

Church of the Holy Apostles
Eucharistic Minister
Customary 2010
Sunday morning services, 9 a.m. and 11:15 a.m.

1. When you receive the monthly schedule, please check the dates you are to serve and if you are unable to serve, it is your responsibility to find a replacement.
2. Arrive at least fifteen minutes before the service. Vest in alb and cincture.
3. The procession order is as follows: Crucifer, Torches, Choir (at 9 a.m.), Gospel book carrier, Eucharistic Ministers side-by-side, Master of the Bread, Clergy.
4. As the EMs reach the bottom step, they stop, give a solemn bow and proceed to their seats.
5. The clergy and Master of the Bread will then process into the sanctuary.
6. During the Liturgy of the Word, the EM has no special duties. This rarely happens, but if a lector or intercessor fails to come to the lectern, the Master of the Bread should go to the lectern and proceed with the readings or prayers. The readings are always marked in the lectern book, and the intercessions are printed on two sheets of paper under the lectern book. Again, this is rare, but does happen, so please be prepared.
7. During the Offering, the EM's come forward to receive the bread, water, and wine from the oblationers. Once the oblations have been given to the celebrant, the EM returns to his/her seat. (The EMs do not shut the altar rail gate, move the kneelers into place, or distribute the offering plates. These functions are carried out by acolytes.)
8. As the offering is brought forward, the EM's move to the foot of the altar. One EM stands to the left of the celebrant and one EM stands to the right. The Master of the Bread stands to the right of the altar. (See Appendix when seminarian or bishop is present.)
9. After the fraction anthem the Celebrant will hand the chalice to the EM to their left and the paten to the Master of the Bread. They are to be elevated at the words: "The gifts of God" and then handed back to the celebrant. Please do not put them on the altar. The celebrant administers Communion to the EM to the right, then hands the EM the chalice and purificator. The EM will administer the chalice to the altar party.
10. Each EM will follow a paten and begin administering the chalice in the middle of the altar rail, moving toward the Gospel or Epistle side.
 - A. If the communicant has received and consumed his bread, then tilt the chalice to his lips—never let go of it—and say, "The Blood of Christ; the Cup of Salvation."
 - B. If the communicant dips his bread into the chalice himself, say, "The Blood of Christ, the Cup of Salvation."

C. If the communicant has bread in his hand and makes no movement to dip it himself, the EM takes the bread, dips it in the wine, and places it on the communicant's tongue saying, "The Body and Blood of our Lord Jesus Christ" and may add, "keep you in everlasting life."

D. If the communicant has not received bread, and the Celebrant has blessed him, move on to the next communicant without pause or words.

E. If the communicant did receive bread, but crosses his arms to as not to receive wine, then the EM pauses in front of him, holds the chalice where it can be seen, and says, "The Blood of Christ, the Cup of Salvation." (The words of administration are spoken in order to assure the communicant that the Sacrament is his/hers as well.)

F. There is an extra chalice in the event that too much bread gets in the chalice being used. Simply put the chalice on the credence table, get the new one and put the appropriate amount of wine in it.

11. After Communion has been administered, the EM returns the chalice to the credence table.

12. The EMs then return to their seats.

13. After the blessing has been pronounced, the EMs wait until the Crucifer, Torches, and Gospel book carrier begin the procession. The EMs will then process out of the sanctuary side-by-side and process to the back of the nave side-by-side. The Master of the Bread and clergy will follow behind them.

Sunday evening Bluegrass Mass, 5:15 p.m.

1. Arrive no later than 4:50 p.m. Immediately vest in alb and cincture and light the candles.

2. Make sure the following are set on the altar: the candlesticks, the altar book stand, and the altar book.

3. The Celebrant and EM will process together, side by side and sit in the designated seats.

4. During the Liturgy of the Word, the EM serves as lector at the lectern, reading one lesson (designated by the Celebrant) and leading the psalm.

5. After the meditation and music, the EM serves as intercessor at the lectern, using the form for Prayers of the People indicated in the service leaflet.

6. As the Peace winds down, the EM takes his/her position at the Epistle foot of the altar.

7. After saying the offertory sentence, the Celebrant will move behind the altar. At that time, the EM assists the Celebrant in setting the table. The Celebrant will ask for vessels as he/she needs them. (The offering plates are already in the back of the nave with the ushers at the Bluegrass service.)

8. After the table is set, the EM drapes the linen on his/her left forearm and takes the lavabo bowl in his left hand. The EM takes the water cruet in his right hand. The Celebrant will place his hands over the lavabo bowl, and the EM pours a small amount of water over the Celebrant's hands to ritually purify them.

9. The Celebrant will take the linen from the EM's left arm; dry his/her hands, and place the linen back on the EM's left arm. At this time, the EM and Celebrant reverence to one another.
10. When the usher brings the offering plates forward after the offertory, the EM moves to the front of the altar and retrieves them. He/she moves back to the foot of the altar and hands the plates to the Celebrant. (Do not hand them across the altar, as they might be dropped and land on the elements.)
11. During the Eucharistic Prayer, the EM stands at the foot of the altar to the Celebrant's left.
12. The Celebrant will administer Communion to him/her and then hand the EM the chalice and purificator.
13. The EM will begin administering the chalice, following the Celebrant along the altar rail and moving from the Epistle to the Gospel side. (The Bluegrass musicians will come to the rail first, then the gathered congregation.)
 - A. If the communicant has received and consumed his bread, then tilt the chalice to his lips—never let go of it—and say, “The Blood of Christ; the Cup of Salvation.”
 - B. If the communicant dips his bread into the chalice himself, say, “The Blood of Christ, the Cup of Salvation.”
 - C. If the communicant has bread in his hand and makes no movement to dip it himself, the EM takes the bread, dips it in the wine, and places it on the communicant's tongue saying, “The Body and Blood of our Lord Jesus Christ” and may add, “keep you in everlasting life.”
 - D. If the communicant has not received bread, and the Celebrant has blessed him, move on to the next communicant without pause or words.
 - E. If the communicant did receive bread, but crosses his arms so as not to receive wine, then the EM pauses in front of him, holds the chalice where it can be seen, and says, “The Blood of Christ, the Cup of Salvation.” (The words of administration are spoken in order to assure the communicant that the Sacrament is his as well.)
14. After Communion has been administered, the EM returns the Chalice to the credence table. The EM will help the Celebrant clear the table.
15. After the Celebrant has pronounced the blessing and dismissal, the EM will extinguish the candles. He/she then moves to the opening of the altar rail, joins the Celebrant and processes from the sanctuary to the back of the nave.

Appendix

When a Seminarian is Present

When Dorothy (the seminarian) is serving as the Master of the Bread (only once a month), she will set the table as she does each week, and then stand to my right as each of you do when you are the MoB. Nothing changes in the responsibilities of the Eucharistic Ministers – one will stand to my left and one stands to my right.

When Dorothy is serving as Eucharistic Minister (once a month), the MoB will still sit to my right, and will stand to my right during the Eucharistic prayer. The only difference will be that the MoB

will assist the other EM in getting the bread and wine from the oblationers. Dorothy will be setting the table.

When the Bishop is Present

The Bishop will always serve as the Celebrant. If a seminarian is present when the Bishop visits, the seminarian will set the table. If no seminarian, the priest acting as “the Deacon of the Table” will set the table.

There will not be a Master of the Bread on these occasions. The EM’s should follow the customary as it is written.