

## Minister of Ceremonies Checklist

### *Duties Prior to the Service*

Refer to the Liturgical Calendar in the Clergy Sacristy for special service notes.

Check with the Celebrant for any special instructions.

Refer to the Notices for all scheduled ministers. You are responsible for finding last minute substitutes.

- At the 9:00, there are typically five youth acolytes, four EMs, and two lectors
- At the 11:15, there are typically three acolytes, four EMs, and two lectors.

Make sure the service binders are placed in the holders of the clergy chairs. (If the service is different at 11:15 [e.g., baptisms, confirmations], make sure the correct bulletin is in the binder.)

Prepare the EM desks and Acolyte chairs. Place two bulletins on each desk and one on each chair.

Verify that Prayers of the People in the Parish Intercession Book match the Bulletin.

Verify that the correct Eucharistic Prayer card is placed next to the Sanctus Bell.

Check the Ambo's position.

- Turn on mic and ensure correct readings are marked on the Lectionary Book.
- If the preacher's sermon is under the Lectionary Book, place the pages in order.

Check that the candles are lighted.

Check the Niche to verify correct vessels and linens. Typically it includes,

- Three chalices draped with purificators, and two patens.
- Bread Box with 50 unconsecrated host, and a small glass cruet with a few inches of unconsecrated wine.
- At the 9:00, there should also be 3-4 EV communion kits.

Set the ribbon in the Gospel Book at the appointed reading. Place the Gospel Book on Oblations Table at the rear of the nave.

Check the Oblations Table. There should be a large ciborium with wafers, a large silver flagon with wine, and two silver cruets (one with wine on the left; the other with water on the right).

Review the Altar Missal, and ensure ribbons properly mark the Collect of the Day (White), Confession (Yellow), Proper Preface - Solemn Tone (Green), Eucharist Prayer (Red), and Post-Communion Prayer (Purple).

All liturgical ministers should depart Sacristy by 10 minutes before the start of the service.

#### *Duties After 9:00 Service*

Collect all binders from other ministers and return to Clergy Sacristy.

Receive Service Attendance Sheet from Usher Captain and set on Service Book in Sacristy.

Replace Gospel Book on rear credence table for procession at 11:15 service.

Reset Ambo in position, including Lectionary Book, sermon, and water.

Assist EMs in performing ablutions. All consecrated elements are typically consumed following the 9:00 service.

Assist the Altar Guild, clergy, and other ministers as needed.

#### *Duties After 11:15 Service*

Collect Gospel Book from Deacon and all binders from other ministers and return to Clergy Sacristy. Binders should be

Receive Service Attendance Sheet from Usher Captain and set on Service Book in Sacristy.

Assist EMs in performing ablutions. The Reserved Sacrament from the Tabernacle should be reverently consumed and replaced by the newly consecrated Sacrament from the 11:15 service. The Ciborium should contain approximately 40-50 wafers, and the Cruet should hold about two inches of wine.

Check that all candles are extinguished.

Assist the Altar Guild, clergy, and other ministers as needed.