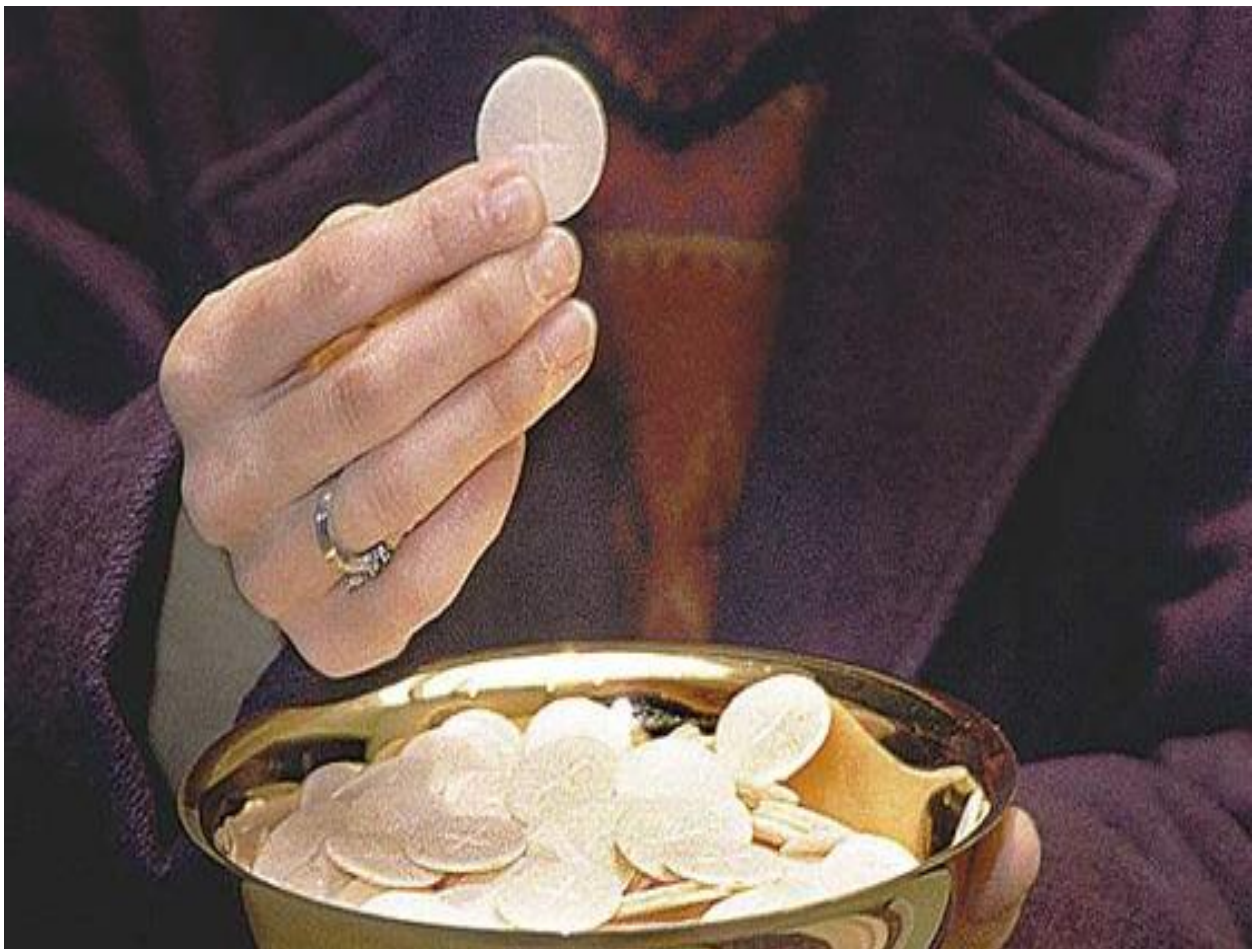


Eucharistic Training



SET-UP (S)

- The Mass Captain should arrive 20 minutes before the Mass.
- Select a position to distribute Communion
- Unlock the Tabernacle and estimate the number of hosts in the Ciborium:
 - SATURDAY – 4:30 300 LESS THE NUMBER IN THE TABERNACLE
 - SUNDAY - 8:30 250 LESS THE NUMBER IN THE TABERNACLE
 - 10:30 350 LESS THE NUMBER IN THE TABERNACLE
- Each packet holds 100 hosts
- Fill the large Ciborium with hosts
- Fill the two Cruets, one with water and one with wine.
- Prepare the Priest Chalice. (see page 4)
- Fill the four Cups a little over half full with Wine.
- Place these items on the Credence Table in preparation for Mass:
 - 4 Cups in holder
 - Priest Chalice
 - 3 Ciboriums 8:30 & 4:30
 - 4 Ciboriums for 10:30
 - 4 Purificators
- Bring the gifts to the table in the back of the Church (Cruets and Large Ciborium) very reverently.

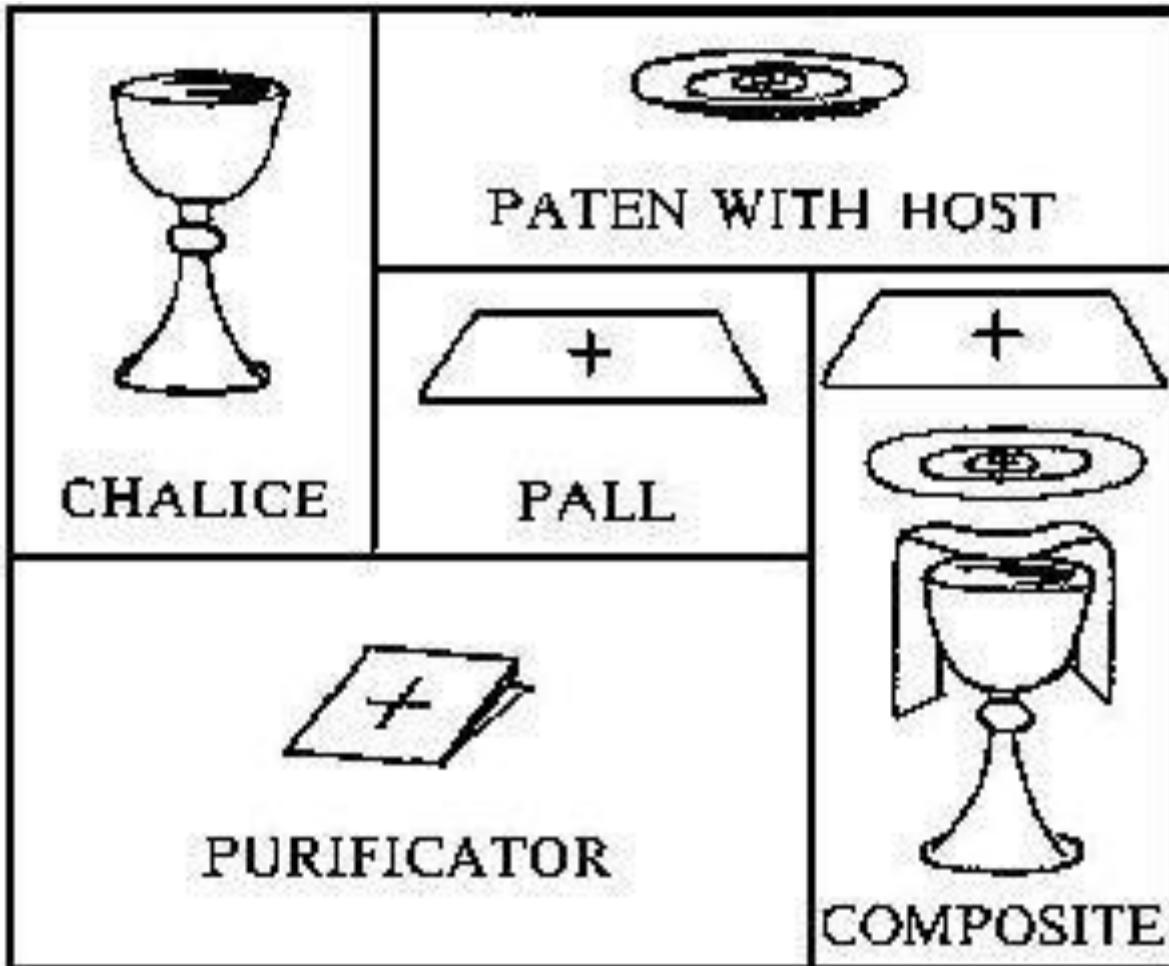
CLEAN-UP (C)

- **At the end of the Sending Forth Song, approach the altar.**
- **Lock the Tabernacle and place the key in the designated area (4:30 & 10:30).**
- **Bring all the items into the Sacristy. The purification of vessels is already completed at the credence table right after communion by Fr. or the deacons.**
- **There is no need to wash the Ciboriums.**
- **The Cups must be washed with soap and water around the rim of the cups. Do not submerge the Chalice in water. Use a soft cloth with soap to clean the Chalice rim. Use a lint free towel to dry them gently. Place the Cups in the holder and put back on the counter for use at the next Mass. Place the towel on the rack to dry.**
- **Place all Purificators in the laundry bag hanging in the closet.**
- **Place the Cruets back in the refrigerator.**
- **Return all items to the cabinet or on the counter.**
- **The EM'S for the 4:30 and 10:30 Mass must lock the Cabinet and place the key back in the container.**

A FEW REMINDERS:

- 1. PLEASE find a substitute if you are not able to serve the Mass.**
- 2. The Mass Captain shall arrive 20 minutes prior to Mass to setup while the remaining scheduled servers should arrive at least 10 minutes prior to Mass. If a Deacon is assisting, only 6 EM's are needed for both the 4:30 and 8:30 Masses and 7 for the 10:30 Mass. If there is no Deacon present, then 7 EM's are needed for the 4:30 and 8:30 Masses while 8 are needed for the 10:30 Mass.**
- 3. Before Mass, go in the Sacristy and write your name onto the Eucharistic Minister sign – in sheet. This will allow you to know where to serve the Body or Blood to the parishioners. This will also let the Priest and Deacons know if additional servers are needed.**
- 4. At the Lamb of God, all EM's will approach the altar.
At the 4:30 Mass (when a deacon is not present) the person assigned (S) will proceed to the Tabernacle, remove the ciborium and place it on the altar or gives it to Father. Please remain up on the altar with the Priest to distribute the Precious Blood to the Eucharistic Ministers and servers.**
- 5. Please lineup in the following manner. #1 Cup (closest to the Credence Table), #2 Cup, #3 Cup and #4 Cup. Then the 3 Administers of the Host will lineup with the lowest # next to #4 Cup.**
- 6. When serving the Host and Precious Blood in the Center of the Church:
A. Walk down the center aisle to the center
B. Walk up to the people seated in the first row and distribute them Communion. (You may need to motion for them to stand if they are not disabled) The person with the Precious Blood will then follow.
C. Return to your assigned positions and serve to the rest of the parishioners.
D. When finished, return to the altar by using the south aisle (Tabernacle side) of the Church.**
- 7. Feel free to help out with the Set-Up and Clean-Up at any Mass.**
- 8. For the 10:30 Mass, the person who is assigned to Clean-Up please stay and clean up. The Deacon is not responsible for this duty.**

CHALICE SETUP FOR MASS:



1. Place the Chalice in front of you
2. Place the larger Purificator on the Chalice equally distributed
3. Place the Paten on top of the Purificator
4. Place the large Host on the Paten
5. Cover the Host with the Pall
6. Place the prepared Chalice on the Credence table



TERMS

1. **Ciborium** – Contains the Hosts
2. **Chalices** - Contains the Wine for the Priest
3. **Cup** – Contains the Wine for the Eucharistic Ministers
4. **Purificator** – Cloth to wipe the Chalice
5. **Cruet** – Glass container for the water and wine
6. **Tabernacle** – Where Blessed Sacrament is held in reserve.
7. **Credence Table** – Table where Ciborium's and Chalices are during the Mass
8. **Sacristy** – Room behind the altar where all supplies are kept
9. **Holy Wash** – Any linens such as the purificators that have touched the Blessed Sacrament are placed here for the sacristans to clean properly
10. **Sacrarium** - Basin or sink located in the sacristy that drains directly into the soil. Used to dispose of Precious Blood if not consumed by the minister.