

**Updated Communion Flow & Responsibilities**

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To All Eucharistic Ministers:

In conjunction with the revised Mass times, beginning the weekend of 10/31 & 11/1, the Liturgy Team requested we revise the communion flow and change the locations of the serving stations.

Attached is a color coded map to help you see the communion flow and serving locations. Also attached are the revised EM & Runner Responsibilities.

Beginning this week, we have created a web page for all of our training material. To see this web page, go to [www.blessedkateriparish.org](http://www.blessedkateriparish.org), then click on "Eucharistic Ministry". We will be adding more information to the web page in the coming weeks. In the future, we will no longer email attachments. Instead, we will post the information on the EM web page and email you with a message to look at the posted information.

If you have any questions, please let us know.

With Joy in His Service <>< Kevin & Adrienne

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**EMs**

- 6 Body
- 6 Cups
- 2 Runners
- 1 Coordinator
- 15 Total

**EM Stations**

**B1/C1**

Sections 1 & 5

**B2/C2**

Sections 2 & 7

**B5/C5**

Section 6

Return - - ->

**EM Stations**

**B4/C4**

Sections 4 & 10

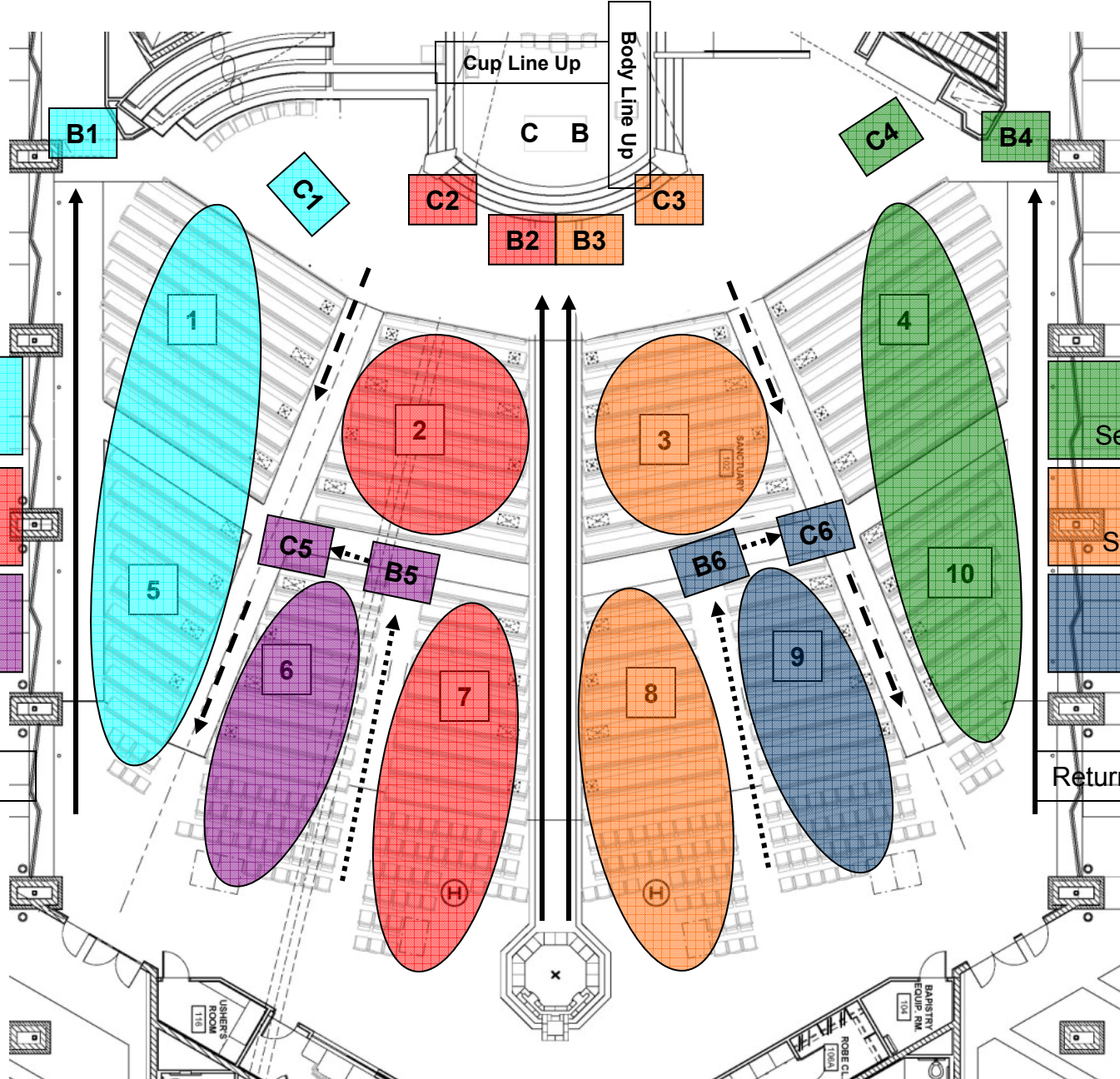
**B3/C3**

Sections 3 & 8

**B6/C6**

Section 9

Return - - ->



# ***EUCCHARISTIC MINISTER'S RESPONSIBILITIES***

*Rev. 10/28/09 (Changes in Red)*

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## ***1) EM will come up at the Sign of Peace***

- ❖ EM's are to come up the side steps
- ❖ Bread: Stand on right side of Altar on both sides of Ambo
- ❖ **Blood: Stand in front of Presider's Chair.**
- ❖ First available EM assist with putting ciboria on altar.
- ❖ First available body and blood EM will take hand sanitizer and squirt all EM hands. Hand sanitizer will be in altar server chairs **and Chapel Credence Table**. This will eventually become an altar server responsibility.

## ***2) Receive Communion***

- ❖ **Priest will distribute the body and blood to the Deacon/Runner2.**
- ❖ Deacon/Runner2 (if no Deacon) receives cup.
- ❖ **Priest will distribute the body to all EM's, beginning with the Body EM's and then Cup EM's. Altar Servers will be served last.**
- ❖ Deacon/Runner2 (if no Deacon) will then **serve the blood to all EM's, beginning with the Body EM's and then the Cup EM's. Altar Servers will be served last.**

## ***3) Distribution of Communion***

- ❖ **Immediately after receiving the blood, each EM will take their vessel from the altar and exit side steps to your serving station. B5 & C5 and B6 & C6 will wait at the foot of the altar and go to their stations together using the return aisle.**
- ❖ Distribute Communion.
- ❖ Serving the Choir: **B1 & C1** will be responsible for serving the choir.
- ❖ Serving the chairs next to altar: **B4 & C4** will be responsible for serving the people in the chairs next to the altar.
- ❖ **If the precious blood is spilt on the floor, please lay a purificator over the blood to absorb it. Runner2 will then come over to clean it up another purificator soaked in hot water.**

# ***EUCCHARISTIC MINISTER'S RESPONSIBILITIES***

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## ***4) Return to Sacristy***

- ❖ Take vessels to Sacristy
- ❖ Please GO in front of altar NOT through the hallway or Chapel. Do not bow.

## ***5) Return to Seats***

- ❖ Body may return to seats
  - Do not sit in the center section because it's too difficult to get back to your seats after communion. The center sections are the last area to finish.
- ❖ Bloods stay in Sacristy to help consume remaining blood.

# *Runner's Responsibilities*

Rev. 10/29/09 (Changes in Red)

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## **1) Runners**

- ❖ 2 Runners per mass. R1 responsible for body; R2 responsible for cup.
- ❖ 1 Coordinator per mass to help with oversight and answer questions. Coordinators are selected from those who have already been a Runner.

## **2) R1 & R2 Set Up**

- ❖ 12 ministers: 6 body - Priest/Deacon = 4 body EMs & 6 blood EM's.
- ❖ Fill 2 pitchers ½ full. **Please see pictures in Vesting Sacristy since the amount of wine varies with each Mass.**
- ❖ **For body, please do not stand large host on end. Rather lay it flat on top of other hosts.**
- ❖ **Picture of credence table will be posted in Eucharistic Sacristy.**
- ❖ **Picture of gift table will be posted in Vesting Sacristy.**

## **3) Fraction Rite/Sign of Peace**

- ❖ R1 goes to Tabernacle, brings Eucharist & places ciborium on altar.
- ❖ R2 gets cup serving tray from credence table & places cups on altar. Hand empty cup tray to any available EM.
- ❖ Deacon pours blood. R2 pours if no Deacon.
- ❖ **Use pall to cover consecrated wine.**

## **4) Communion**

- ❖ See EM Responsibilities #2 **for receiving communion.**
- ❖ **See EM Responsibilities #3 for distribution of communion.**
- ❖ **Refill cups & ciboria: Half way through Communion, Runners 1&2 will take pitcher/Chalice and ciborium to refill the cups and ciboria of the distributing EM's, beginning with B6/C6 walking up the return aisle. They will proceed to B5/C5, B1/C1, B2/C2, B3/C3 and B4/C4.**

## **5) Return to Sacristy**

- ❖ R1: remember to get tabernacle key from credence table **before** returning to Eucharistic Sacristy.
- ❖ Once the refilling has taken place, take vessels to the sacristy and receive vessels from EM.
- ❖ Runners 1, 2 and any Cup EM will stay in sacristy to consume any left over blood. **Please remember to remain quiet since Mass is still in progress.**

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## 6) *Purification & Clean up*

- ❖ Runners to perform purification & clean up.
- ❖ PLEASE NO BODY/BLOOD IS TO BE PUT DOWN THE SACRARIUM AT ANYTIME!
- ❖ **Body**
  - When consolidating body, place open purificator on counter, place ciborium on purificator and then transfer body to ciborium.
  - Wipe each ciboria with purificator, ensuring any remaining particles are transferred to one ciborium. Return purified ciboria to cabinet.
  - Place a small amount of water into the one ciborium used for consolidation and pour down Sacarium. Wipe ciborium dry before returning to cabinet. They do not need to be washed with soap and water. For those ciboriums with lids, be sure to dry thoroughly with drying towels. If possible, leave the lids off to allow them to air dry too.
  - Return Eucharist to tabernacle.
  - Tabernacle Key
    - 5:30 Mass: Return to cabinet.
    - 7:00, 8:30 & 10:30 Masses: Return to credence table.
    - 12:30 Mass: Return to cabinet.
- ❖ **Blood**
  - When purifying the cups and pitchers, please fill half-way with water and rotate the cup/pitcher so the water touches inside of cup/pitcher. Then pour down Sacarium.
  - After all the cups and pitchers are purified, please fill one pitcher half-way with HOT water and then pour down the Sacarium. This will dissolve the water / wine liquid in the pipes so the pipes do not clog.
  - Use soap and hot water to wash.
  - Be sure to dry thoroughly with drying towels.
  - If a pitcher becomes unusable due to breakage or severe damage, please contact Deacon Jay for proper disposal. Place the broken pitcher in the Vesting Sacristy pitcher cabinet. We will purchase a container to place it into in the near future.