the ministers are at their Communion stations and serving (unless specifically requested to do so by the Liturgy Director or Presider. Please check with one of them before Mass to see if this is needed). If asked to bring the ciborium up early, the Coordinator will go to the tabernacle during the Our Father and bring it to the Altar during the Sign of Peace.

NOTE: For each Mass we are ordinarily to consume all the consecrated hosts that have been consecrated during that Mass. Therefore, when replenishing the Body of Christ ministers, the Coordinator will first distribute hosts from the extra bowl that was left on the Altar. In an emergency the coordinator may use the Body of Christ in the ciborium to replenish the extra bowl if all the consecrated hosts have been used.

The coordinator will stand behind and to the left of the Altar and wait for a signal from a minister who needs more hosts. **Please stay alert to watching all the ministers of the Body for this signal.** The coordinator should not wander back and forth checking bowls. When a minister signals that more hosts are needed, the Coordinator will take a bowl containing the consecrated hosts to that minister and exchange of bowls, rather than carry the Ciborium to the minister.

As the ministers of the Precious Blood return to the sanctuary, empty cups should be taken to the credence table. If not empty, the Cup minister should assess if there are other stations that could use the remaining Blood of Christ. If so, take the cup to the Altar for the Coordinator to make the exchange. If not, take the Cup to the credence table and consume the Blood of Christ there. If there is too much for one minister to consume, take it to the Coordinator to ask the Presider to help consume. The Coordinator should stay alert to any cup ministers who may be running low of the Blood of Christ and make an exchange of cups if there is extra at the Altar. The Coordinator can also use the Blood of Christ in the chalice if needed to replenish the ministers. Normally the Presider will be one of the early finishers and will consolidate the Body of Christ into the ciborium. If not, the Coordinator will do this. After Communion the Altar servers will help clear the Altar of any vessels before returning to their seats

The ministers will return to their seats in the Assembly after placing the cup or bowl on the credence table if empty, or the Altar if not empty. The coordinator will pick up the ciborium and move directly to the Chapel. (IF there is a Technology Minister at the back of the Church in the technology station the coordinator will stop at the edge of the station and distribute Communion to the Technology Minister.) Carry the ciborium at chest height and walk down the aisle in the Church that leads to the Chapel. In the Chapel, place the ciborium inside the tabernacle, genuflect, close and lock the door, then return to your seat. After the 5:00 PM Masses and the 12:15 Mass, return the key to the cabinet in the Sacristy

After Mass

NOTE TO ALL MINISTERS: It is everyone's responsibility to assure that the vessels are cleaned, the credence table is set, and the money has been transferred to the safe. Before leaving after Mass, check to see that there are enough people helping with these tasks. This is true for Christmas and Easter Masses, too!

Cup #2 and Cup#10 will be responsible for taking the vessels to the Sacramentarium, cleaning them thoroughly, and return them to the Credence Table to set up for the next Mass. There is a chart inside the cabinet, on the door, and on the wall above the table which shows how many cups, bowls, and purificators are needed for the next Mass. Setting the credence table also includes the chalice, purificator, corporal, hand washing bowl, water pitcher, and towel. After the 5:00 and 11:15 Masses, the vessels should be put away in the cabinet. The method for purification follows.

3. Purifying the Vessels and Setting the Table for the Next Mass

Cup #2 and Cup #10 are responsible for purifying the vessels after Mass. This includes the cups, bowls, wine decanter, and Presider's hand bowl. These ministers are also responsible for setting up for the following Mass.

After the end of Mass, the ministers should come forward and take the vessels and purificators from the Credence Table into the Sacramentarium. The Sacramentarium is the small closet

down the ramp. The sink in this room is specially drained into the ground under the Church, not the public sewage.

Over the sink, rinse the bowls to remove any particles of the Body of Christ and wipe dry with a towel. The small bowls should be returned to the Credence Table for the next Mass or put away in the cabinet. The large bowl should be taken to the Sacristy for the next Mass, or put away after the final Mass of the day.

The cups should be rinsed in the Sacrament sink to remove any remaining Blood of Christ. The cups should then be washed with soap and hot water. Dry the cups using a towel.

NOTE: The hot water is provided by a small heater under the sink. The water comes out of the faucet hot so you do not need to let the water run to get it hot. The water should not run the whole time that the washing is being done. This might cause the tank to run out of hot water, and will also drain excessive water onto the ground under the church.

The cups should be returned with fresh purificators to the Credence Table for the next Mass, or put away in the cabinet.

Purify the decanter by rinsing it in the Sacrament sink. Dry as well as possible. Return the decanter to the Sacristy for the next Mass. If this is the last Mass, put the decanter in the cabinet with the top removed so that it can air-dry.

The bowl used to wash the Presider's hands should be drained in the sink, dried and returned with a clean towel to the Credence Table, or put away after the last Mass. When finished, dry the counter and place the purificators and wet towels in the laundry bag hanging on the towel rack.

NOTE: All ministers should check after Mass to see if the ministers have stayed and that the purification is being done. If not, you will need to step in to help wash vessels or process the collection.

Set the Credence Table for the next Mass. Refer to the matrix posted in the cabinet in the wash room and on the wall next to the Credence Table. This matrix shows how many bowls, purificators, and cups are to be set out for each Mass. Also make sure that the table set up includes the pitcher of water, priest's chalice and purificator, hand washing bowl, towel, and a Corporal cloth. See diagram for set up.

4. *The Collection*

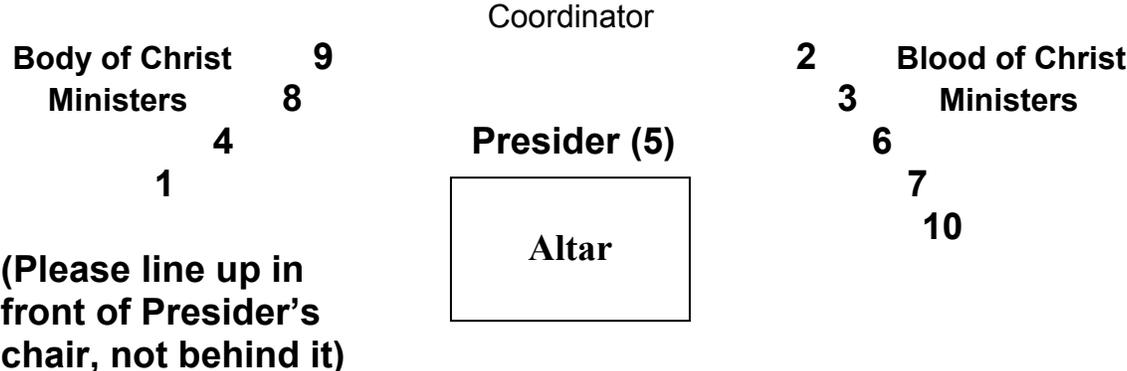
Cup #7 and Bowl #8 are responsible to take the collection and put in the drop safe. After Mass, come forward and take the collection basket in front of the Altar over to the Credence Table. On the shelf of the table will be plastic bags and a sheet of paper. Each bag is numbered and referenced on the sheet. Take the correct numbered bag and put the collection into the bag. This may require a good deal of stuffing. Remove the tab and seal the bag and sign the sheet. Both ministers should sign the sheet. Take the sealed bag into the Sacrament and put the bag into the drop safe opening on top of the counter. Put the bag into the opening and turn the handle to be sure the bag drops into the safe. **WATCH YOUR FINGERS!**

5. *Detail of Responsibilities by Minister Number*

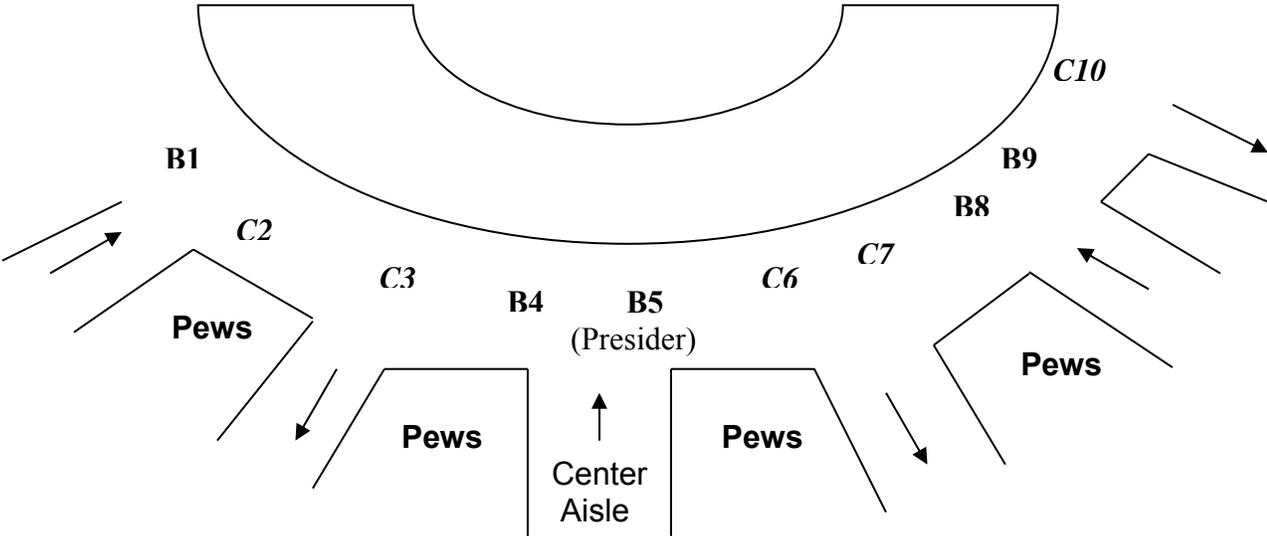
For weekend Masses, the positions and assignments are:

Position	5:00 Sat.	7:30	9:00	11:15	5:00 Sun.	Duties
Bowl 1	X	X	X	X	X	Set Up
Cup 2	X	X	X	X	X	Wash
Cup 3	X		X	X	X	
Bowl 4	X	X	X	X	X	
Bowl 5	Presider	Presider	Presider	Presider	Presider	
Cup 6	X		X	X	X	
Cup 7	X	X	X	X	X	Money
Bowl 8	X	X	X	X	X	Money
Bowl 9	X	X	X	X	X	
Cup 10	X	X	X	X	X	Wash
Coordinator	X	X	X	X	X	

Eucharistic Minister Positions for the Handshake of Peace



Communion Stations



Duties by Communion Station Number

Note to all ministers: If you complete your duties at your Communion station and you have the Body or Blood of Christ remaining in your vessel, please check other stations to see if you can help serve at that station. This is especially a need at Masses where there is a large choir. If you are a Cup Minister and are going to assist at the Bowl #1 station, please stand to the far right of Bowl #1.

Bowl #1:

Set up of the bread and wine is done in the Sacristy. At least 10 minutes prior to the start of Mass, check the Ciborium for supply of hosts. If it is full, the number of hosts put out for Mass should be reduced to allow for use of some of the reserved hosts. At each Mass we are to consume the hosts that are consecrated during the Mass. We are not supposed to use hosts from the tabernacle during Mass, and this procedure should rarely be done at a Sunday Mass. Place the hosts in the large bowl. Place one large host on top of the small hosts. Remember, in counting the hosts, an unopened bag of hosts is 250, and the large hosts adds 24 to the count. Opened bags of hosts should be stored in the canister located in the cabinet.

If there are a large number of hosts in the Ciborium before Mass, check with the Liturgy Director or the Priest to see if the Ciborium should be brought up during the Sign of Peace. Notify the Coordinator to bring the Ciborium to the Altar early.

In the wine decanter place 1 1/2 to 2 cups of wine. Larger Masses may need 2 full cups. When completed, place both the wine decanter and bowl of hosts back on the gift table.

If the cabinet is running low on supplies, extra wine and hosts are located in the closet where the Priest's vestments are stored. Look to the left hand side of the closet.

At the Sign of Peace, proceed with purpose up to the Sanctuary and line up at the Bowl #1 position. During the Lamb of God, but not before the Presider is in place and Breaking the Bread, move to the Altar to distribute the Body of Christ into the bowls. The Altar Servers will bring the 6 bowls 6 to the Altar. If the Presider hasn't done this, take the large host out of the larger bowl and place it on the corporal. Distribute the remaining Body of Christ evenly in the bowls. (One of the bowls that you will be filling will be used by the Coordinator to replenish from. After all the ministers are at the Communion stations, there should be one bowl remaining on the Altar.) The Presider will replace the large bowl on the Corporal. The other bowls will remain on the Altar and you should go back to your position behind the Altar.

After all the ministers have been served Communion, take your bowl and move to your position and proceed to distribute Holy Communion. If additional Consecrated hosts are needed, look back for the Coordinator who will bring you additional hosts. When you have finished, return your bowl to the credence table or to the Altar if you have the Body of Christ remaining in it.

Cup #2:

At the Sign of Peace, proceed quickly up to the Sanctuary and take your position behind the Altar. During the Lamb of God, but not before the Presider is in place, move to

the Altar to distribute the Precious Blood in to the cups. The Altar Servers will bring the cups (2 or 4) with purificators (2 or 4) to the Altar. Take the wine decanter from the Altar. Distribute the wine EVENLY. When pouring, use a purificator to catch any drops. Place a purificator next to each cup and return to your position in line behind the Altar.

After the Presider receives Communion, if you are one of the three Cup ministers lined up closest to the Ambo, step forward to the Altar without hesitation. Three Cup ministers are to move forward at this time. The Presider will serve you the Body of Christ, and then he will serve the Blood of Christ to each of the three ministers. You will then follow the Presider to help serve Communion to the other ministers. Move to your Communion station as soon as this is completed.

If you are not one of the Cup ministers to step forward, wait to be served Communion then proceed immediately to the Altar, retrieve your vessel, and move to your Communion station. After reaching your position, hold the cup at waist but away from your body and wait for people to come to the cup. Be aware of the person's ability to handle the cup, as it can be heavy for some people. Offer the person the cup saying "The Blood of Christ". After receiving the cup back, wipe the edge of the cup with the purificator, turn the cup 1/4 turn and present it to the next person in line.

When you have finished, place your cup on the credence table if empty. If there is the Blood of Christ remaining, either consume it at the credence table or leave the Cup on the Altar for the Coordinator

After Mass, Cup #2 is responsible to purify the vessels in the Sacramentarium along with the Cup #10 minister. The cleaned vessels should be placed back on the gift table or credence table for the next Mass. The large bowl and carafe should be taken to the sacristy counter. If you are at the 5:00 or 12:15 Mass, the vessels should be put in the cabinet above the sink.

Cup #3 and Cup #6:

At the Sign of Peace, proceed quickly up to the Sanctuary and line up behind the Altar

After the Presider receives Communion, if you are one of the three Cup ministers lined up closest to the Ambo, step forward to the Altar without hesitation. Three Cup ministers are to move forward at this time. **DO NOT HESITATE**. The Presider will serve you the Body of Christ, and then the Blood of Christ. You will then follow the Presider to help serve Communion to the other ministers. Move to your Communion station as soon as this is completed.

If you are not one of the Cup ministers to step forward, wait to be served Communion then proceed immediately to the Altar, retrieve your vessel, and move to your Communion station. After reaching your position, hold the cup above waist height and away from your body and wait for people to come to the cup. Be aware of the person's ability to handle the cup, as it can be heavy for some people. Offer the person the cup saying "The Blood of Christ". After receiving the cup back, wipe the edge of the cup with the purificator, turn the cup 1/4 turn and present it to the next person in line.

When you have finished, place your cup on the credence table if empty. If there is the Blood of Christ remaining, either consume it at the credence table or leave the Cup on the Altar for the Coordinator

Bowl #4:

At the Sign of Peace, proceed quickly up to the Sanctuary and line up at the correct position.

After you have received Communion, retrieve your bowl from the Altar, move to your Communion station, and begin serving. Make sure that the Cup position is in place before you start. If additional Consecrated hosts are needed, look back for the Coordinator who will bring them to you.

When you have finished, place your bowl on the credence table if empty or the Altar if it is not empty. The Altar Servers will take the empty cups and purificators from the Altar.

Cup #7

At the Sign of Peace, proceed quickly up to the Sanctuary and line up in the correct position.

After the Presider receives Communion, if you are one of the three Cup ministers lined up closest to the Ambo, step forward to the Altar without hesitation. Three of the Cup ministers are to move forward at this time. **DO NOT HESITATE**. The Presider will serve you the Body of Christ, and then the Blood of Christ. You will then follow the Presider to help serve Communion to the other ministers. Move to your Communion station as soon as this is completed.

If you are not one of the Cup ministers to step forward, wait to be served Communion then proceed immediately to the Altar, retrieve your vessel, and move to your Communion station. After reaching your position, hold the cup at waist but away from your body and wait for people to come to the cup. Be aware of the person's ability to handle the cup, as it can be heavy for some people. Offer the person the cup saying "The Blood of Christ". After receiving the cup back, wipe the edge of the cup with the purificator, turn the cup 1/4 turn and present it to the next person in line.

When you have finished, place your cup on the credence table if empty. If there is the Blood of Christ remaining, either consume it at the credence table or leave the Cup on the Altar for the Coordinator

After Mass, you and the Bowl #8 Minister are responsible for handling the money from the collection and placing it in the safe located in the Sacramentarium. See first section of this manual for instruction.

Bowl #8:

At the Sign of Peace, proceed quickly up to the Sanctuary and line up at the correct position.

After you have received Communion, retrieve your bowl from the Altar, move to your Communion Station, and proceed to distribute Holy Communion. If additional hosts are needed, look back for the Coordinator who will bring you additional hosts.

When you have finished, place your bowl on the credence table if empty or the Altar if it is not empty. The Altar Servers will take the empty cups and purificators from the Altar.

After Mass, you and the Cup #7 Minister are responsible for handling the money from the collection and placing it in the safe in the Sacramentarium. See first section of this manual for instruction.

Bowl #9:

At the Sign of Peace, proceed quickly to the Sanctuary and line up at the correct position.

After you have received Communion, retrieve your bowl from the Altar, move to your Communion Station, and proceed to distribute Holy Communion. If additional hosts are needed, look back for the Coordinator who will bring you additional hosts.

When you have finished, place your bowl on the credence table if empty or the Altar if it is not empty. The Altar Servers will take the empty cups and purificators from the Altar.

Cup #10

At the Sign of Peace, proceed quickly to the Sanctuary and line up in the correct position.

After the Presider receives Communion, if you are one of the three Cup ministers lined up closest to the Ambo, step forward to the Altar without hesitation. Three of the Cup ministers are to move forward at this time. **DO NOT HESITATE**. The Presider will serve you the Body of Christ, and then the Blood of Christ. You will then follow the Presider to help serve Communion to the other ministers. Move to your Communion station as soon as this is completed.

If you are not one of the Cup ministers to step forward, wait to be served Communion then proceed immediately to the Altar, retrieve your vessel, and move to your Communion station. After reaching your position, hold the cup at waist but away from your body and wait for people to come to the cup. Be aware of the person's ability to handle the cup, as it can be heavy for some people. Offer the person the cup saying "The Blood of Christ". After receiving the cup back, wipe the edge of the cup with the purificator, turn the cup 1/4 turn and present it to the next person in line.

When you have finished, place your cup on the credence table if empty. If there is the Blood of Christ remaining, either consume it at the credence table or leave the Cup on the Altar for the Coordinator

After Mass, you and the Cup #2 Minister are responsible for purifying the vessels.

Coordinator

See Part 1 of manual for job duties. In addition, the Coordinator should return the Tabernacle key to the cabinet. This should be done after each of the 5:00 PM Masses and after the 11:15 Mass.

CREDENCE TABLE SETTING LAYOUT

Please check to see that all items are present when setting up for each Mass. All items are to be put away after the 5:00 Sunday Mass.



Cups with Purificators rolled inside each Cup

Chalice with Purificator and Corpral Cloth

Bowls (May be stacked)

Hand Washing Bowl, Pitcher with Water, Towel

Vessels for Each Mass

	5:00 Saturday	7:30	9:00	11:15	5:00 Sunday
<i>Bowls</i>	6	6	6	6	6
<i>Cups</i>	4	3	4	4	4
<i>Purificators (one for Cups & Chalice)</i>	5	2	5	5	5
<i>Chalice</i>	1	1	1	1	1
<i>Corpral Cloth</i>	1	1	1	1	1
<i>Hand Washing Bowl</i>	1	1	1	1	1
<i>Towel</i>	1	1	1	1	1
<i>Pitcher with Water</i>	1	1	1	1	1