

## **GUIDELINES FOR EUCCHARISTIC STEWARDS**

*“If you are the body and member of Christ, then it is your sacrament that is placed on the table of the Lord; it is your sacrament that you receive. To that which you are you respond “Amen” (“yes it is true”) and by responding to it you assent to it. For you hear the word, the Body of Christ and respond “Amen”. Be then a member of the Body of Christ that your Amen may be true.” (St. Augustine)*

As a Eucharistic Steward and Minister, you have an important role in the liturgy for you are bringing the Body and Blood of Christ to the community. This is a ministry and not just the distribution of bread and wine. It is a ministry that through your eyes, your hands, your words and your touch you bring Christ, through the Eucharist, to each person to whom you minister. Prayer and preparation are essential so that you are ready to minister to those who come to you.

These guidelines are intended to offer you some practical suggestions for your ministry.

### **Before Mass**

- 1) Prepare yourself through prayer for the ministry that you will do.
- 2) Be mindful of your attire. The way you are dressed should not detract from the liturgy.
- 3) Check your name off on the schedule posted in the Hospitality Room and make certain that all ministers needed are present. If ministers are absent, you should try to alert other ministers in the assembly that they might be needed. All ministers are invited to join the Presider in the Hospitality Room for prayer prior to the beginning of Mass. After the prayer, the Eucharistic Ministers return to their place in the assembly.
- 4) If there are only two altar servers present, one of the Stewards will carry the cross in the entrance procession and in the recessional.
- 5) Remember that you are responsible to stay after Mass to cleanse the vessels.
- 6) Stewards are encouraged to sit towards the front of the church so that functions may be performed expeditiously.

## Preparing for the Eucharist

- 1) As the Sign of Peace begins, one Steward should move immediately to the tabernacle, remove the ciborium, and place it on the altar. One should genuflect before opening the tabernacle as a sign of reverence for the Real Presence of Christ reserved.
- 2) The Stewards (and all other ministers) will stand behind the altar on the floor (not on the altar platform) while the priest prepares the vessels and receives communion. The Stewards should be in the center of the line directly behind the Presider. The Presider will fill all vessels (#37 Norms).
- 3) The Presider will receive before the Ministers. After the Presider has concluded his own Communion, he distributes Communion to the Ministers (#38 Norms). Ministers are not to remove vessels from the altar (#40 Norms).

Once the Presider has received, he will turn around and face the Eucharistic Ministers.

- a) At that time, the Stewards and two Cup Ministers (who are standing right next to the Stewards) are to step up onto the altar platform. The Presider will minister the Body of Christ to those four ministers.
- b) The Presider will then minister the Cup to the two Cup Ministers who will turn to the Stewards and minister the Cup to them.
- c) Once the Stewards have received the Cup, the Cup Ministers will move to the side of the altar platform (one by the Presider's chair and one by the ambo).
- d) The Presider will hand each Steward a Paten. The Stewards will minister the Body to the remaining ministers.
- e) After receiving the Body, the Minister will receive from the Cup. Those who are on the left will move to the Cup Minister who is standing by the Presider's chair and those on the right will move to the Cup Minister who is standing by the Ambo.
- f) Once the Minister has received both species, they will proceed to the altar and the Presider will give them the appropriate vessel (cup or paten). The Minister will then move to their spot (but remain on the altar platform).

At the 10:00 and 5:00 Sunday Masses, the third bread minister should be at the end of the line, receive the Eucharist and proceed for their vessel (after all cups have been distributed).

- g) When the Presider has finished distributing all vessels, he will move to his station and all Ministers should step off of the platform to their station.

## **Ministering the Eucharist**

- 1) The Minister serving the Body (usually the Eucharistic Steward) holds up the Body and proclaims, “The Body of Christ”. The Minister places the Body in the hand or, when the communicant desires, on the tongue.

The Minister serving the Blood holds up the cup and proclaims, “The Blood of Christ”. The Minister presents the cup to the communicant who takes the cup and receives. After the person receives, the Minister wipes the area where the lips touched and rotates the cup to a new position.

It should be noted that it is not permissible for a person to dip the host he or she has received into the chalice. If for some reason the communicant is not able or willing to drink from the cup, then that person should receive only under the form of bread.

A blessing is offered to the children or adults who do not receive. The Minister should say something like, “May God bless you and keep you forever.”

- 2) Serve with joy in your heart. It is okay to be pleasant and smile. Maintain eye contact with those you are serving.
- 3) When you have finished ministering at your station:
  - a) Bread Ministers should move to help at another station if there is still a line. If there is no line, give your remaining Bread to the Presider and move to the space by the credence table.
  - b) Cup Ministers should move to help at another station if there is still a line. If there is no line, move to the space by the credence table.
  - c) All Ministers should remain by the credence table to help consume any Blood of Christ that is remaining. This should be done reverently and quietly. Once all is consumed, all Ministers should return to their seat in the assembly. The priest will remain to purify the vessels.

## **Cleaning of Vessels**

*It is the responsibility of the Eucharistic Stewards to clean the vessels immediately after Mass is completed. The following are guidelines for cleaning the vessels:*

- 1) The vessels should be rinsed in the sacrarium (right side of the sink) first. Wash the vessels with hot water and soap in the left side of the sink.
- 2) The linen-like towel (not the “fuzzy” towels) by the sink is to be used for drying vessels. The second towel by the sink is to dry your hands and/or wipe off the counter. Soiled towels should be placed over the edge of the basket under the table on the side of the sink. Clean towels are located in the small dresser under the table next to the sink.

- 3) Soiled purificators and corporals are placed in the hamper near the bulletin board marked with a red cross.
- 4) While the preparation for the next Mass is the responsibility of the Sacristan, it would be helpful if, as the vessels are dried, you would begin the preparation for the next Mass. The vessels needed are as follows:
  - a) 5:00 pm Mass Saturday requires four cups (including the Presider's chalice) and purificators and three patens (including the Presider's). The Presider's chalice should be put away between Masses.
  - b) 8:00am Mass Sunday requires four cups (including the Presider's chalice) and purificators and three patens (including the Presider's). The Presider's chalice should be put away between Masses.
  - c) 10:00am Mass Sunday requires eight cups (including the Presider's chalice) and purificators and four patens (including the Presider's). The Presider's chalice should be put away between Masses.
  - d) 5:00pm Mass Sunday requires eight cups (including the Presider's chalice) and purificators and four patens (including the Presider's). All vessels are to be put away after this Mass.

Clean purificators are kept in the drawer at the southeast end of the large counter in the center of the Sacristy. The drawer is marked "Purificators".

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