

# St. Elizabeth Seton 2007 - 2008 Head Eucharistic Minister Instructions

## Arrival

1. Arrive 20 minutes before Liturgy.
2. Arrange medallions in numerical order on the credence table. Leave head minister medallions H-2 and C-2 on Sacristy counter. If Deacon or Concelebrant is present the Liturgical Coordinator will pull medallions C-1 for Deacon and H-2 for Concelebrant and Head Host Minister moves to H-4.
3. Sign in on the Liturgical Ministry Schedule sheet
4. Turn on the minister's light located in the Sacristy (yellow button)
5. Check amount of consecrated hosts in the Tabernacle
6. Make sure Head Host Minister has key to Tabernacle

## Prepare for Mass

The Head Host Minister:

1. checks the amount of hosts in the Tabernacle to determine the correct number of hosts to prepare and also based on the Mass Count Sheet,
2. prepares trays for the ciboria, including presider's, and fills each ciborium with the appropriate amount of hosts (done in Sacristy, Figure A),
3. places one large host on top of regular hosts in presider's ciborium,
4. covers ciboria with corporal and places trays on the "host" credence table,
5. verifies the Sacramentary is on the lower shelf of the "host" credence table,
6. takes the presider's ciborium along with the wine cruet to the offertory table at the rear of the church,
7. monitors medallions to ensure coverage of all stations, and
8. watches for fluctuations in congregation size, if a need arises to change amount of hosts prepared or the number of stations used.



Figure A

The Head Cup Minister:

1. determines the correct number of cups to prepare based on the Mass Count Sheet,
2. prepares trays for the cups (and purificators) and fills appropriate amount of wine in each cup (done in Sacristy, Figure B),
3. pours appropriate amount of wine in a cruet,
4. prepares the presider's chalice with one purificator and places them on the lower shelf under the "host" credence table,
5. covers cups with corporal, and places trays on the "wine" credence table,



Figure B

6. place small wicker basket for soiled purificators on the lower shelf of the "wine" credence table,
7. places a cruet of water for consecration on the lower shelf of the "host" credence table along with the lavabo basin, pitcher and finger towel,
8. verifies that the Sacramentary is on the lower shelf of the "host" credence table,
9. takes the wine cruet (along with the presider's ciborium) to the offertory table at the rear of the church (unless the Head Host Minister has already done so),
10. monitors medallions to ensure coverage of all stations, and
11. watches for fluctuations in congregation size, if a need arises to change amount of wine prepared or the number of stations used.

### During Mass



Figure C: Altar Prepared for Liturgy of the Eucharist

#### The Head Host Minister:

1. goes to the "host" credence table to remove the corporals from the ciboria,
2. carries the trays of unconsecrated hosts to the altar after the procession of the gifts and places them on its left side [**please note the exact position of the tray in Figure C above**] and returns to his/her seat,
3. retrieves large ciborium from the Tabernacle after the consecration (during the Lord's Prayer), places it on the Altar during the Sign of Peace, the deacon or presider will perform the fractioning rite (distribute the Hosts from the large ciborium into the smaller ciboria). The Head Host Minister **DOES NOT** assist the presider with the fractioning.

4. heads to the front of the line of bread ministers and uses Purell to cleanse hands,
5. after all ministers have collected their ciboria, collects his/her ciborium, the large ciborium, and the ciborium trays and proceeds to the "host" credence table to replace the trays, situate the large ciboria on a corporal, before proceeding to Station 2,
6. after distributing communion and ministering to head cup minister, replaces his/her ciborium on the credence table and sits nearby (do not stand at the credence table) and
7. ensures that all unconsumed hosts have been consolidated in the large ciborium and covered with its lid.

The Head Cup Minister:

1. goes to the "wine" credence table to remove the corporals off chalices,
2. carries the trays of unconsecrated wine to the altar after the procession of the gifts and places them on its right side **[please note the exact position of the trays in Figure C above]** and returns to his/her seat,
3. heads to the front of the line of wine ministers,
4. collects empty cup trays and places the trays on the "wine" credence table, collects chalice from presider before proceeding to Station 2,
5. after distributing communion and ministering to head host minister, replaces his/her cup on the "wine" credence table, ensures that all cups are covered with a corporal and sits nearby.

## **After Mass – Purification of Vessels in the Sacristy**

The Head Host Minister:

1. cleans broken pieces of hosts from the large ciborium, places whole hosts back in ciborium, consumes remaining pieces, places the large ciborium in the Tabernacle,
2. cleans by wiping small pieces/crumbs from ciboria into one ciborium with a purificator, pours small amount of water in ciborium and consumes, dries inside of ciboria with purificator,
3. after the 6:30 Mass washes the ciboria in soap and water, dries thoroughly,
4. places the purificator into the soiled linen basket and hangs wet purificators on the side of basket to dry,
5. sets up the ciboria for the next Liturgy,
  - a. appropriate number of small ciboria on the two trays as determined by Mass count sheet,
  - b. presider's ciborium on Sacristy counter,
6. places Tabernacle keys on the hook in the appropriate Sacristy drawer following Mass,
7. places Head Host Minister medallion (H-2) on Sacristy counter and
8. places medallions in tray in numerical order, if last Mass of the day places medallion tray in Sacristy cabinet on top of ciboria trays.

The Head Cup Minister:

1. consumes all remaining Precious Blood (ask others to assist), Precious Blood is never to be disposed down the Sacramentum or any drain nor is it to be stored in the Tabernacle,
2. cleans cups by pouring a small amount of water into a cup, swirls and pours water into the next cup, consumes the balance from the last cup and dries the cup with a purificator (make sure the outside is also clean),
3. after the 6:30 Mass washes the cups and cruet in soap and water, dries thoroughly,
4. places the purificators into the soiled linen basket and hangs wet purificators on the side of basket to dry,
5. sets up the cups for the next Liturgy,
  - a. appropriate number of cups on the two trays as determined by Mass count sheet,
  - b. presider's chalice and a purificator on lower shelf on the host side of the credence table,
6. places medallions on the tray in numerical order, if it is the last Mass of the day, places the trays in Sacristy cabinet on top of cup trays,
7. places Head Cup Minister medallion (C-2) on Sacristy counter and
8. places empty cruet on the Sacristy counter to dry.

## **Substitutes**

All Head Ministers are scheduled for specific Masses. It is your responsibility to find a substitute. Schedules are online on CCOP's website: <http://catholicsofpleasanton.org/CCOPLiturgy.html>. Extra copies of the schedule and guidelines are also available in the Sacristy.

On the web Site, go to **Ministry Schedule**, locate and click [contact information here](#) to open and obtain a list of substitutes to call. If no substitute can be found, call the assigned Liturgical Coordinator so that he/she will know the circumstances. Do not call the church office. Introduce yourself to the Liturgical Coordinator and let him/her know that you are the usher for the Mass. Access to the contact information list is pass-code protected. You can receive the pass-code from any Liturgy Coordinator.

## **Other General Information**

The Liturgy Planning Committee will assign Head Ministers for Triduum, Holy Days and special liturgies.

There is a Liturgical Ministry Form on the Sacristy counter if there are any changes that need to be made. For example: address, telephone, Mass schedule (e.g., change from 11am to 9 am Mass), two or more months of not being available for your ministry, or any other special needs or requests.