

## **Eucharistic Minister/Sacristan Responsibilities**

### **Position 1 – Distributes Communion in the center aisle with the priest at Mass**

#### Sacristan Responsibilities: Open and Set Up

- Open doors 30 minutes prior to the start of Mass
- Turn on all lights
- Turn on sound system (rocker switch between two cabinets in the sacristy)
- Set up Credence Table
  - Chalice (any except for Christmas & Easter Season)
    - Purificator
    - Paten
    - Large Host
    - Pall
    - Corporal
    - Pyx with Fr. Thom's low gluten host (if needed)
  - 3 Ciborium (with or without hosts)
    - Determine if more hosts need to be consecrated for Mass
    - Leave key in Tabernacle
  - Finger Bowl with clean towel
  - Cruets with water and wine
- Light candles if necessary (10 minutes before Mass)

### **Position 2 – Distributes Communion in side aisle near the Marian Chapel**

#### Sacristan Responsibilities: Clean Up

- Purify 3 Ciborium used by EMHCs
- In the right hand sink, wash chalice, ciborium, paten, and pyx with warm water and soap.
  - Be very careful with any rings when washing dishes!
- Use the same Corporal all weekend; store in metal cabinet
- Put used Purificator in mesh bag for laundry; new Purificator must be used every Mass
- Put key in small glass bowl in cabinet

### **Position 3 – Distributes Communion in side aisle behind the choir**

#### Sacristan Responsibilities: Close Up

- Turn off sound system
- Turn off all lights in the church
- Snuff the candles if it has not already been done
- Check that the bathrooms are empty, turn off lights
- Turn off lights in the gathering space
- Secure doors and double check from outside to make sure they have been latched properly.