Procedures For Host Eucharistic Ministers

Before Mass

- Fifteen minutes before Mass time, meet in the Daily Chapel to sign-in and then go to narthex for prayer with Msgr./Fr., lectors and altar servers.
- Five minutes before Mass time, assemble in front of the baptismal font and prepare quietly for Mass.
- Proceed with the altar servers, lector and priest to the altar at a slow pace. Line up at base of bottom step, bow with Priest and then take your seat in first three pews on the Priest’s chair side.

During Mass

- At the sign of peace, all ministers go stand in front of bottom step of altar with minister assigned Wine Priest (WP) closest to altar servers and stairs to altar.
- When the priest picks up the cup, ministers bow and go up on the altar to their designated position.
- Host ministers 1, 2 and 3 line up on the left side of the Tabernacle (Statue of Mary side).  
  (Choir side) W3 W2 W1  TABERNACLE  H3 H2 H1  (Statue of Mary)  
  ALTAR  WP

- When the priest gives you the body and blood of Christ, reply with Amen.
- After receiving the body and blood of Christ, step forward to receive the ciborium from the priest.

 PLEASE, NO TALKING AT THE ALTAR OR ON THE ALTAR!

- When the priest leaves the altar then special ministers go to their stations, as follows:
  
  **5:30pm, 9:00am, 11:15am**
  
  H1  Aisle in front of Priest’s chair
  H2  Aisle in front of Statue of Mary (stand to the left of pews nearest the votive candle stand), then move to the right of priest to serve center aisle at foot of altar
  H3  Choir, then aisle between choir and side section

(Revised December 2014)
Procedures For Host Eucharistic Ministers

7:30am
H1    Aisle in front of Statue of Mary, then aisle in front of Priest’s chair
H2    Aisle by side section (organ side)

- When finished serving communion, host ministers put their ciborium on the altar, wash fingers in bowl beside Tabernacle and return to position on left side of Tabernacle. After the Priest places the ciboria in the Tabernacle, ministers bow when he does and then return to seats.

After Mass
- After the final hymn, Host 1 will go to the back sacristy to wash and dry the ciboria (soap is on the counter; towels in drawer left of sink) and leave them upright on the counter by the sink.
- Special Ministers do NOT walk out with the Priest.

(Revised December 2014)
Procedures For Wine Eucharistic Ministers

Before Mass

- Fifteen minutes before Mass time, meet in the Daily Chapel to sign-in and then go to narthex for prayer with Msgr./Fr., lectors and altar servers.
- Five minutes before Mass time, assemble in front of the baptismal font and prepare quietly for Mass.
- Proceed with the altar servers, lector and priest to the altar at a slow pace. Line up at base of bottom step, bow with the Priest and then take your seat in first three pews on the Priest’s chair side.

During Mass

- At the sign of peace, all ministers go stand in front of bottom step of altar with minister assigned Wine Priest (WP) closest to altar servers and stairs to altar.
- When the priest picks up the cup, ministers bow and go up on the altar to their designated position.
- Minister assigned Wine Priest (WP) steps forward towards altar to receive communion from the priest. WP then follows the priest to serve the blood of Christ to the ministers.
- Wine ministers 1, 2 and 3 line up on the right side of the Tabernacle (choir side).
  (Choir side) W3 W2 W1 TABERNACLE H3 H2 H1 (Statue of Mary)
  ALTAR WP

- When the priest gives you the body and blood of Christ reply with Amen.
- After receiving the body and blood of Christ, step forward to receive the cup from the priest. As the priest gives you the ciborium/cup reply with Amen.

  PLEASE, NO TALKING AT THE ALTAR OR ON THE ALTAR!

- When the priest leaves the altar then special ministers go to their stations, as follows:

  WP Center section, Priest’s left in front of pew aisle between center & side sections
  W1 Section in front of priest's chair, Host Minister’s left a few feet away, also serve to section by Statue of Mary
  W2 Center section, Priest’s / Host Minister’s right, in front of pew
  W3 Choir, then in front of side section, Host Minister’s left a few feet away

(Revised December 2014)
Procedures For Wine Eucharistic Ministers

- After you finish serving communion, go to the back sacristy and if there is anything left in the cup consume it. If you do not want to consume the wine, ask one of the other ministers to do so. Wash the cup and place to left of sink. If you do not have time to wash, place the empty cup on the small table. Unfold the purificator and place in container with water to the right of the sink. Exit onto the altar, go down the steps, turn, bow and return to your seat. If the priest has not placed the ciboria in the Tabernacle, stand back by the Tabernacle and bow when he does. Then return to your seat.

After Mass
- After the final hymn, Wine 1 will go to the back sacristy to wash and dry the cups (soap is on the counter; towels in drawer left of sink) and leave them upright on the counter by the sink.
- Special Ministers do NOT walk out with the Priest.