

St. Elizabeth Seton 2007 – 2008

Head Eucharistic Minister Quick Checklist

Prepare for Mass

1. Turn on ministers' light
2. Prepare hosts and cups for Mass – check amount of consecrated hosts in Tabernacle
3. Head Host Minister keeps key with him/her for the Tabernacle
4. Check credence tables
 - a. filled ciboria
 - b. filled chalices
 - c. medallions
 - d. purificators
 - e. corporals
 - f. lavabo – pitcher, basin, towel
 - g. water cruet
 - h. Sacramentary
5. Head Minister medallions – H2 and C2 placed on Sacristy counter
6. Turn off the minister's light when all the medallions have been picked up

During Mass

1. After the gifts are brought up to the altar
 - a. Head Host Minister – places trays of filled ciboria on left side of altar
 - b. Head Cup Minister – places trays of filled chalices on right side of altar
2. During the Lord's Prayer
 - a. Head Host Minister – retrieves large ciborium from Tabernacle, places it on the left side of the presider on the altar (During the Sign of Peace), cleanses hands with Purell and heads to the front of the host minister line.
 - b. Head Cup Minister – forms the head of the line for the cup ministers
3. Head Host Minister goes to station H-2
4. Head Cup Minister goes to station C-2
5. After Eucharist has been distributed, place the lid on the ciborium and cover the chalices with a corporal

After Mass

1. Purify the ciboria – consume the water
2. Return the large ciborium to the Tabernacle
3. Return the tabernacle keys to the drawer
4. Purify the chalices
5. Consume any remaining Precious Blood – pour water into chalices and consume
6. Dry the chalices with a purificator
7. Set out the ciboria and chalices that will be needed for the next Mass (place them on the counter in the Sacristy)
8. Set out purificators and corporals for the next Mass
9. Set out the medallions for the next Mass
10. After the 6:30 Mass washes the ciboria and chalices in soap and water, dry thoroughly