

**Eucharistic Minister Guidelines 2007**  
Sacred Heart Church, Broussard, Louisiana

1. Ministers are asked to arrive **15 minutes** before Mass. Please come to the **Narthex** to sign in and wait in this area to pray together before Mass. All ministers are asked to please dress appropriately for this ministry. It is expected that you would come in Sunday attire. Suits, ties and jackets are not required. However, nicer clothing than everyday wear (e.g., halter tops, spaghetti-strap dresses, jeans, shorts, flip flops) is expected. By the way, this is a good rule of thumb for appropriate attire for Mass every week.
2. Ministers will sit in the first pew on either side of main aisle. Bread ministers sit on "cantor" side of Church. Cup ministers sit on "ambo" side of Church. If you wish to sit with your spouse or family, please plan to sit in second or third pew only. If you arrive early as requested, finding a seat there should not be a problem. You are still asked to report to the **Narthex 15 minutes** before Mass.
3. As soon as the "Lamb of God" begins, ministers will step out of pew and stand in front of your pew. Remain standing while congregation kneels for "Behold the Lamb of God who takes away the sins of the world. Happy are we... Lord I am not worthy...."
4. Once the priest has received communion, immediately then, enter the sanctuary without bowing first. Cup ministers enter first, followed by bread ministers. All stand on "cantor" side (right) of sanctuary, in straight line facing altar. (The lector, commentator and altar servers will form similar line on opposite (left) side of altar). Person closest to back altar hands out purificators.
5. Priest will give communion to cup ministers, then bread ministers. He will then hand the cups to the cup ministers. When Deacon is present, the deacon will hand the cups to the ministers. First cup minister on end will then go to servers, lector and commentator to offer the cup. Other cup ministers will offer the cup to the bread ministers next to them.
6. Priest or Deacon will then offer ciboria to bread ministers. All then go to stations for distribution of communion. Cup ministers are to stand up on step portion and turn at 45 degree angle toward communion line to help relieve some traffic congestion.
7. After communion, "side" bread ministers hand ciboria to priest or other bread minister, then return to pew, without bowing. Cup ministers go to sacristy as before and consume any remaining Precious Blood, then return to pew without bowing to altar. Communion vessels are to be purified after Mass.
8. Regarding the choir at 9:00 am Mass, an additional bread minister goes to choir loft with two small ciboria. Director and musicians receive before choir members. After distributing communion to choir, enlist their help to consume the few remaining consecrated hosts. Leave ciboria in choir loft and a choir member will return these to tabernacle after Mass.
9. **Scheduling:** Alicia McDuffie 856-2287 [aliciashj@yahoo.com](mailto:aliciashj@yahoo.com) schedules ministers, e-mails the list, copies are placed in church and posted on the web. **Ministers are responsible for getting their own substitutes if unable to be present.** Susan Slovacek contacts the ministers reminding them each weekend of their commitment. Please notify Susan by e-mail [s.slovacek@yahoo.com](mailto:s.slovacek@yahoo.com) or phone 962-8267 if you have a substitute.