

Lead Host Minister (Host 1) Set Up Guidelines – February 25, '08

Please wash your hands before handling the bread and wine.

- We have to remember we are preparing a meal.

Work sacristy has posted on the wall the “presider per week per Mass schedule”.

- This information will allow you to know which presider’s chalice and paten/ciboria to use for Mass.
 - When we have two priests concelebrating in the Mass, we will need only one (1) Host Minister to distribute Communion.
 - Host Minister 1 will serve. Host Minister 2 excused from serving at that Mass.

Host 1, Set up the **credence table** (located on the back right side of the altar) with the following items for all four (4) Masses – 5:00 pm, 7:30 am, 9:30 am, & 11:30 am:

- Fr. Danny’s chalice and paten (located in the priest’s sacristy)
 - **If Father Danny IS NOT the presider (priest) at Mass**, you need to use a larger chalice to represent the presider’s (priest) chalice and additional ciborium.
- Fr. Brion uses the larger chalice and an additional ciborium located in the work sacristy.
- Two (2) cruets with water – both filled with $\frac{3}{4}$ of water
- Medium glass bowl for washing of hands – **DO NOT use the “pewter bowls” for washing of hands.**
- One (1) towel for washing of hands
- Two (2) corporals – We now have sufficient quantities of corporals, so we DO NOT need to use **the same two (2) corporals after each Mass**. Please replace corporals after each Mass time.
- The number of chalices, ciboria, purificators, and pyxes for each Mass vary; see guidelines posted on wall on the work sacristy for proper quantities. **Quantities document updated on February 25, 2008.**
- Presider’s chalice/paten or larger chalice/ciborium count towards the total number of ciboria/chalices that is required per Mass.
- **5:00 pm Saturday & 11:30 am Sunday**
Quantities required:
 - **Presider’s chalice/paten or larger chalice/ciborium**
 - Seven (7) chalices
 - Three (3) ciboria
 - Ten (10) purificators

No pyxes needed for these Masses.

- **7:30 am Sunday**
Quantities required:
 - **Presider’s chalice/paten or larger chalice/ciborium**
 - **Five (5) chalices**
 - **Three (3) ciboria**
 - **Eight (8) purificators**

No pyxes needed for this Mass.

- **9:30 am Sunday**
Quantities required:
 - **Presider’s chalice/paten or larger chalice/ciborium**
 - Seven (7) chalices
 - Three (3) ciboria
 - Ten (10) purificators

In addition, have the following pyxes.

- Eight (8) large pyxes, pyxes located in bottom drawer of work sacristy, closest to the linen container (laundry basket).

Checking Tabernacle:

Check prior to setting up the gift table. **Tabernacle key is located in the priest's sacristy.**

- When you are in front of the tabernacle **genuflect** before you **open** or **close** the tabernacle.
- See how many consecrated hosts are in the ciborium that remains in the tabernacle.
 - **If the ciborium is low**, place another **30+ unconsecrated hosts** to the large ciborium, in addition to the quantities identified in the quantities document. **Ciborium in the tabernacle normally holds 325 to 350 consecrated hosts.**
- Make sure the **key remains in the tabernacle lock**, so if consecrated hosts are needed during Communion, any EME can go to the tabernacle to get the ciborium and bring it to the altar during the Lamb of God or during the distribution of Communion during Mass.
 - **Please do not place the key in your pocket.**
- **Host 1 Minister - when assessing how many hosts to add to the ciborium**, you must check to see how many hosts we have in the tabernacle.
 - **Do NOT use consecrated hosts from the tabernacle unless priest or deacon instructs you.**
 - If they say “yes”, please find **an EME who is not serving** to be responsible for bringing the ciborium to the altar during the Lamb of God.
 - Do not remove the Blessed Sacrament ciborium from the tabernacle and take to the work sacristy.
 - **Only exception:** When we need consecrated hosts to distribute at Mass, we take the ciborium from the tabernacle to the altar during the Lamb of God or during the distribution of Communion during Mass.

Review the church monthly calendar posted on wall for special Masses, i.e. Confirmation, 1st Communion, Holy Days of Obligation, SVdP Feast Day, Lady of Guadalupe. You may need to **add more or less hosts and wine.**

Check the whiteboard in the work sacristy for special instructions from presider (priest) or deacon on that Mass.

Setting up Gift Table:

Set up the gift table (located in the back of the church, next to large round water font) with the wine and host.

- The wine is located inside the double doors closet inside the work sacristy. **Once a wine bottle is empty, place the empty bottle in the trash can in the work sacristy.**
- Fill large ciborium with the proper amount of unconsecrated hosts for the Mass. The unconsecrated hosts are located in the dining room freezer. The unconsecrated hosts stored in a large blue container.
 - Each bag of small-unconsecrated hosts contains 250. Do not forget to add **one (1) large unconsecrated host** on top of the small hosts. **The large unconsecrated host when divided by the priest makes another forty (40) small-consecrated hosts.**
- Notice that the quantities of small/large unconsecrated hosts in the freezer are very low; please inform Business Administrator or the EME Coordinator.

Carrying Vessels to Credence Table:

Place all these vessels and linens on the carrying tray (located inside the double door closet), so you can carry easily to the credence table.

Do not stack the ciboria as this leads to scratches. If you have to make two trips to the credence table from the work sacristy to carry all the vessels, please do so.

To avoid disrupting our parishioners in the church before Mass begins, **ministers setting up the vessels need to use the side aisle to access the credence table and altar area.**

Once you set up the credence table, place the carrying tray in the bottom of the credence table. You will use the carrying tray again when you return to the sacristy for cleaning of the vessels.

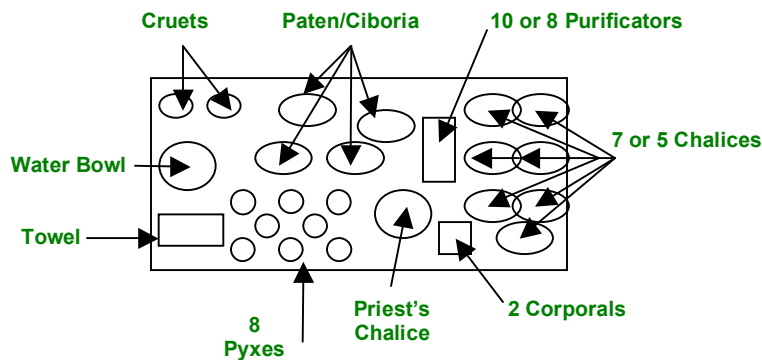
Placing Vessels and Linens on Credence Table:

The credence table layout identifies the position of the vessels and linens on the table.

Carry all vessels and linens on the carrying tray (located inside the double door closet).

You may need to do two trips from the work sacristy to the credence table inside the church, so as not to stack the pewter vessels. Especially because the carrying tray becomes too heavy if you place all vessels at one time.

Review the credence table layout for vessels and linens.



Chalices depending on Mass times, place them to the farthest right of table (purificators next to chalices).

Place the presider's (priest) chalice, next to the corporals.

Four (4) ciboria/paten and pyxes (9:30 am Mass), place next to purificators and presider's (priest) chalice.

Cruets and water bowl to the left of the credence table (towel next to the water bowl).

Carrying tray stored underneath the table.

Placing Vessels on Gift Table:

Place pitcher of wine and large ciborium on the gift table. It does not matter which vessel is on the right or left side of the table.

If Hospitality baskets for collection envelopes are on top of the gift table, move them to the bottom of the table.