

Eucharistic Visitor Checklist

Checklist for BEFORE a Visit

1) Set-Up Communion Kit

- ❖ Unconsecrated Elements
 - Wine in Container, about half full
 - If they prefer regular bread, *leave the pyx empty*. The Celebrant will put bread in during the service.
 - If they prefer wafers (regular or gluten-free), then put in the appropriate amount of wafers.
- ❖ Eucharistic Linens
 - Purificator – Small one for wiping chalice
 - Corporal – Larger one for laying on table and setting up elements

2) Put set-up kit on Credence Table

3) Receive kit at end of Communion.

- ❖ After all have received, watch for the Celebrant. When he bows to you, come directly to the altar to receive your kit. Once the prayer is said, say, “Amen.” Then, step to the side (but remain in the altar area). At the exit, you process out with the ministers (after the Eucharistic Ministers, before the Celebrant). *You do not reverence when you are holding a kit with the Sacrament.* If possible, go immediately after liturgy to bring the elements to the person assigned.

Other items to bring with you...

- ❖ Sufficient Copies of the *Visitor Liturgy*
- ❖ A *Bible*, marked with a Scripture passage (preferably one from the day’s liturgy). Alternatively, you can bring a Scripture insert from the Parish Information Table.
- ❖ A *Book of Common Prayer*, with the “Collect of the Day” marked (hint: the service bulletin gives the page number!)
- ❖ A copy of the *service bulletin* to leave with the person.
- ❖ Many bring other items, such as a Parish Page, on the off-chance the person didn’t receive one,
- ❖ You are also encouraged to bring another parishioner with you, either a friend or family member, or maybe someone interested in the ministry.

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Checklist for AFTER a Visit

Please return the kit as soon as possible, within 48 hours at the latest. When you return the kit,

1) Clean and Put Away the Kit

- ❖ Turn on the electric kettle, while it heats:
- ❖ Put the soiled linens in the container of soapy water.
- ❖ Clean the vessels:
 - Rinse out the wine container & pyx
 - Rinse out the chalice and passion
 - Use soapy water to wash chalice
 - Use hot water from kettle to rinse rim
 - Dry all the vessels. Once they are thoroughly dry, place them back into kit. The insides of the wine container cannot be fully dried by towel, so leave the kit open and the top off the wine container so it can air-dry.
- ❖ Put the clean and dry kit back into the cabinet.

2) Register the visit in the Vesting Sacristy

- ❖ Following the instructions by the service register book, register the visit in the registry.

3) Record the Visit in the Google Tracking Document.

- ❖ Indicate the date of the visit in the Google Schedule for Eucharistic Visitors.
- ❖ If needed, also either slip a note under Father Cramer’s door or e-mail him with any notes or important information he should know.