

Holy Trinity Parish
Lenexa, Kansas

**EUCCHARISTIC
MINISTERS
TRAINING
MANUAL**

Feb. 2004.

PRAYER FOR EUCHARISTIC MINISTERS

Lord Jesus, I firmly believe that the Blessed Sacrament is Your very Body and Blood, Soul and Divinity. Senses cannot grasp this marvel. Faith, however, reaches beyond what the eyes can see and assures us that You are present.

Grant, O Lord, that our faith in the Eucharist may also strengthen our ability to recognize the dignity of every human life. We know that the senses can fool us there as well. Some may not be attractive, others may seem too small, some may appear as less than human.

But we, who can see You in the Sacred Elements, can certainly see you in our brothers and sisters. We can also see You, O Lord, in the children in the womb. In a day when so many have forgotten these children, and dismiss them as less valuable than those who are born, grant that we may grow all the more convinced of their dignity and worth.

Then grant, O Lord, that we may act accordingly. Amen.

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Introduction:

Throughout the Scriptures, God has shown that he holds bread and wine as important signs in our redemptive history.

Examples include:

- At the Passover, His people were instructed to apply blood over their door lintels, and the angel of the Lord would pass them over. Life was granted through the shedding of the blood.
- Jesus performed his first miracle at the marriage feast at Cana. He changed water to wine. He illustrates his ability to change elements.
- *(See John: Chapter 6)* Jesus multiplied the loaves, and fishes, and fed a crowd, showing his power over flesh and blood. Jesus told the crowd that his body and blood were real food and real drink and that they must eat His body and drink His blood to have life.
- At the Last Supper, Jesus performed his greatest miracle. He gave us His body and blood to share for eternity.

Now we are called to share in that one body and blood, and so become united with Him as he commanded. Before Vatican II, only an ordained priest was allowed to distribute the precious elements. After Vatican II (around 1971), extraordinary ministers were trained and authorized to assist the priests in distributing Holy Communion, and then shortly thereafter, the Church granted permission for the laity to receive the Precious Blood at the Mass. As such, we are called "*Extraordinary ministers of the Eucharist*". The priest remains the ordinary minister. This is a sacred calling that requires from the priest a sacred commitment to live as Christ taught us.

Extraordinary ministers are also called to lead an exemplary life style. And we are expected to lead by example. For instance, respect for each other and our fellow brothers and sisters in Christ, avoiding public lewd, immoral, or other unchristian lifestyle, etc. Eucharistic ministers, who for some reason or the other, find themselves in violation of Christ law (or Church law) will be asked to resign until the dilemma is resolved. **(NOTE: Divorce does not** disqualify an Extraordinary Minister from functioning at the altar. **But Remarriage without** Church permission would.)

General instruction guidelines:

These guidelines have been prepared in accordance with instruction from the revised *General Instruction of The Roman Missal*, or GIRM, as translated by the *American Council of Bishops*, which became part of liturgical law, effective April 25, 2002. A short, three page supplement entitled *Guidelines for Parish Eucharistic Ministers, Archdiocese of Kansas City in Kansas* is included at the end of this manual.

This manual has been prepared with Pastoral approval for use at Holy Trinity Catholic Church for weekend and feast day Masses.

Scheduling:

An assignment sheet with dates and your name will be prepared and published seasonally throughout the parish year. Your name will appear showing a date when you are assigned. It will be at the Mass time you have requested. You can ask for a particular Mass time, or be available for different Masses. You are expected to be there **at least ten minutes before Mass**, and sign in with your preferred minister position.* if you cannot keep that commitment, it is your responsibility to find a substitute from the list of ministers participating at your Mass time on alternate weekends.

***Minister positions vary depending on Mass time. See diagram posted on the bulletin board in the gathering room.**

Each Mass has a team captain, who assists you and finds additional substitutes and offer special instructions for any particular Mass, and a sacristan, who sets up the altar for Mass. Either one can answer individual questions that may arise. Our parish priests can also, but visiting priests may not know Holy Trinity variations necessary to proceed with an orderly distribution of the Holy Eucharist.

Before Mass:

- Dress appropriately for this ministry. Very casual clothing is not for ministers on God's altar. Dress for the occasion, as you would for any other formal meeting.
- Meet in the gathering room, just inside the main entry to our church, and to the left. In that room you will find a sign-up sheet for the Mass you are attending.
- Sign in, indicating your choice of minister positions. (*See bulletin board for position drawings*). First come, first choice.
- About five minutes before Mass starts, the celebrant will lead us in prayer. After that prayer, Mass has started for us. Proceed directly to your seat (in silence), and try to find a seat near to the altar.

After the Lord's prayer, and Sign of Peace:

Ministers Bread2, and Wine 1 &2 proceed into the sanctuary, and prepare ciboria and chalices for distribution to the congregation. ** Set aside, on the Tabernacle altar, two chalices. The priest will take these chalices and give them to two of the chalice ministers, who consume first and then share the Precious Blood with the other ministers and servers. Ministers serving the choir and/or cantor, also proceed into the sanctuary, and after receiving Communion, take your vessels and serve the choir. Other ministers, line up in columns of two, in the center aisle. *New ministers should observe this for a while before signing for these positions.*

***** Note: This is not in general agreement with the GIRM, but has been determined to be necessary to expedite distribution of Communion in a timely manner.***

- Acolytes may be offered the chalices of consecrated wine only if it will not slow distribution to other ministers and the general congregation. Otherwise, they can proceed to one of the Communion Stations where they may receive.
- Ministers in the sanctuary will serve other ministers first, then the congregation.
- Proceed to your assigned station, and offer the Consecrated elements with the words "*The Body of Christ*", or "*The Blood of Christ*". After serving from the chalice, wipe the rim, inside and out, with the purificator, and then turn the cup about one quarter turn. If a person does not offer any recognized response, repeat the words a little louder, if no response you say the "Amen" and then hand them the host/chalice. If someone drops a host, wait and make sure they pick it up, otherwise, YOU pick it up and consume it or bring it to the altar and place it on the white corporal. Make sure the priest after communion is aware you placed a host there. If you drop one, pick it up and consume it. If a significant amount of the Precious Blood is spilled, stop everything and place your purificator over the spot and obtain a new purificator and move to a different location (so people are not stepping on that stained area). Wash area afterwards.
- After all persons at your station are served, including those disabled or needing assistance, (*who may be sitting near the rear of the church*), first determine if you can then assist another minister who still has people in line. If not return your vessel to the tabernacle.
- Minister Bread 2 or the priest will collect and combine all remaining hosts, and place them in the tabernacle. **
- Anything remaining in the chalice must be consumed by the distributing minister, or another minister, and cannot be placed in the tabernacle or left on the table or altar. **
- Leave empty vessels on the tray behind the altar., **Do NOT** return it to the sacristy

UNLESS you know for sure that you can still return to your seat before the priest is finished with Communion distribution, and is seated. Do not congregate in the working sacristy, and remain there. Return to your seat to finish Mass with the congregation.

- After Mass, Ministers Bread 2, and Wine 1 & 2 will remove all vessels, including the priests, to the sacristy, and will purify them by first adding a small amount of water to rinse the vessel, and then consume the entire contents. Then wash them, and place them back in the appropriate cabinet, or leave the proper number out for the next Mass.

Summary:

- Be aware of when you are scheduled to serve. Find a sub if you cannot be there.
- Meet in the gathering room ten minutes before Mass starts.
- After joining in prayer, proceed to your seat.
- After the sign of peace, line up in the center aisle or gather in the sanctuary, and prepare for communion.
- Offer the Eucharist with the words "The Body (or Blood) of Christ". Wipe the chalice after each recipient, and turn it one quarter turn.
- When finished, see if you may assist another minister. But no more than TWO host distributors at any communion station – more than two causes great confusion.
- Return chalices and ciboria to the tabernacle, and return to your seat.
- If you are alone at Mass, "Save *this seat*" signs are available in the gathering room, center drawer.
- Not all circumstances can be addressed in this manual. Be aware of surroundings, special occasions, and conditions. If you have questions, you can ask:

Any priest, or
Your team captain or sacristan.
Another minister

All practices for this ministry are subject to change at any time. Any changes will be shown in written directions. Stay alert and listen for pulpit announcements or changes as needed.

Questionnaire:

1. Who is the ordinary minister?
2. Who is scheduled to serve at Mass? How?
3. What must we do if we cannot attend the Mass where we are scheduled?
4. Where do we meet before Mass? When?
5. Where do we stand during the priests' communion?
6. How do we know where we stand while serving in our ministry?
7. Who will combine remaining hosts after communion?
8. What do we do with any remaining consecrated wine?
9. What do we do with our empty vessels after communion?
10. Who cleans up after Mass?

List of team captains and sacristans

Mass Time	5:00 PM Sat	7:30 AM Sun	9:30 AM	11:30 AM
Sacristan <i>(Alternate)</i>	Henry Perez	Mary Wedeking	Wendell Willis Mike Hinds	Gerardo Dominguez
Team Captain	David Duane	Jackie Brand	Bill Carter	??????????????

Note: *The 5:00 PM Mass on Sundays is the LifeTeen mass, and has separate scheduling and procedures.*

Liturgy Committee members for this liturgy:

Wendell Willis,	Chairman
Fr. Tom	Pastor
Fr. Richard,	Associate pastor
Bill Carter,	Director of Eucharistic ministers

Other ministries also have members of the liturgy committee, not listed here).

Guidelines for Parish Eucharistic Ministers

Archdiocese of Kansas City in Kansas

ARCHDIOCESAN GUIDELINES: EUCCHARISTIC MINISTERS

The following guidelines are taken from instructions issued by the Committee on the Liturgy, United States Conference of Catholic Bishops (some parts directly quoted), and serve as basic principles for this ministry within the Archdiocese of Kansas City in Kansas. They are in conformity with the third edition of the Roman Missal, presented to Pope John Paul II on March 19, 2002 and currently being translated into the vernacular languages, and the revised General Instruction to the Roman Missal (and its approved adaptations for the dioceses of the United States), which became particular liturgical law in the United States on April 25, 2002.

"In every celebration of the Eucharist, there should be a sufficient number of ministers of Holy Communion so that it may be distributed in a reverent and holy manner." The ordained ministers of the Church constitute, by virtue of their office, the ordinary ministers of the eucharist.

When the size of the congregation requires it, the priest celebrant may employ other priests or deacons as needed to distribute Holy Communion. In their absence, he may call upon extraordinary ministers to assist him. These "extraordinary" ministers of Communion are members of the assembly who have been properly trained and commissioned for this service. They should have received the sacrament of confirmation; otherwise, there is no minimum age requirement; this issue is left to the discretion of the pastor.

"Extraordinary ministers of Holy Communion should receive sufficient spiritual, theological and practical preparation to fulfill their role with knowledge and reverence." This preparation should include a basic understanding of Eucharistic theology, an introduction to the sacred liturgy and its role in the life of the Church, and the nature and spirituality of lay ministry. In all matters they should follow the guidance of the diocesan bishop and his local representative, the parish pastor.

Pastors should be careful not to increase the number of extraordinary ministers of Communion "beyond what is required for the orderly and reverent distribution of the Body and Blood of the Lord."

"All ministers of Holy Communion should show the greatest reverence for the most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread or wine." In the case of an accident, such as when, for example, the Precious Blood is spilled from the chalice, the affected area "should be washed and the water poured into the sacrarium." If the Sacred Host or some particle of it falls, it should be picked up reverently and consumed, or completely dissolved in water before being poured down the sacrarium.

During the celebration of Mass, the extraordinary ministers of the Eucharist should not process in the entrance procession, but should "sit among the assembly and come from within it to perform their ministry." As servants of the sacred assembly, extraordinary ministers of Communion are also called to be examples of prayerful leadership, participating fully in the liturgical rites and responses, acclamations and songs.

The extraordinary ministers of Communion approach the altar following the Communion of the priest; they may, during the singing of the Agnus Dei, come forward to the sanctuary, but care should be taken that they not gather at the altar in the manner of ordained concelebrants.

The distribution of the Sacred Hosts into ciboria or the Precious Blood into additional chalices for distribution to the faithful is reserved to the ordained ministers, and is not the role of the extraordinary minister of Communion (the request by the United States bishops for permission for extraordinary ministers to assist was not approved by the Congregation for Divine Worship and Discipline of the Sacraments in Rome).

"After the priest has concluded his own Communion, he distributes Communion to the extraordinary ministers, assisted by the deacon [or a concelebrating priest], and then hands the sacred vessels to them for distribution of Holy Communion to the people."

"Neither deacons nor extraordinary ministers may ever receive Holy Communion in the manner of a concelebrating priest. The practice of extraordinary ministers of Holy Communion waiting to receive holy communion until after the distribution of Holy Communion is not in accord with liturgical law."

"The proper and only permissible form for distributing Holy Communion is to offer the [Sacred Body] by saying, 'The Body of Christ' and to offer the [Precious Blood] by saying, 'The Blood of Christ.' No other words or names should be added, and the formula should not be edited in any way."

"The blessing of children or infants should not be encouraged while distributing Communion. Children and infants are blessed with the full assembly at the end of Mass."

"In those instances when there remains more [Precious Blood] than was necessary, if needs dictate, extraordinary ministers of holy communion may consume what remains of the Precious Blood from their cup of distribution." Ideally, this is done at the station of distribution, rather than while walking back toward the altar or even at the altar; another option would include at the side table in the sanctuary; reverence and proper decorum are essential for this action. "When a sufficient number of priests or deacons is not available, extraordinary ministers of Holy Communion may purify the vessels." In such cases, the purification is more suitably done either at the side table in the

sanctuary or in the sacristy immediately following Mass rather than at the altar. The Precious Blood is never to be diluted and poured down the sacrarium, but should be reverently consumed by a priest, deacon, or extraordinary minister.

The transferring of hosts into one or more ciboria should never be done in the rushed manner of grabbing handfuls of hosts or dumping them from one ciboria into another. Proper respect for the Eucharistic presence of Christ requires that this action be done with reverence and decorum. In addition, it is most desirable that the priest or deacon, rather than an extraordinary minister of Communion, be responsible for placing the reserved Sacrament in the tabernacle after Communion (with a genuflection or profound bow preceding the closing of the tabernacle door) as a sign of his devotion and principal responsibility for the Eucharist.

The amount of wine and bread prepared for Mass should be carefully measured against the size of the celebrating assembly. The Precious Blood may not be reserved for future celebrations of the eucharist, and the number of Hosts reserved in the tabernacle should be kept at the minimum necessary for viaticum or other extraordinary circumstances; the assembly should ordinarily receive Hosts consecrated at the Mass in which they have participated.

"Extraordinary ministers of Holy Communion do not participate in the procession at the conclusion of Mass. After they have exercised their ministry within Mass, they should return to their places in the assembly."

Extraordinary ministers of Communion are encouraged to offer prayers of praise and gratitude to God for the call he has given them to serve their brothers and sisters in the sacred assembly at liturgy. It is hoped that they will continue in their daily life to grow spiritually, and in greater devotion to the Most Holy Sacrament of the Altar.

4 October 2002
Feast of St. Francis of Assisi

For additional copies of these guidelines, or for further information, contact:

**The Liturgy Office
12615 Parallel Parkway
Kansas City, KS 66109
913-721-1570 ext. 129
liturgy@archkck.org**

APPENDIX 1

(sample)

Liturgical Minister Sign Up
Sunday 11:30 am

Feb. 15, 2004

BREAD

1. CELEBRANT
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

LECTOR

1. _____
2. _____
3. _____

WINE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

SERVERS

1. _____
2. _____
3. _____
4. _____
5. _____

Note:

All ministers must sign in 15 minutes prior to the start of the service or a replacement will be found.

Communion Station Chart

APPENDIX 2

