

**Directions for the Special Ministers of the Eucharist
Masses in the Gym
St. Brigid of Kildare
November 2009**

1. The Sign-in book will be on a table in the hallway outside the Gym. You will reach this hallway through either the main doors of school or the new entrance at the gym. Please arrive 15 minutes early as usual.
2. No one will be needed to bring in the Reserved Eucharist. It will already be on the stage on a tower/pillar at the back with a sanctuary light near it. (See diagram)
3. After the Kiss of Peace approach the stage going up on either side by the five steps. (See diagram) If you have trouble with steps there is a ramp. See Sr. Joan if you need instructions on how to get to the ramp.
4. Arrange yourselves behind the altar, facing the congregation as we do in Church. After you receive communion, are handed your vessel and receive the nod from the priest or deacon proceed down the five steps on either side of the stage to your station;
 - a. **Note:** Special Ministers of the Eucharist who have stations in the middle aisle need to get there before those in the front aisle begin distribution.
 - b. Once all Ministers are in place the ushers will motion the front aisles forward; move down the aisles and motion the middle aisle forward. We are not certain this latter step is necessary; we have to see how things work out.
5. Each Minister of the Eucharist will be serving about 100 people if your section is full. Once your section is completed if you can assist the Minister to the side of you do so, if not return your vessel to the altar and return to your place.
6. As each schedule for the Gym Masses comes out please notice new markings, i.e. we do not need anyone to bring the Eucharist in but we do need two Special Ministers of the Eucharist to purify the vessels after communion is distributed.
These people will be designated on the schedule.
7. The credence table is to the far left side of the stage. Vessels will be placed there by the Altar Servers. As these vessels arrive two Special Ministers of the Eucharist purify them and place the remainder in the chalice for the priest/deacon to consume. As soon as they are finished these two Special Ministers of the Eucharist return to their places.

**Diagrams of the set-up of the Gym and stage will be left in the kitchen for all Special Ministers of the Eucharist to pick up throughout October.
If you do not get one see Sr. Joan.**