

PM guidelines:

Arrive at Church by 730

Get key in closet with vestments

Open locked end room, get tabernacle key from last drawer on right and open tabernacle, note number of hosts there. Close and lock tabernacle, leave key in place.

Select number of unconsecrated hosts based on number in tabernacle and expected number of people coming to Mass

End room

Water and small amount of wine in glass carafe with top

When Father is the only person drinking the precious blood, use under an inch of wine.

Bowl for washing hands

Vestibule of church:

Drawers

purificator, altar cloth and towel

Cabinet

Father's chalice

Fill ciborium with hosts, cover with medium size host to be brought to back of church with wine (brought up as gifts)

Side Table Items

1 or 5 Purificators, depending on number of EM people if any

Altar Cloth

Towel, Bowl, water.

Have one extra for father to use, as he wipes his lips with it. Use a separate one for PM person and the ministers on the altar

Lector's book on Ambu stand open to correct page

Father's Book by his chair with stand

Come to altar when Father waits for hosts and wine
And prepare altar

Put stand and book on left side of altar
Place altar cloth on center altar for him to open
Bring purificator and the chalice to the altar
He will hand you the wine to hold until he is ready to pour it into
the Chalice. He does this as he doesn't want any red wine on the
altar cloth.

Give him water carafe to use (top off)
Leave vase on altar

Bring Towel and bowl for washing of his hands, taking water
pitcher from altar to wash his hands

Return items to credence table and leave altar.

After the peace sign, greet father and go to the tabernacle to get the
ciborium and bring it to the altar; the tabernacle door remains open
during Communion

Give EM people the purificators (when used)

Receive communion and precious blood from Father and follow
him giving precious blood to em people

They should get their cup from the altar and follow Father
immediately after they have received the precious blood

Give the chalice to the last em person and take the ciborium from
the altar and stand next to Father distributing Communion.

Father will take your ciborium and combine both at the altar and give the full one to you to return to the tabernacle.

Take it to the Tabernacle immediately, bring water to the altar before this, or Father will get water from the side table himself

The EM people are washing their cups at the side table.

When all are finished they will join you at the tabernacle

All bow with door open, Close and lock the tabernacle leaving key in place

Remove crosses together and place in basket

BE SURE TO LEAVE THE KEYS IN THEIR PROPER PLACE.

THANKS, C