

Guidelines for Coordinators

Church of the Epiphany
Revised May, 2010

All Masses:

- Arrive at least 15 minutes before Mass begins.
- Check that the key to the tabernacle is in place. For all Masses, it should be on the altar side.
- Open the tabernacle and check the ciboria to see if some Hosts need to be incorporated (transferred) into other ciboria. If so, incorporate the Hosts from the ciboria with few Hosts into the other ciboria. Take care not to pick up Hosts with your hands, but rather tip the ciboria with few Hosts into the other ciboria that will remain in the tabernacle. Place the empty and covered ciboria on the glass shelf.
- Count the number of ciboria in the tabernacle.
- Take the empty ciboria to the sacristy.
- Determine how many ciboria you will need for your Mass: one for the priest, and one for each extraordinary minister of Holy Communion scheduled.
- Subtract the number of ciboria necessary for your Mass from the number of ciboria in the tabernacle. This will give you the number of ciboria that will need to be prepared for your Mass.
- Fill each necessary ciborium with unconsecrated hosts about half way to the top.
- Take up to two ciboria with unconsecrated hosts to the back of the church so that they are brought up with the gifts at the offertory (an altar server may help you).
- The rest of the ciboria with unconsecrated hosts will need to go to the credence table (the small table behind the column on the gospel transept in front of the statue of Our Blessed Mother).
- The altar servers should take the ciboria that are on the credence table to the altar at the offertory, but if they forget, make sure you get their attention so that this is done (otherwise you will have extraordinary ministers of Holy Communion with no ciboria to distribute Communion).
- It is not necessary, generally speaking, to purify a ciborium when it is being re-filled with hosts to be consecrated immediately at the next Mass. So at the weekend Masses, the

extraordinary ministers of Holy Communion prepare the ciboria for each Mass, but they do not purify the ciboria. The purification is to be done solely by a priest or deacon after the 12:30 PM, the 6:00 PM Sunday Masses, and as necessary. When a ciborium has been used and is not being re-used at the next Mass, it must first be purified by a priest or deacon before being stored in the cabinet. The extraordinary minister of Holy Communion should inform the priest or deacon if a ciborium needs to be purified.

Thank you for your ministry at Epiphany