

St. Augustine 2010 – 2011 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:
 5. filled ciboria
 6. filled chalices
 7. medallions
 8. purificators
 9. corporals (small)
 10. Chalice veil
 11. lavabo – pitcher, basin, towel
 12. water cruet
 13. Sacramentary
14. Make sure that the Major Corporals are on the altar.
15. Head Minister medallions – H1 and C1 placed on Sacristy counter
16. 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 Gifts are brought forward:
 - a. Head Host Minister – places filled ciboria on Major Corporal (left side of altar), places tray on credence table
 - b. Head Cup Minister – places filled chalices on Major Corporal (right side of altar), places tray on credence table
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 front of the line for host ministers. NOTE: large ciborium remains on altar corporal.
 - b. Head Cup Minister – heads to the front of the line for the cup ministers
3. After the priest receives communion and comes to the foot of the altar:
 - a. Head Cup minister and next cup minister in-line come forward, receive communion from the priest, retrieve a chalice and move to positions flanking the right and left side of the priest.
 - b. Head Cup Minister and other cup minister assist priest in communicating the other EMs

- c. Once all Ems have received communion, ALL ministers move to their designated stations and proceed to offer communion to the community.
4. Head Host Minister goes to station H1
5. Head Cup Minister goes to station C1
6. After Eucharist has been distributed, Head Host Minister places the lid on the large ciborium and returns it to the Tabernacle; HEM-Wine covers the used chalices with the chalice veil

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. Do NOT Dry the chalices – let them air-dry upside down on the drying rack
5. Set out the medallions for the next Mass
8. After 12:00 mass wash ciboria and chalices with soap and water, dry ciboria thoroughly but let chalices air dry upside down on drying rack.

Attendance – You will be scheduled to serve at a particular Mass; hopefully no more than twice per month. We depend upon you!! Please show up 20 minutes before your assigned Mass. If you cannot be there, for personal reasons, it is YOUR responsibility to find a trained substitute by contacting other HEMs. The contact list can be located on the parish web site: <http://catholicsofpleasanton.org/CCOPLiturgy.html>

On the web Site, go to **Ministry Schedule**, locate and click [contact information here](#) to open and obtain a list of substitutes to call (password = sub4me). Access to the contact information list is pass-code protected – PLEASE do NOT share this information!! 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.

The Liturgy Coordinators are:

5:00 pm - Joe & Gina Gourley

8:00 am - Nino Pompilio

9:00 am - Michael Auer

10:00 am - Mary Jo Smith

11:00 am - Maria Grabowski

Noon - Larry Murphy

4:00 pm - Scott Cumberland

Charlie Grimes

6:30 pm - Sandie Squires

Lisa Schibler

Rich Goddu

Thank you very much for answering the call to serve our community!!

Dcn. Gary Wortham