

St. Augustine 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-1 and C-1 on Sacristy counter. If Deacon or Concelebrant is present, pull medallions C2 for Deacon and H3 for Concelebrant. If in doubt, check with the Presider or Liturgical Coordinator.
3. Sign in on the Liturgical Ministry Schedule sheet.
4. Turn on the minister's light located in the Sacristy (red button)
5. Check amount of consecrated hosts in Tabernacle.
6. Make sure both keys are in the 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 (based on visual assessment of Mass attendance and on the October 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.

The Head Cup Minister:

1. determines the correct number of cups to prepare (based on visual assessment of Mass attendance and on the October Mass Count Sheet),
2. prepares trays for the cups (and purificators) and fills appropriate amount of wine in each cup (done in Sacristy, Figure A),
3. pours appropriate amount of wine in a cruet,
4. prepares the presider's chalice with one purificator and places it on the lower shelf under the "host" credence table,
5. covers cups with corporal, and places trays on the "wine" credence table,
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 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 (if not already done by Head Host Minister),
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.



Figure A

During Mass

The Head Host Minister:

1. goes to the "host" credence table during collection to remove the corporals off the ciboria while the altar server prepares the presider's chalice on the altar,
2. when altar server returns to his/her seat, carries the trays of unconsecrated hosts to the altar and places them on its left side, Figure B, and returns to his/her seat, (an altar server may assist, if necessary),



Figure B

3. if there is a deacon or concelebrant, he retrieves the large ciborium from the Tabernacle at the sign of peace for fractioning rite (distribution into small ciboria); otherwise, retrieves large ciborium from the Tabernacle at the Sign of Peace and places it to left of the presider on the altar for fractioning (the Head Host Minister **DOES NOT** assist the presider with the fractioning),
4. uses Purell to cleanse hands and heads to the back of the line of host ministers,
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 1,
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 credence table during collection to remove the corporals off the cups while the altar server prepares the presider's chalice on the altar,
2. when altar server returns to his/her seat, carries the trays of unconsecrated wine to the altar and places them on its right side, Figure C, and returns to his/her seat, (an altar server may assist, if necessary),



Figure C

3. heads to the back of the line of wine ministers,
4. collects the empty cup trays and places the trays on the left credence table, returns to altar to collect cup from presider before proceeding to Station 1,
5. after distributing communion and ministering to head host minister, replaces his/her cup on the credence table, ensures that all cups are covered with a corporal and sits nearby.



Figure D: Altar Prepared for Liturgy of the Eucharist

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.

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 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 12:00 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. leaves the keys in the Tabernacle locks unless it is the last Mass of the day,
7. places Tabernacle keys on the hook in the appropriate Sacristy drawer following the last Mass of the day,
8. places Head Host Minister medallion (H-1) on Sacristy counter and
9. places medallions in tray in numerical order, if last Mass of the day, places medallion tray on Sacristy counter.

The Head Cup Minister:

1. consumes all remaining Precious Blood (ask others to assist), Precious Blood is **never** to be disposed down the Sacarium 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 12:00 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 (not applicable to the 12:00 Mass),
 - 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 on Sacristy counter,
7. places Head Cup Minister medallion (C-1) on Sacristy counter and
8. places empty cruet on the Sacristy counter to dry.

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 10am to 8am Mass), two or more months of not being available for your ministry, or any other special needs or requests.