



## **Extraordinary Minister of the Eucharist Checklist**

### **BEFORE MASS**

1. Go to sacristy and sign in.
2. Prepare the Credence Table:
  - Five metal chalices
  - Five Purificators (placed in chalices)
  - Four small patens and one large paten
  - Small pitcher, bowl and hand towel for lavabo
  - Altar cloth on Credence table shelf
3. Prepare bread and wine for communion:
  - Check the tabernacle to see how many Consecrated Hosts are in it
  - Fill cruet with wine from refrigerator
  - Place 2 full bags of hosts (100 each bag) into large paten, and one large host on top
  - Bring same large paten to entrance of church and place on small table near the balcony stairs.
  - Bring container of extra hosts and counter to entrance of church and place on the balcony stairs.

### **DURING MASS**

1. During the homily, the minister assigned to count attendees should do so from the balcony. He/she should then add/subtract hosts from the large paten, making sure there are a few extra hosts for those bringing Communion to the homebound.
2. After the Sign of Peace, all EM's should approach the sacristy, clean hands, distribute Sacred Blood to chalices.
3. EM #8 and #9 should receive before any other lay ministers, and should proceed to the balcony. The Body should be brought through the choir, while the Blood should remain at the top of the stairs.

## **AFTER MASS**

1. Bring plastic container of hosts from balcony stairs back to the sacristy and put away in the cabinet
2. Bring Eucharistic vessels from credence table into sacristy and wash with soap in the sacrarium. Then dry the vessels and return them to the cabinet.
3. Place wet towels on hooks near refrigerator, and dry/clean cloths into bottom drawer.
4. After the 11am Mass, the altar cloth should be re-hung (unless the Altar is being pre-dressed), and the tabernacle key placed back in the cabinet.