

## EUCHARISTIC COORDINATORS

JUL AUG SEP 2017

### SPECIAL NOTES AND REMINDERS:

All Eucharistic Ministers are encouraged to participate every Saturday or Sunday mass on a regular basis as you are normally scheduled. Please remember to get the Eucharistic Cross from the coordinator on duty at least fifteen minutes (or earlier) before the mass starts if you are planning to serve that time. Always remember to RETURN the Eucharistic Cross when you return the chalice or the plate at the credence ches. In cases, if you forget to return the cross: please return it at the parish office on weekdays. **REMEMBER: THE CROSS WILL BE USED FOR THE NEXT MASS IT IS IMPORTANT THAT CROSS BE RETURN PROMPTLY**

Ministers giving the Body of Christ need to stand as far apart as possible from each other. There will then be enough room for a third minister to join you on that side and still have space for people to walk by. This means B1 should stand right next to the piano; B2 & B3 right next to the pews; B4 right next to the font.

- When you come up during the sign of peace, you should stand as close to the center of the sanctuary as possible. That way the coordinators are not pushed out behind the sanctuary pillars.
- When there is a deacon or other priest(s); if you are not scheduled to be a minister, please count the deacons / concelebrating priests as Eucharistic ministers before you come up. Coordinators: deacons / concelebrating priests should give out communion, so as coordinators you should stay behind, or take an extra cup.
- **COORDINATORS:** If you are unable to attend your scheduled mass please be sure to FIND YOUR OWN REPLACEMENT. THANK YOU!
- **COORDINATORS/MINISTERS:** Enclosed is an updated phone list for your reference. Please be sure to contact the office **or myself** if your address, phone number or e-mail has recently changed and provide **us** the update. Thank you!
- **COORDINATORS PLEASE REMEMBER TO ALWAYS CLEAN THE VESSELS after each mass.** Be mindful of the next mass, see to it that all vessels are ready for use. Be respectful to each other by placing all the lectionary, binder, etc to the right places. If in doubt PLEASE DO NOT hesitate to ask.

Please call or email me if you will be able to volunteer for Holy Thursday, Good Friday, Easter Vigil, & Easter Sunday [mpmatias@pacbell.net](mailto:mpmatias@pacbell.net) or (510) 636-0879.

**Please be sure to adhere to the Liturgical Ministers' Dress Guidelines for appropriate dress attire.** A clean, neat, well-groomed appearance fosters a sense of reverence. Jeans, T-shirts, tennis shoes are considered inappropriate dress. Please call the office if you need a copy of this memo.

**PLEASE TAKE NOTE OF THE NEW STATION FOR DISTRIBUTING THE WINE.**

**PLEASE GO AT THE END OF THE PEW FOR CUP 2 & CUP 3 BY THE CONFESSIONAL ROOM INSTEAD OF THE MIDDLE PEW IN FRONT.**

**PLEASE be aware and be flexible of any changes that maybe implemented from time to time. Always be considerate to your partner, arrive on time and help each other. Always set up/prepare for the next mass.**

Lastly, if you have any questions regarding your schedule please do not hesitate to call me. (510) 636-0879. OR E-MAIL ME AT [mpmatias@pacbell.net](mailto:mpmatias@pacbell.net) Thank you!

MAY GOD BLESS YOU ALL ! Marivic Matias