



Eucharistic Minister Checklist

Preliminaries-

- Appropriate business attire
- Arrival at church 20-25 minutes before mass starts
- Check tabernacle to see how many consecrated hosts are in reserve.
- Check with celebrant to determine how many additional hosts are needed and how many ciboria will be used.
- Bring the wine cruet (filled about 2/3) and ciborium to the gift table.
- Determine how many chalices are needed.
- Build the chalice for the celebrant.

Building the Chalice

1. The **Chalice** is set out. If there is a cross or dominant feature on the base, that denotes the “front” of the chalice. This should be facing the priest at the altar.
2. The **Purificator** is placed so that the two “flaps” are on either side of the chalice. The center of the purificator may need to be pushed inside the cup of the chalice so that the “flaps” do not drag.
3. The **Paten** is set on top of the purificator.
4. The **Host** is placed on the paten
5. The **Chalice Pall** is placed on top of the paten and host.
6. The corporal is placed on top of the pall with the open edge of the fold facing the right side.
7. Place the Tabernacle key on the chalice.

Check to see that the altar server has placed the lavabo bowl, filled water cruet, and hand towel on the window sill. Check to see that the bells have been set out.

Procession

- Eucharistic Ministers are part of the entrance and exit processions. The position is behind the lector and in front of the celebrant. When you approach the altar a slight bow of reverence is required. You may sit near the organ console or in a seat with your family, preferably in an aisle seat.

Distribution of the Eucharist

- If there is not a deacon or con-celebrant at the mass, the eucharistic minister should proceed to the altar as the priest drinks from the chalice. He/She should use the hand sanitizer. The priest will give the eucharistic minister communion and then will hand him/her a ciborium to distribute communion. He/she should wait until the priest moves into position before heading to the front of the altar.
- The minister of the eucharist takes a consecrated host and holds it up for The communicate to clearly see, and says, "The body of Christ". (No names should be said). The communicant responds "Amen". The eucharistic minister then places the body of Christ in either the open hand or on the communicant's tongue.
- If a child or adult with their arms crossed approaches, a blessing may be given by making the sign of the cross on the forehead with your thumb.
- If a host is dropped it is simply picked up and held aside or consumed by the eucharistic minister.
- If someone indicates that they would like communion but cannot come to the altar, the eucharistic minister will deliver the host to the individual at their seat. Please scan the congregation to be sure no one is missed.
- After all the communicants have received communion, the minister returns to the altar with the ciborium and hands it either to the priest or the deacon. He or she then kneels at the altar while the priest returns the consecrated hosts to the Tabernacle.

CLEAN UP AFTER MASS

- After the 4:00 mass the chalice is returned to the sacristy. Purificators can be placed in the soiled linens area if that is necessary. The eucharistic minister should shake any of the particles on the corporal into the sacrarium and place the corporal on the counter on top of the pall. The chalice and all the liturgical supplies can be left on the counter for the 8:30 and 10:30 masses. The Tabernacle key should be returned to the cabinet.
- After the 8:30 mass any particles on the corporal should also be discarded into the sacrarium. Make sure there is adequate wine in the cruets and return it to the gift table with additional hosts as necessary. Tabernacle key should be returned to the cabinet.
- After the 10:30 mass, soiled linens should be placed in the bag located in the vestments closet. Any particles on the corporal should be shaken into the sacrarium, and this should be placed in the soiled linen bag. The wine from the flagon should be returned into the wine bottle that is located under the sink. The flagon should be cleaned and allowed to dry. All of the liturgical supplies should be returned to the cabinets. The Tabernacle key should be returned to the cabinet as well.

EUCCHARISTIC MINISTERS TO THE SICK

- Eucharistic Ministers carry the Eucharist to the sick and shut-ins.
- The person bringing the Eucharist should alert the recipient prior to the mass.
- The Eucharistic minister alerts the celebrant and makes sure that the pyx and burses are on the credence table near the prepared chalice.
- After communion is distributed the Eucharistic Minister who is doing the visitation received the pyx and a blessing. They are then dismissed to minister.
- They are to pick up a copy of the bulletin and leave the church.
- After they have distributed communion, they are to bring the burses with the pyx back to the assigned drawer in the sacristy.

EUCCHARISTIC MINISTER GENERAL GUIDELINES

- In this role you are responding to a call from our Lord and Savior, Jesus Christ. You did not choose to serve God; he chose you and you are responding to his call to serve Him and His people.
- You will serve as sacristan – one who sets up for mass. This role is important for the celebration of liturgy. You work closely with the other ministers to ensure a prayerful environment for the mass.
- It is important to be detail-oriented to be sure nothing is missed. It is also important to be flexible if the presider desires a change to the normal procedures.
- This role requires working with the priest and other member of ministry as a team. Always remember “it is the Lord Jesus Christ you are serving”.
- For this role, the church requires a person of both communal prayer (attendance at mass regularly, adoration, rosary) and someone involved in private prayer time with Jesus (pray rosary, reading and meditating on scripture, spending time listening to prayer).
- Reading the Scriptures that apply to the mass you are serving is a good way to enter into a prayerful attitude.
- You need to arrive before mass with time to pray privately, attend to your duties in setting up before mass and to let the priest know you are there.
- Your duties require availability to serve at any mass held at St. Lawrence.
- Your duties also include carrying the Eucharist to the sick and homebound.
- If you cannot serve an assigned mass, you must find a replacement.

Revised 10/5/26