

Eucharistic Minister Coordinator (EMC) Instructions

Revised July 29, 2015

SACRISTY: Arrive at least **20 minutes before Mass**.

CHECKLIST FOR SETTING UP FOR WEEKEND MASSES

- Tabernacle Key
 - Hand Sanitizer
 - Small hosts
 - Large host
 - Ciborium for the hosts
 - Gold Ciboria for the E.M.s / Wooden Ciboria for fifth host minister
 - Water
 - Wine
 - Chalice
 - Silver cups
 - Cork Tray
 - Purificators
 - Basket of gifts
 - Small glass dish
 - Small towel
 - Full complement of ministers (five cups / five cups including priest & deacon)
1. Keys – Key to open all cabinets is kept in middle drawer with no label above the counter across from the outside door. It's on the hook at the front left of the drawer. Use the key to open the cabinet directly above this drawer. The tabernacle key is on a hook at the front of the second shelf in this cabinet and is labeled as such.
 2. Hand Sanitizer – Check dispensers to make sure they are full. A refill bottle is in the cabinet underneath the sink in the Sacristy.
 3. Unlock tabernacle with tabernacle key and check how many consecrated hosts and gold ciboria are in it. A half full ciborium holds about 100 hosts; a full ciborium holds 200.
 - Leave the key in the lock during Mass.
 - Facing the tabernacle, genuflect or bow before you open it and after you close it.
 4. Hosts are kept in cabinet over counter, first one to the left, so marked.
 - Small hosts are in 2 oblong plastic containers on bottom shelf. Medium size hosts (for daily Masses) are in metal container. Large hosts are in the round plastic container. There is a supply of small hosts in boxes of 1000 each (10 rolls of 100 on top shelf).
 - We need approximately:
 - 400 hosts for 5PM
 - 400 for 8AM
 - 400 hosts for 10:30AM
 - Amounts may change as we get a better feel for the number of communicants at each Mass.
 - Special amounts are required at Easter, Christmas and holy days of obligation. Please consult with the priest, if you are unsure of the quantity to use.
 - Be sure to include the consecrated hosts in the ciboria in the tabernacle in determining how many hosts to take out.
 5. Gold Ciborium for the hosts – The hosts are placed in one of the ciboria kept in the cabinet marked “Ciboria Trays”.
 - The glass ciborium is Fr. Roman's; he always uses this one.
 - The small metal ciborium is used for any visiting priest.
 - The small hosts are placed in the ciboria first with the large host on top.
 6. Gold ciboria - A gold ciborium holds about 200 hosts.
 - A total of three are needed for each Mass, plus one wooden one.
 - The ciboria are in the middle cabinet above the middle drawer.
 - The ciboria are stacked with a gold cover on the top ciborium in the tabernacle.
 - Fr. Roman likes the unconsecrated hosts split between the ciboria not in the tabernacle. These ciboria are placed on the credence table. The servers bring them to the altar at Offertory.
 7. Water – The empty water carafe (small) is in the middle cabinet or in the refrigerator under the counter by the outside door.

- There are two carafes. Either one can be used.
 - Fill with water from the sink.
 - Fill the bottom section to the bottom of the handle.
 - Place the cover on the carafe after filling it, if a cover is available.
8. Wine - The wine carafes are kept in the middle cabinet, also. The smaller cut glass one is used for 5PM and 8AM. The medium sized carafe is used for 10:30AM. The larger one may be used for Easter, Christmas or as directed by the priest.
- Pour the wine in proportion to the number of hosts prepared for each Mass. When in doubt, ask the priest or deacon how much wine is needed.
 - The wine is kept in corked bottles in the refrigerator under the counter by the outside door.
 - Place the cover on the carafe after filling it, if there is one that isn't cracked.
 - If a bottle is empty, put it on top of the counter. If you have a chance, fill it from the wine box in the upper right hand side of the Sound cabinet. (Closet next to sink).
There's a funnel in the refrigerator that you can use to fill the bottle. You might need another person's help with this.
9. Chalice – The chalices are kept in the cabinet marked as such.
- Fr. Roman uses his chalice, which is made of glass.
 - Any visiting priest should use the silver chalice.
10. Silver cups – These are kept in the middle cabinet.
- We need 5 cups for all the Masses
11. Cork Tray – The cups, ciboria and purificators are placed on the cork tray.
12. Purificators – These are in the drawers to the left above the counter.
- One purificator is need for each cup and the Chalice.
 - The purificators for the cups are placed on the tray with the cups.
 - The purificator for the Chalice is placed on top of the Chalice.
13. Basket of Gifts – This is on the counter next to the outside door.
14. Offertory Table – This is located in the main aisle of the church or behind the chairs at the back. It may have been moved if there was a wedding prior to the 5PM Mass. It's on rollers. The ushers usually roll it back in place.
- The following items are placed on the table before Mass: the basket of gifts, gold Ciborium filled with hosts, carafe of wine, carafe of water.
 - The basket is placed at the back of the table.
 - The Ciborium is placed in front of the basket on one side; the two carafes are placed next to each other on the opposite side.
15. Credence Tables – These are located in the Sanctuary, right behind the ramp.
The following items are placed on the tables before Mass: Chalice with purificator, gold ciboria with cover, silver cups, purificators, glass dish with white towel under it. Put the cork tray on the bottom shelf until after Mass.
16. Full complement of EMs – By 5 minutes before Mass, if there are empty positions on the sign-up sheet, one EMC needs to go to the congregation to ask for volunteers.
- Bring the sign-up sheet and pen with you.
 - If you don't recognize anyone, or don't have time, request volunteers from the Ambo and ask them to come to the sacristy to sign up.

DURING MASS:

1. When the **Lamb of God starts**, go up to the Sanctuary.
 - Unless a deacon is present, one EMC should take the ciboria from the tabernacle and the side table and place them on the left side of the altar.
 - Please carry the ciboria to the altar first, then use the hand sanitizer. This helps the priest begin the twofold task of pouring and apportioning.
2. After communion:
 - Unless a deacon is present, or the priest indicates he wants to do this, one EMC should consolidate the hosts into the gold ciborium at the tabernacle.
 - The ciborium should be no more than half filled. Do not stuff the ciborium with hosts. Split the hosts between two ciborium rather than pack them all in one.
 - Stack the ciboria, cover and place in Tabernacle.

- Use key to close the Tabernacle. Bow or genuflect before leaving the Tabernacle and return to your seat.

AFTER MASS:

1. Take collection basket in front of altar to Sacristy **after the Recessional hymn is completely finished. Remain in your seat / pew until the last note has been played.**
 - The key to the contribution cabinet is marked and hangs on the hook inside the middle cabinet to the left. It has a wooden "keychain".
 - The contribution cabinet is in the room outside the sacristy next to the elevator.
 - Take the sealed bag out of the collection basket.
 - Unlock both locks on the contribution cabinet with the same key.
 - Place the bag in the "drum" on top of the safe and turn the handle until you hear the bag drop.
 - Lock the cabinet.
 - Return the key to its place in the middle cabinet.
2. The EMCs will wash vessels.
 - **When bringing the empty carafe, water, ciboria, gold ciboria, etc. from the credence table to the Sacristy, please remember that these are sacred vessels and should be treated with respect and reverence. Please do not put the gold ciboria into the priest's ciborium. Place as much as you can on the cork tray. Rule of thumb – one vessel per hand. Make more trips. If need be, enlist others to help.**
 - After 8AM Mass leave cleaned items on the counter. After the 5:00PM and 10:30AM Masses put them back in cabinets)
3. Turn off sound system (5PM and 10:30AM only).
4. Lock Tabernacle and return key to middle cabinet (5PM, and 10:30AM only).
5. Remind servers to extinguish candles (After all Masses).
6. Lock all cabinets and put keys in proper place (5PM and 10:30AM only).

MISCELLANEOUS

1. The Calendar with priest / deacon Mass schedule is on the cork board.
 2. If there are two EMCs, discuss before Mass who will bring the ciboria to the altar.
 3. The priest or deacon usually turns on the lights in the Church. If they haven't before they go to the back for the processional, flip all the black breakers to the middle before taking your seat. The big long gray electrical box is in the middle of the hallway behind the sanctuary.
 4. If a deacon is scheduled, he will usually bring the ciboria from tabernacle and consolidate the hosts after Communion.
 5. The altar servers are responsible for lighting the candles. Offer to help them if they need assistance. Light the candles only if it is five minutes before the hour and no servers are present.
 6. The lector is responsible for the taking out and placing the books and the announcement / invocations folder, filling out the greeting form and giving it to the musicians and placing the Plexiglas holder on the altar.
 7. The musicians or the lectors should turn on the sound system. If they haven't before you go to your seat before Mass, turn it on. It's in the Sound cabinet. The key to the Sound cabinet has a wooden "keychain" marked as such and is in the middle cabinet.
 8. The ushers should take the collection basket to the back of church before Mass
 9. There is a stepstool next to the sound cabinet if you need it.
 10. Please read the directions on the wall above the sink regarding washing sacred vessels.
 11. Usually the person who locks up the church will shut off the lights.
- Teams are assigned to "special Masses" as well as weekend Masses and are expected to fulfill this commitment.
 - If you are unable to make it to Mass, please make sure your co-coordinator will be present. If neither of you can be there, please find another coordinator to take your place. They can be from another Mass. You can switch places or substitute for them another time, whatever you can arrange. Please do not assume that Ann Marie can take your place or will find someone for you. She may not be available.

Thank you

Checklist for EMCs - Weekend Masses

Tabernacle Key			
Lights			
Hand Sanitizer			
Glass dish with towel			
Small hosts			
Large host			
Priest's Ciborium for the hosts			
Gold Ciboria for the Ems			
Water			
Wine			
Chalice			
Silver cups			
Cork tray			
Purificators			
Basket of gifts			
Offertory table			
Credence table in Sanctuary			
Full complement of ministers			