

**ST.JOSEPH-ON-CARROLLTON MANOR**  
**Extraordinary Minister of Holy Communion Check List**

- Determine with the Mass Coordinator where you will be serving.
- Ensure that the altar is prepared for Mass.
- Wine should be poured into the small chalices. The decanter on the back table by the entranceway should also contain wine.
- After Communion, consume the remaining Precious Blood and remain at the Credence Table until the extra consecrated hosts are brought back to the tabernacle. Then all EMs should face the altar and bow in unison before returning to their seats.
- Remember: **Everyone is responsible for purifying and cleaning the Sacred Vessels after Mass.** After Mass (when the recessional hymn has ended) you can approach the altar. The candles on the altar should be blown out. If any candle has not remained lit during the service, it should be checked to make sure that the oil container is not empty. Extra oil containers can be found in the vesting room in the cabinet. The corporal remains on the altar. The Book of Gospels should be placed in its stand on top the corporal in the center of the altar facing the congregation.
- All the Sacred Vessels must be purified at the Credence Table after Mass. Reverently recite the purification prayer and then purify the Sacred Vessels by pouring in water in the vessels and consuming it. Then wipe the vessels with a clean part of the purificator. Unless it is the last Mass the small patens can remain on the Credence Table, otherwise they can be taken to the kitchen for washing. After purification all chalices should be taken to the kitchen for washing. After washing put away or reset the altar and side table for the next Mass as needed. Place the used

purificators and hand towel in the bag located in the back hall of the Parish Center for laundering.

- After the 8 and 9:30 AM Masses and after purification and cleaning, the hosts should be counted out and placed in the large paten for the next Mass, ensuring that there are no broken hosts or small pieces/crumbs. Hosts can be found in the top of the cabinet in the Vesting Room. If the container is empty or additional hosts are needed, they can be found in a box on the top shelf of the cabinet underneath the drawers. The large host for Father should be placed on top of the other hosts in the large paten. For the 11:15 Mass, please make sure that there are about 200 hosts in total, including the ones that are consecrated and located in the tabernacle. It is helpful to leave a note next to the large paten as to how many unconsecrated hosts are in the paten versus how many are in the tabernacle. This note, the large paten containing the hosts for the next Mass, and the decanter should be placed on the tall table next to the entranceway.
- After the 8 and 9:30AM Masses, pour out and dry the bowl that is used for Father to wash his hands and place the empty bowl back on the side table. Make sure that there is enough water in the small cruet for the next Mass.
- After the 8 and 9:30AM Masses and after purification and cleaning, pour wine into the small chalices so that they are approximately  $\frac{1}{3}^{\text{rd}}$  filled. (If there is no wine in the refrigerator, you can find extra bottles of wine in the back room behind the refrigerators.) Pour wine into the decanter at a two-finger height. Wine does not get poured into the large chalice. Place all chalices and small patens on the side table behind the altar. Put 4 new purificators and hand towel on the Credence table for the next Mass. The purificators and hand towels can be found in the top 2 drawers in the cabinet in the vesting room.

- After the 4:30PM and 11:15AM Masses, all purified and cleaned sacred vessels should be placed in the cabinet in the vesting room for storage. The empty water cruet and washing bowl should also be placed in the cabinet.

Updated 2/16/12