

Practical guidelines for Ministers of the Eucharist, St. Alphonse

The schedule

- A schedule for the Ministers of the Eucharist is published every three months. The schedule indicates not only when you are scheduled to serve, but also where in the church you will be (front or middle).
- A call for availability is sent via email to all ministers approximately one month before the end of the previous schedule; please reply promptly to the email, and **in any case** within the deadline set in the call for availability.
- If your plans change and you cannot serve when you are scheduled to do so, please find a replacement.
- The final schedule is sent to all the ministers by email and published on the parish's website and on the notice board close to the church entrance (close to the coffee table). If you are not sure whether or not you are scheduled to serve on a given day or of the place where you are supposed to serve, you can check the website or the notice board.

Administering communion

- There are usually seven ministers¹ scheduled on Sundays and Feast Days – three at the front with the priest and four in the middle of the church (2 chalices and 2 ciboria) - and three on Saturday evenings – at the front with the priest.
 - If you see that there are fewer ministers at the sanctuary than the number usually required, please volunteer.
- **At the sign of peace** the ministers scheduled to serve walk to the bottom step of the sanctuary and wait for all ministers to assemble. The one closest to the tabernacle goes and brings the ciborium, and then joins the others at the bottom step.
- Make a simple bow together and walk up the altar:
 - 2 to the right side of the celebrant, and 1 to his left, on Saturday evenings;
 - 4 to the right side of the celebrant (sacristy side) and 3 to his left (children's liturgy room side), on Sundays and feast days; if you are scheduled to serve at the **front**, please go to the **children's liturgy room side**; if you are scheduled to serve in the **middle** of the church, please go to the **sacristy side** (see picture below).
- **During the Lamb of God** the priest will break the large host and then give Holy Communion to the ministers. At this stage do not consume the host. The celebrant returns to the centre and says, "This is the Lamb of God....,etc". When the celebrant consumes the host all ministers do so at the same time.
- The celebrant then receives the Precious Blood from the chalice and administers the chalice to the ministers, leaving a chalice with one minister on each side.

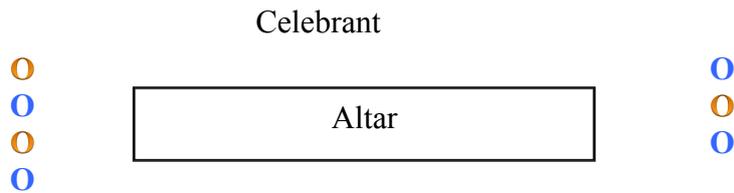
¹ During the month of August this number is normally reduced to 5, distributed as follows: 1 at the front with the celebrant and 4 in the middle with 2 altar servers.

- The celebrant will place the chalices and the ciboria according to the following scheme:

Service with 7 ministers + celebrant

Ministers serving in the **middle** of the church
(2 chalices + 2 ciboria)

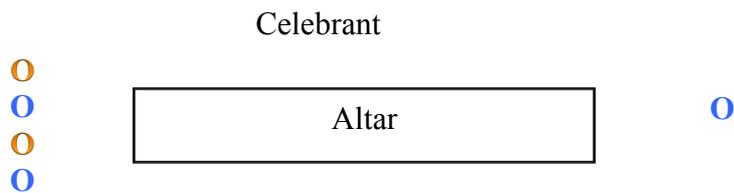
Ministers serving at the **front**
(2 chalices + 1 ciborium)



Service with 5 ministers + celebrant

Ministers serving in the **middle** of the church
(2 chalices + 2 ciboria)

Ministers serving at the **front**
(1 chalice)



- The ministers then take a chalice or a ciborium as indicated above.
- The ministers that are scheduled to go to the middle of the church will then minister communion to the altar servers and then move to their places preceded by altar servers bearing candles.
- The ministers scheduled to serve at the front will, together with the celebrant, minister communion to the choir; they will move to their places at the altar steps as soon as they finish this task.
- If a person indicates or says they would like a **blessing**, a simple blessing is given - "The blessing of God" – while touching the person/child lightly on the head or shoulder. (Do not use the formal, priestly blessing: 'May almighty God bless you, the Father, Son and Holy Spirit')
- Some people will take the chalice and sip the Precious Blood; others will practice intinction (dipping the host into the chalice). Both are acceptable.

After communion

- When the celebrant and the ministers finish administering Communion, they go back to the altar. The ministers put the chalices (*the minister may consume the remaining Precious Blood, if he/she so wishes*) and ciboria on the altar and wait

until the celebrant puts the remaining hosts in the ciborium that will be handed over to one of the ministers, to be returned to the tabernacle.

- The two ministers that administered the chalices in the middle of the church (placed on the sacristy side) will take all the chalices into the sacristy, where they will clean them after communion. The chalices must all be rinsed with water before being cleaned with the purificator. The water used to clean the chalices must be gathered in one chalice and drunk by one of the ministers in charge of the cleaning. If there is any consecrated wine left in the chalices the ministers collect it in one single chalice and put this chalice in the tabernacle when they finish cleaning.
- The celebrant will hand to one of the ministers the ciboria that must be taken to the tabernacle.
- The ministers bow to the altar and walk to the bottom step of the sanctuary, where they will turn and bow to the altar, before returning to their places.

NB: If distribution of communion in the middle of the church has ended but is still continuing at the altar steps, the servers and ministers in the middle of the church wait until the aisle is practically clear; the ministers then indicate to the altar servers the moment when the return procession can start so that they arrive back at the altar when the area in front of the steps has already cleared.