

Love God. Love Others.  
***Transform Our World***

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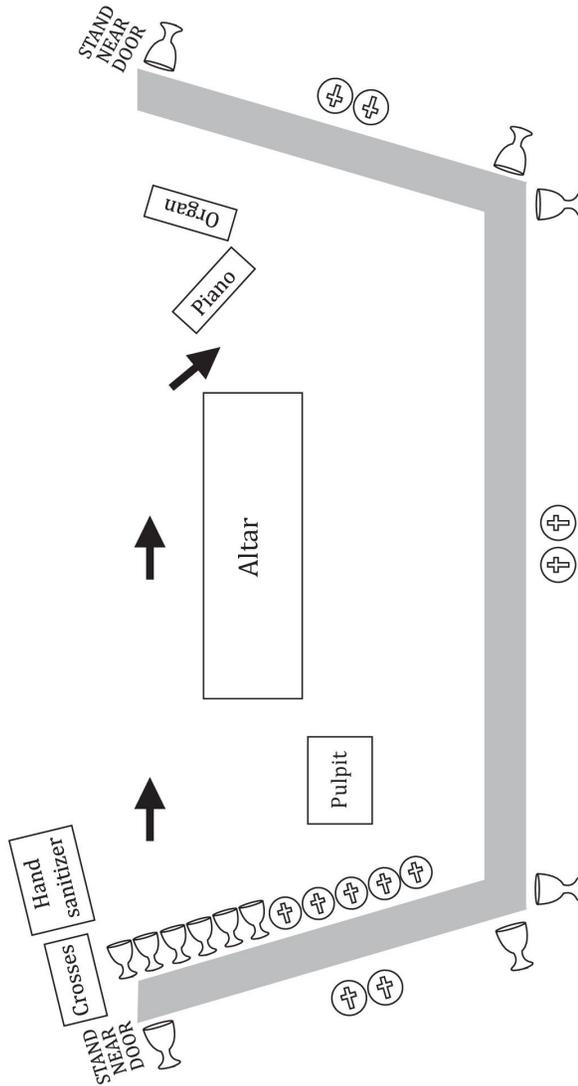
Eucharistic Minister  
Responsibilities

January 2017



Holy Apostles  
CATHOLIC PARISH

Eucharistic Minister Placement



Hello,

Welcome to the wonderful experience of Eucharistic Ministry! I'm thrilled that you have chosen to be a member of this ministry at Holy Apostles. It is a privilege and blessing to work with all of you in sharing the Body and Blood of our Lord God, Jesus Christ.

I have been a Eucharistic Minister for several years and it continues to be such a warm, heartfelt experience, for me, as fellow parishioners come forward with open hands to receive the Body and Blood of Christ. I'm confident you will find this ministry fulfilling in your own personal way as well.

Training will be provided for all new members. Group sessions are typically two-three times a year. The sessions will be an opportunity for all ministers to gather and discuss our ministry, offer ideas on ways we can improve ministering and provide refresher training.

As the coordinator for Eucharistic Ministers, I am here to support you and I encourage all of you to contact me with any questions. I welcome your suggestions and feedback at any time.

Thank you for your valued service in bringing Christ's Body and Blood to members of our church community through this ministry. May God bless you richly.

**Barbara Cameron**  
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## **Responsibilities (*continued*)**

17. Children, infants, and adults who are not able to receive the Eucharist will approach you with their arms folded across their chest. Sign their forehead with a sign of the cross and say "MAY YOU GROW TO BECOME THE BODY OF CHRIST."
18. When ministers of the Body of Christ are finished with their area, check with the nearest minister to see if he/she is in need of hosts and then proceed to the other lines to offer hosts or to distribute to the sections that still have lines so that people can receive from either of two ministers. There should be no more than FOUR ministers of the Body of Christ in an aisle.
19. When ministers of the Blood of Christ are finished with their area, they should proceed to one of the other lines. When moving to the center sections, remember to expand the area for people to receive the Blood of Christ.
20. If you are short of hosts and everyone seems to be running low, you may need to check the ciborium on the altar. Remember; however, YOU MAY BREAK THE HOSTS.
21. If someone receiving communion presents a pyx, ask "how many?" Place the host or hosts in the pyx. Then say the "Body of Christ" to the recipient. If they offer their hand first, give them the host, then place the host(s) into the pyx.
22. When finished, return cups to side table with purificator draped over the top. Place hosts in the ciborium on the altar. Return your crosses to the holder. Remain in the sanctuary where you first gathered (near hand sanitizers). When the ciborium is placed in the tabernacle, bow together and return to your pews.
23. When there is a special celebration, i.e., a wedding anniversary, please let the priest minister to them.
24. Come to the sacristy after Mass and help do the dishes and prepare for the next liturgy.

## **Responsibilities (*continued*)**

7. Eleven ministers are needed. When Deacon Mike is present, we need 10 ministers. The deacon is always a minister of the cup. He will take a cross. If more are needed, the priest will invite additional ministers to come forward.
8. Go up to the altar during the sign of peace even before the music starts. Remember to use the hand sanitizer.
9. The priest will distribute the Body of Christ to all ministers. He or the deacon will then bring the Blood of Christ to the first and fourth person in line. The first person will then distribute the Blood of Christ to the second and third minister and then the servers. The fourth person will distribute the Blood of Christ to the remaining ministers.
10. After receiving the Blood of Christ, approach the altar to receive the Body of Christ or the Blood of Christ. The first person will receive the Body of Christ to distribute to the music ministers and then proceed to the section closest to the organ. The next four who approach the altar will receive the Blood of Christ and the final four will receive the Body of Christ. Keep walking past the altar into your position.
11. If we are short ministers, the Body of Christ will be distributed by one person on the east and west aisles and two in the main aisle.
12. Once your section has both ministers – the Body and Blood of Christ – begin to distribute to your section. Do NOT wait for everyone to be in place.
13. Serve those with special needs first by going to their pew.
14. The words to be spoken are “the Body of Christ” or the “Blood of Christ.” Mention the person by name if you know it.
15. If a host is dropped, pick it up and place it in your hand underneath the plate. Consume it (if possible) after everyone has received communion. If not possible to consume it, it must be dissolved in a little water and put into the sacrarium. If wine is spilled, wipe it up with your purificator. If a new purificator is needed, there would be one at the server table that the priest used at Mass. If necessary, return to the place after Mass with soap and water.
16. If someone skips the host and only takes the wine, do not be surprised or insulted. They may have Celiac Disease (need to be on a gluten-free diet). Remember the Body and Blood of Christ is contained in both the host and the wine.

## **Standards for Excellence**

The purpose of the Standards of Excellence is to help answer the question “how are we doing” as a group. It is difficult to answer such a question if we don’t know what is expected of a group. It is a statement that we want excellence in what we do and that is something everyone needs to work on together. Individual performance impacts the quality of the group.

### **Eucharistic Minister**

#### **Concerns**

A lack of reverence and/or consistency is evident. Membership is declining and/or new leadership is difficult to recruit. There is need for more members to serve all the liturgies.

#### **Expected**

Reverence and consistency are clearly evident. All Masses have sufficient number of ministers who are able to adapt to changes for special occasions, e.g., holy days, Christmas, Easter.

#### **Inspired**

Increasing numbers of parishioners are called by name. The interaction between Eucharistic Ministers and parishioners creates an experience of encounter.

### **Habits of Discipleship**

#### **Giving Praise & Thanks (Pray)**

- A disciple prays alone and with others.
- A disciple celebrates the Sacraments - especially the Eucharist.

#### **Learning and Growing (Learn)**

- A disciple spends time with the Word of God through reading, prayer, and study.
- A disciple continues to grow by learning how to demonstrate one’s faith in daily living.

#### **Serving (Serve)**

- A disciple gratefully acknowledges and uses one’s gifts to bring joy and hope to others and to become who God created you to be.
- A disciple continues the mission of Jesus by serving others - especially the last, the lost, the least, and the lonely.

## MSP Instructions—Scheduling

After joining the ministry, you will be invited by email to log in to the parish online scheduler. If you ever lose this link, it can also be found on our website [www.hanb.org/calendars](http://www.hanb.org/calendars).



More information and a training document will be sent with the email, including screenshots and FAQs. You will be invited to indicate a Mass preference and indicate which weekends you will not be available. Please look for this email as it may go to your junk email folder.

## MYHANB Member Login Guide

1. Using an internet browser, go to [www.myhanb.org](http://www.myhanb.org)
2. Or, go to [www.hanb.org](http://www.hanb.org) and click on the myhanb link.
3. The Welcome to Holy Apostles Catholic Parish Sign In screen will display.
4. Click **Need a login?**
5. Enter your first name, last name, and email address. The suffix field is optional. When you have entered the information, click the Find Me. **Note: Your first name, last name and e-mail address MUST match with our database or you will not be given a login.** If it cannot find you, you will be given a link to send an e-mail to the Parish. Someone will then enter your e-mail and send you a reply when you can try again.
6. You will receive an email containing your username and password for logging in to myhanb. When you have received the e-mail, return to myhanb and continue the login process. Enter the username and password sent to you by email in the fields provided.
7. The system will require you to change your password with the first successful login. Enter a password of your choice.



If you have any other problems or questions, please e-mail Jen Macakanja at [jmacakanja@hanb.org](mailto:jmacakanja@hanb.org).

## Frequently Asked Questions

### How secure is my data?

**The confidentiality of your data is our utmost priority.** Only the data that we print in our existing church directory is available online to registered users. →

## Frequently Asked Questions (continued)

Furthermore, you can still opt-out of the online system by setting your personal profile, or by notifying Jen Macakanja at [jmacakanja@hanb.org](mailto:jmacakanja@hanb.org). Our software provider is ACS Technologies, the largest developer of church management software in the industry. They have a secured Website that we access which is housed in a secured data center and is subject to period security audits to ensure safety and privacy of your data.

### What Can I Do in Access ACS?

- Register online for events.
- Donate or tithe online.
- View the church calendar.
- Search, review, and submit interest in serving opportunities in the church.
- View or update your member profile.
- Add family and individual pictures to your member profile.
- Print, view, or email members of your small group.
- View and respond to outreach assignments.
- Print membership directories.

## Eucharistic Minister Responsibilities

1. Remember you have volunteered to serve in this ministry. Please take this responsibility seriously. If you are assigned to minister at a particular Mass, plan to be there. If you are unable to attend, it is your responsibility to get a substitute by requesting one on MSP. If you are sick or have a cold, please do not minister, even if you cannot get a sub.
2. There will be invitations for special Masses, i.e., Christmas, Easter, Confirmation, etc.
3. Please dress appropriately, no jeans, shorts, bare tops, etc.
4. Show respect and reverence by your behavior.
5. If you are scheduled to minister, take a cross from the pillar on the west side of the sanctuary to indicate that you are present to minister at communion. If you arrive and there are no more crosses hanging, then someone has already planned to minister in your place. Do not go up to minister at communion in this case, unless you notice at communion time, the proper number of ministers are not up there.
6. If you are not scheduled to minister, please check about five minutes before Mass begins to see if all the crosses have been taken.