

## Duties of Captains of Eucharistic Ministers – St John the Evangelist Campus

1. Arrive at least 30 minutes before Mass begins
2. Set out notebook, date for day's Mass. Check the posted celebrant schedule on the bulletin board to see who is saying Mass and if there is a deacon assigned. Be sure they are signed in and be prepared for any last minute changes. You are responsible to see that everyone scheduled for your Mass has signed in. If someone is missing, and has not called you prior to Mass, you are to find a replacement from the assembly. Also, if any minister has not signed in by 15 minutes before Mass, find a substitute from the assembly. If there is a visiting priest, the captain will go to him before Mass and find out how he wants to do things. If he asks, explain how we do communion.
3. Check the tabernacle to see how many consecrated hosts are there. (Key is in the cupboard) Also, put out the linen purificators next to hand sanitizers (both at the end of the short wall by the chapel doors and at the credence table). Be sure there are a few extra at both stations. Check celebrant schedule for color of vestments and be sure that the pall is a match for the color posted.
4. Have all vessels ready for Mass, including altar breads and wine. See chart at the end of this sheet to make sure everything is in the right place. If there is no deacon, assign someone to help you at the offertory with the tray of cups. Double check picture to be sure everything is out.
5. Although the door to the sacristy does not have to be locked, be sure that the cupboards are re-locked before Mass starts.
6. If there is no deacon present, at the offertory when the altar server goes to the back with the bearing cross, go the credence table with your assigned helper and put the cups on the altar in the precise alignment that Father Andrew has requested. Return the tray to the credence table and go back to your seats in the assembly.
7. After the Sign of Peace, approach the sanctuary with your fellow ministers and be available to help in what ever manner the celebrant or deacon requires. If there is no assisting priest or deacon, you may be required to take the hosts out of the tabernacle. You may also need to help hand out the sacred vessels. Please be alert and take your cues from the celebrant and/or deacon.
8. If there is no deacon or assisting priest, the captain will consolidate the consecrated hosts and return them to the tabernacle if the celebrant indicates that he wants you to do that.

9. While purifying and washing the sacred vessels, encourage a reverential silence among the ministers. Be aware that there may be parishioners present in the chapel. You may want to assign specific people specific duties and be able to oversee the process of making sure that all is ready for the next mass. You may be more hands on. You are the captain, you decide. If you are serving at 4:30, 7:30, Noon, or 5:00, be sure everything is put away and locked up, especially the tabernacle key. Since there is not as great a time span between the end of 10:00 mass and set up for the noon mass, it may not be necessary to put everything away. Please be sure that all of the chalices and ciboria have been hand polished with the white gloves available in the corner cupboard where the lavabo is kept.

Place on Credence Table

Chalice/v-fold purificator/pall  
Tray with cups/linen purificators by  
hand sanitizers  
Small cruet of water  
Golden lavabo set/ white terry cloth towel  
Empty ciboria if needed

Place on Offertory Table

Bowl of altar breads with  
large host for consecration

Place in small 'frig in Vesting Room

Decanter of wine  
Small cruet of wine

Make sure that the ushers or someone takes these items from the 'frig after the homily and puts them on the credence table.

PUT KEY IN TABERNACLE LOCK.

The above set up is true for all masses except 7:30 a.m. Since 7:30 does not have gift bearers, all items are placed on the credence table.