

Guidelines for Coordinators

Church of the Epiphany
Revised January, 2021

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 then place them on the altar.
- 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.
- As there are currently no altar servers helping to set up for Mass, coordinators should assist the priest or deacon in the preparation of the altar by lighting the candles and having the wine and water cruets on the altar before Mass begins, as well as a towel, bowl, and chalice.
- The chalice needs a large unconsecrated host, patten, purificator, as well as a pall.

Thank you for your ministry at Epiphany