

**St. Elizabeth Seton 2011 – 2012**  
**Head Eucharistic Minister Quick Checklist**

**Prepare for Mass**

1. Turn on ministers' light
2. Prepare hosts and chalices for Mass – check amount of consecrated hosts in Tabernacle (full ciborium holds approximately 750 Hosts)
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 (small)
  - f. Chalice veil
  - g. lavabo – pitcher, basin, towel
  - h. water cruet
  - i. Roman Missal
5. Make sure that the Major Corporal is on the altar.
6. Head Minister medallions – H2 and C2 placed on Sacristy counter
7. 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:
2. Head Host Minister – places filled ciboria on Major Corporal (left side of altar from presider's perspective), places tray on credence table
3. Head Chalice Minister – places filled chalices on Major Corporal (right side of altar from presider's perspective), places tray on credence table
4. During Sign of Peace
5. Head Host Minister – retrieves large ciborium from Tabernacle, places it to the 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.
6. Head Chalice Minister – heads to the front of the line for the chalice ministers
7. After the priest receives communion and comes to the foot of the altar:

8. Head Chalice minister and next chalice 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.
9. Head Chalice Minister and other chalice minister assist priest in communicating the other Ems
10. Once all Ems have received communion, ALL ministers move to their designated stations and proceed to offer communion to the community.
11. Head Host Minister goes to station H-2
12. Head Chalice Minister goes to station C-2
13. After Eucharist has been distributed, place 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
4. Purify the chalices
5. Consume any remaining Precious Blood – pour water into chalices and consume
6. Dry the chalices with a soft cloth.
7. Set out the medallions for the next Mass
8. After the 6:30 Mass wash the ciboria and chalices in soap and water, dry thoroughly

**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.

**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 - Charlie Grimes

Chris Sigua

6:30 pm - Sandie Squires

Lisa Schibler

Rich Goddu

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

Dcn. Gary Wortham