**Minister Coordinator Responsibilities**

**(updated September 9, 2014)**

**Before Mass**

1. **Prepare gifts and credence table:**

* Chalice and water cruet, bowl and towel for hand washing, corporal (2 on weekends) and single purificator on the credence table;
* Cups for assembly, plates, with purificators (four cups & three plates at ALL MASSES); place one large host on paten/chalice.
* Unlock tabernacle and check on supply of consecrated hosts;
* Prepare small plate of hosts and wine decanter appropriate for attendance (when in doubt, be generous). Place these items on the gifts table at the State Street entrance.

1. **Check that other ministers (e.g. readers) are present:**

* Check the sign-in list to see whether the readers and greeters have arrived;
* If ministers are missing, inform the presider for directions;
* Assist in distributing the Eucharistic ministry crosses (6 when a deacon is present; 7 when our priest presides alone);
* **“Mind other peoples’ business” (make sure greeters have taken care of baskets and that readers are present)**

1. **With ten minutes to go:**

* Light candles (altar, tabernacle, etc.) and, if the presider has not already seen to it, turn on church lights;
* Check with presider on any last minute needs.

**During Liturgy (if there is a student server)**

1. **Communion:**

* After the Sign of Peace, step forward to place the extra purificators and to remove the Roman Missal;
* Receive communion from the priest, and keep the cup he administers to you so you in turn can offer it to the other ministers who will be filing up on the right side of the altar;
* The presider will assign extraordinary ministers to their communion stations;
* After you have offered the cup to the last communion minister in line, assign that person to the last spot (well, unless we are short a minister and you are the last person);
* As communion ends, ministers with remaining consecrated elements will return them to the altar area; make sure there is an empty ciborium ready at the altar; the presider will assign someone to take communion to the choir; be ready to remove empty vessels after the presider consumes any remaining consecrated wine and reposes the consecrated bread to the tabernacle.

**During Liturgy (if there is a no student server)**

1. **Preparation of the Table:**

* Take the corporal and Roman Missal to the altar, placing the book to the left and opening the corporal in the center of the altar; return for the chalice and purificator, then the water … and finally bring the empty cups to the altar, arranging them on the right for easy filling;
* After the gifts are received and prepared (including the pouring of the wine into the cups), the presider will turn, hand the water vessel to you, and invite you to assist him for the hand washing (be ready with bowl in hand and towel over your arm).

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**After Mass**

* Clear credence table, removing vessels to the sacristy for cleaning—rinsing first (and pouring the rinse water down the sacrarium) before giving them a standard washing in the right hand sink. The deacon or priest will take care of the cups;
* Extinguish candles; turn off the lights;
* Set up for the next liturgy;
* If money counters do not arrive, count the money, fill out money sheet, attach adding machine tape to checks, place all donations in blue money bag, and place in safe.