

St. Augustine 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. Put keys in the Tabernacle
4. Check credence tables for:
 - 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 – H1 and C1 placed on Sacristy counter
6. Turn off the minister's light when all the medallions have been picked up

During Mass

1. During collection after altar is set by altar servers and before gifts are brought 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 Sign of Peace
 - a. Head Host Minister – retrieves large ciborium from Tabernacle, places it on left side of the presider on the altar, uses Purell to cleanse hands and heads to the back of the line for host ministers
 - b. Head Cup Minister – heads to the back of the line for the cup ministers
3. Head Host Minister goes to station H1
4. Head Cup Minister goes to station C1
5. After Eucharist has been distributed, place the lid on the ciborium and covers 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 (after last Mass of the day)
4. Purify the chalices
 - a. Consume any remaining Precious Blood – pour water into chalices and consume
 - b. Dry the chalices with at purificator
5. Set out the ciboria and chalices that will be needed for the next Mass (place them on the counter in the Sacristy)
6. Set out purificators and corporals for the next Mass
7. Set out the medallions for the next Mass
8. After 12:00 mass wash ciboria and chalices with soap and water, dry thoroughly.