

Mary, Mother of God Church

157 South Triangle Road, Hillsborough, NJ 08844
(908) 874-8220

<http://www.marymotherofgod.org>



*Parish & Diocesan Policy For
Extraordinary Ministers of Holy Communion
~ Sacristan Instructions ~*

UPDATED February 15, 2020

Table of Contents

1. Introduction	4
2. Terminology	5
3. Arrival	8
5. Sacristan.....	9
6. Start of Mass Checklist	14
7. Sacristan Cleanup After Mass	15
8. Purification of Vessels	15

1. Introduction

This document has been prepared for Extraordinary Ministers of Holy Communion serving at Mary, Mother of God Parish in Hillsborough, New Jersey. It is our hope that this document will provide each Extraordinary Minister of Holy Communion with the information they need to serve in this capacity with confidence. Updates to this document and other information is available online at the Mary, Mother of God Ministry Website at: <http://www.rotundasoftware.com/ministry/mmog?user=mmog>

This is an awesome ministry in that we come in contact with the Most Blessed Sacrament as we serve others. It is an honor to serve in this ministry and we must respond that way. Like Mary, may we respond to His call of service as we recall her fiat...

“Behold, I am the handmaid of the Lord.
May it be done to me according to your word.”
Lk 1:38

As an Extraordinary Minister of Holy Communion, you are an example to others. Parishioners look at you to see how you present yourself. This is both in and out of church. It is especially important to set a good example of honor and respect whenever you are in the presence of the Blessed Sacrament. In the presence of the Blessed Sacrament you refrain from unnecessary talking or joking. Genuflect as you pass the Tabernacle, and before you enter your pew. Your reverence, love and respect should be obvious, and it will be a light to others.

As an Extraordinary Minister of Holy Communion, you should have a deep respect and understanding of the substantial, true presence of God in the Most Blessed Sacrament of the Altar. You are encouraged to spend time in Adoration. Our church has Exposition of the Blessed Sacrament for Eucharistic Adoration in the chapel from Friday morning after the 8:30 a.m. Mass until 10:00 a.m. Sunday morning.

Ordinary Ministers of Holy Communion are those who have received the sacrament of Holy Orders, i.e. our Priests and Deacons. The term Extraordinary Minister of Holy Communion means that we are extra ministers to the Ordinary Ministers, servicing only if there is a need. An Extraordinary Minister of Holy Communion should **never** take the place of an Ordinary Minister, unless there is a reason (i.e. an Ordinary Minister is ill).

There may be times when an unexpected Deacon or Priest is present at a Mass we are serving at, and since they are Ordinary Ministers, an Extraordinary Minister of Holy Communion may need to step down.

During Christmas and Easter, we may be called to serve in the gymnasium. Remember, Jesus' humble entrance into the world as He was laid in a manger. The surroundings are not what is important. Jesus in the Eucharist is what is important. Be humble as Jesus was humble, serve as Jesus served.

There is a story told about an elderly woman who lived at the bottom of a steep hill. The Church she attended was at the top of the hill. Every morning she would walk up the steep hill to attend Mass. Across the street from her lived an atheist who thought her daily journey was ridiculous. One cold, icy day as he returned home from an all-night party in the early morning he joked that at least that day she would not be climbing up that hill. Much to his amazement, as he approached his home, he saw her negotiating the steep hill on her hands and knees. He was extremely affected by this. The next day he went up that hill to speak to the Pastor. He wanted to know what it was that he had in that Church that would make an elderly lady climb an icy hill on her hands and knees. He then learned about God in the Eucharist and eventually converted.

We pray that as Extraordinary Minister of Holy Communion, we develop a deep level of devotion and desire for Jesus in the Eucharist and the Word. That is what we should all be striving for. We pray that others will see that devotion in us and it will bring about great conversions in our parish. May God bless each of us abundantly.

Amen

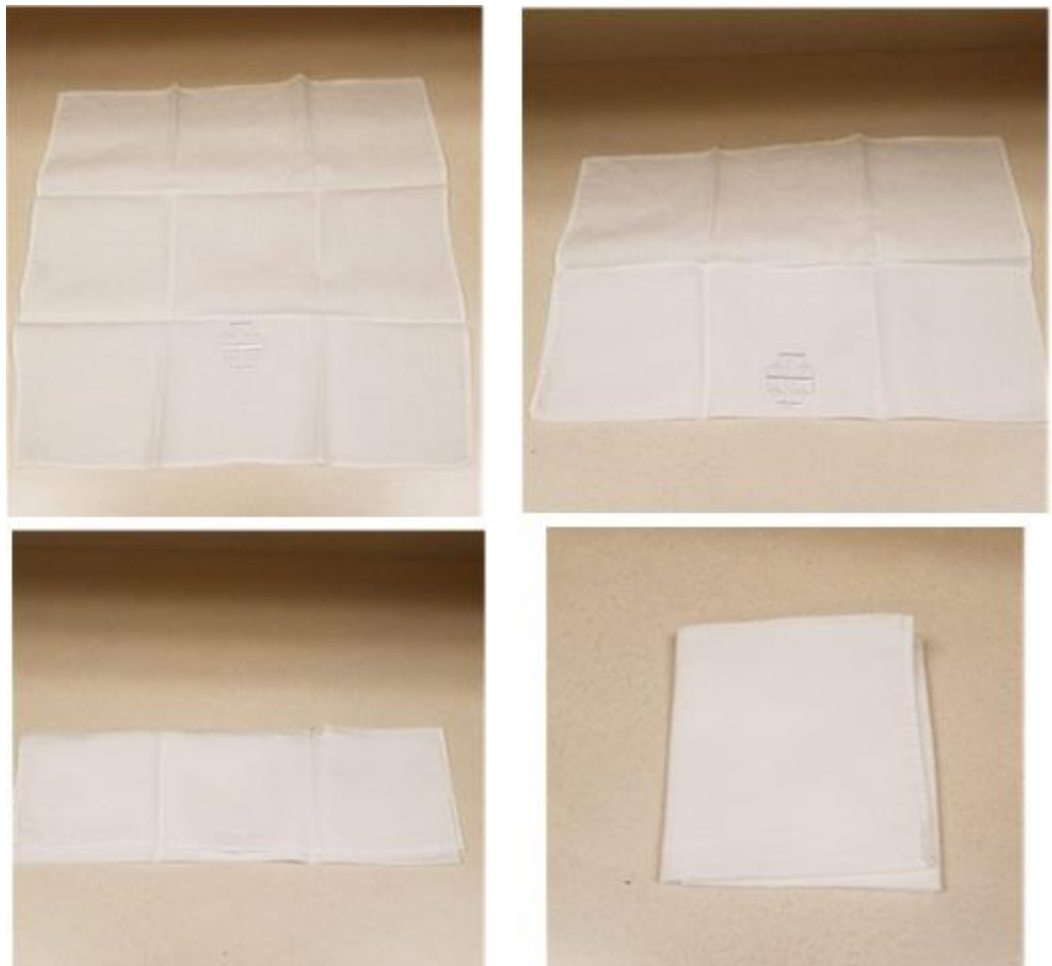
2. Terminology

➤ The Eucharist

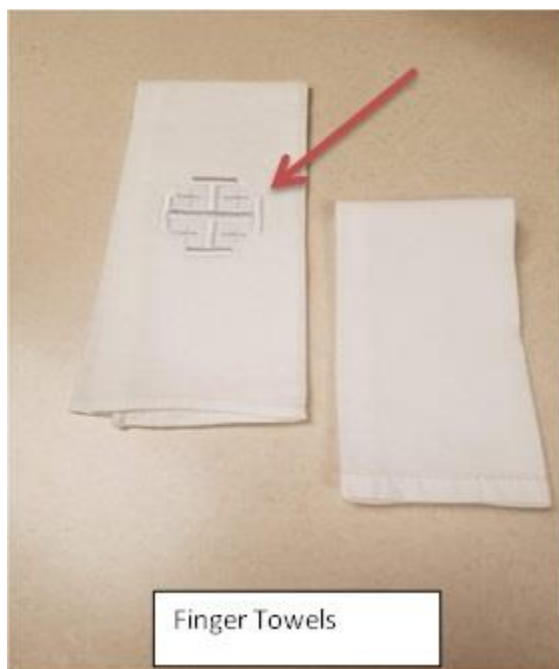
- ✓ The word **Eucharist** means thanksgiving. It is the name given to the **Blessed Sacrament**. It also describes the liturgical rite which brings us to the Table of the Lord, the **Liturgy of the Eucharist**. We experience the Eucharist during Mass as both Sacrifice and Sacrament. During the **Sacrifice of the Mass**, bread and wine become the Body and Blood of Christ. Then we receive the Eucharistic Jesus in the **Sacrament of Holy Communion**.
 - ✓ **The Eucharist** refers to both the **Body of Christ** (consecrated bread) and the **Blood of Christ** (consecrated wine), both of which are fully the actual Body, Blood, Soul and Divinity of our Lord Jesus Christ. We believe that Jesus Christ is **truly substantially present** under the appearance of bread and wine.
 - ✓ During the **Liturgy of the Eucharist**, we witness the **words of institution** and the **consecration**, which is when the Priest speaks the words of Jesus and by the Power of the Holy Spirit, the bread and wine become the Body and Blood of Jesus. This change is called **transubstantiation**, the substance of bread and wine transform into the Body and Blood of Our Lord. The bread and wine are now **consecrated**.
 - ✓ Any vessels that held the Body or Blood of Christ must be **purified** after being used. This is a special way of cleaning the vessels so as not to treat any particles of the Lord left in the vessels with disrespect. Vessels with particles of Host or any Precious Blood should be purified before they are put away.
 - ✓ The bread and wine that we have in the sacristy is **unconsecrated**. Unconsecrated hosts are **never** to be placed in a Tabernacle. The Tabernacle is used to hold consecrated Hosts in reserve, and consecrated and unconsecrated hosts should **never** be mixed.
 - ✓ **Exposition of the Blessed Sacrament** - The Eucharist is exposed so that it may be adored. During Exposition there is often a rite called **Benediction** that takes place, which consists of the singing of certain hymns, prayers and a Eucharistic blessing. Exposition of the Blessed Sacrament in our church starts after morning Mass on Friday and concludes at 10:00 a.m. on Sunday. When Exposition of the Blessed Sacrament is taking place, there is someone present with the Lord at all times.
 - ✓ The **monstrance** is the vessel used to display the exposed Eucharist. It comes from the word: **monstrar** which means to show.
 - ✓ The **lunette** is a glass holder that holds the actual Host, the **Body of Christ**. The lunette is slid into the monstrance by a Deacon or Priest at the start of exposition.
- **The linens used during Mass.** They are found in the top drawer of the chest of drawers in the working/lower sacristy. There are also some (for emergency purposes) located in the credence table behind the Altar:
- ✓ The **pall** is a stiffened square card covered with linen, usually embroidered with a cross, or some other appropriate symbol. It is used to cover the chalice and protect the Precious Blood.
 - ✓ The **corporal** is a square cloth, with a cross towards the bottom. It is folded in thirds, and thirds again, so that when unfolded you will see 9 sections. Vessels that contain unconsecrated hosts and wine to be consecrated during Mass should be touching a portion of the corporal during the consecration. If a vessel is not touching a corporal, it does not mean that the bread or wine are not consecrated – all vessels that contain bread or wine that the Priest intends to consecrate for that Mass are consecrated. Also good to note, items that the Priest does not intend to consecrate, are not consecrated – i.e. if the flagon is inadvertently left on the Altar, the wine in it is still wine.

When folding a corporal, place it in front of you seam side down, cross towards you. Fold the bottom a third way up. Fold top a third way down. Fold right a third way over. Fold left a third way over. When placing this on the Chalice, place it just as you folded it, on top of the pall, with the cross of the Chalice facing you.

Folding a Corporal →



- ✓ The **purificator** is a rectangle. It has a cross in the center of it. It is folded in thirds lengthwise, then in half. It is used when distributing the Precious Blood and when purifying vessels. Once folded the cross is located at the fold.
- ✓ The **finger towel** is usually smaller than a purificator and typically has no cross on it or the cross is towards the bottom of the towel. It is folded in thirds lengthwise, then in half. After folding, if it has a cross, it is in the center of the folded towel. It is used to dry hands.



- **The vessels used during Mass.** All the vessels are in the safe in the working/lower sacristy unless otherwise noted.
 - ✓ The **chalice**, the first among Sacred Vessels, is the communion cup used by the Priest to consecrate the wine during Mass. The chalices are located in the safe.
 - ✓ The **paten** is a small round plate used to hold the large Host to be consecrated during Mass. Each chalice in the safe has a paten on top of it.
 - ✓ The **cruets** are small glass pitchers used to hold water and wine. There are usually wine and water cruets in the refrigerator. Extra cruets are located in the cupboard above the small refrigerator.
 - ✓ A **ciborium** is the vessel used to distribute consecrated Hosts during Communion. They are located in the safe. Most ciboria are rather large bowls with a lid. Some, however, look like a chalice with a lid (chalices do not have lids).
 - ✓ A **pyx** is a small metal vessel with an attached lid used to transport Holy Communion to the sick and homebound. The pyxes are located in the drawer to the right of the sink. It is also the name of the vessel used to hold the lunette containing the Host used during Eucharistic Adoration.
 - ✓ A **burse** is a small fabric or leather pouch used to hold a pyx for protection.
 - ✓ The **flagon** is used to hold large quantities of wine which will be consecrated during Mass. There are both metal and glass flagons located in the upper cupboard to the left of the sink. The glass flagons are only used on special occasions.
 - ✓ The **communion cups** used to distribute the Precious Blood to the congregation are located in the safe.
 - ✓ The **ablution cup**, a small dish with a lid containing water, it is used to rinse fingers after distribution of Holy Communion. It is kept next to the Tabernacle, along with a finger towel.
 - ✓ A **lavabo bowl** (finger bowl) is a dish or bowl that is used to collect water when the Priest's hands are washed during Mass. We use a glass dish. They are located in the cabinet above the small refrigerator.
- **Roles**
 - ✓ **Ordinary Minister** of the Eucharist is a Bishop, Priest or Deacon.
 - ✓ **Extraordinary Minister of the Eucharist** is an extra lay person that will serve in addition to the Ordinary Ministers of the Eucharist, if there is a need.
 - ✓ The **Sacristan** is the person whose responsibility it is to setup for the Mass and to clean up after it is over.
 - ✓ The **Sign-In Coordinator** is responsible for making sure we have enough Extraordinary Ministers, Readers and Altar Servers for the Mass or Service.
- **The Church**
 - ✓ The **narthex** - The gathering space as you enter the church building.
 - ✓ The **nave** - the main part of the church where the congregation sits.
 - ✓ The **sanctuary** is the area in the front of the nave up the steps. It is where the Altar is located, as well as the Tabernacle, the presider's and other chairs, the ambo, lectern and credence table.
 - ✓ The **Tabernacle** is a metal case used to hold consecrated Hosts that were not consumed during Mass. It is directly behind the Altar. The keys to the Tabernacles are located in the safe, except on Sunday when the chapel key is hung on the right side of the cabinet to the right of the sink so that ministers bringing back their pyxes after visiting the sick can return remaining Hosts to a ciborium in the Tabernacle. An ablution cup with a finger towel should be next to the Tabernacle.
 - ✓ The **sanctuary candle** – this candle is lit whenever Jesus is present in the Tabernacle. It is mounted on the wall near the Tabernacle.
 - ✓ The **ambo** is where the Liturgy of the Word is proclaimed.
 - ✓ The **Altar** is where the Mass is celebrated.
 - ✓ The **lectern** by the choir is used for announcements and by the music ministry.
 - ✓ The **credence table** is the small table located in an alcove behind the Tabernacle. It is used to hold any items used during Mass. There is a drawer in the credence table that should contain a lighter and extra linens. Additional items are put on the credence table for use during Mass.
 - ✓ The **offertory table** or gift table is the small table at the back of the nave which is where we place the gifts to be brought down during Mass.

➤ **The Sacristy**

- ✓ The **sacristy** is a room where the vestments, church furnishings, sacred vessels, linens, and other treasures are kept. It is where the clergy meet and vest, where the sacristan prepares for Mass and where vessels are purified, if not purified during Mass. We have two sacristies – the vesting or upper sacristy which is located in the Narthex area – it is where the Priests and Deacons vest, and the working or lower sacristy which is located behind the sanctuary – it is where items used during Mass are located. It is where the sacristan would go to setup for Mass.
- ✓ The **sacrarium** is a sink that drains into the ground. The sacrarium is used to take care of any Hosts or any Precious Blood that is not consumable for some reason (i.e. it was spit up, or if the Precious Blood spilled on the floor). Each sacristy contains a sacrarium which is marked. It is the right sink in both sacristies.

➤ **The Chapel**

The **chapel** is smaller than the main church; it has an Altar, Tabernacle, sanctuary candle, and ambo. It is used to celebrate daily Mass, for Exposition of the Blessed Sacrament, and for other smaller gatherings. Adoration of the Blessed Sacrament starts after the Friday 8:30 a.m. Mass and continues until 10:00 a.m. on Sunday. On Sundays, Extraordinary Ministers of Holy Communion who brought Holy Communion to the sick return any extra Hosts to the chapel Tabernacle if Mass is in progress in the main church and then purify their pyx in the working/lower sacristy. The key to the chapel Tabernacle is hung on the right side of the cupboard to the right of the sink in the working/lower sacristy on Sundays, otherwise it is kept in the safe. The outside entrance to the chapel is located to the right of the rectory. The working/lower sacristy is down the half flight of stairs in the hall, just inside the doors to the nave.

3. **Arrival**

- If you are not scheduled for the Mass you are attending, stop and check to see if help is needed.
- If you are the sacristan, be there 25-30 minutes prior to Mass.
- If you are the sign-in coordinator, be there 15-20 minutes prior to Mass.
- All other Extraordinary Ministers of Holy Communion that are serving should be there 10-15 minutes prior to Mass.
- You should sign in on the schedule sheet in the sign-in area, initial the position you intend to distribute Holy Communion from. This way it is quick and easy to find out if anyone is missing. The sign-in area is down the hall, the third door on the left, marked office. Do not stand or chat in the vesting /upper sacristy as the Priests and Deacons need time to prepare for Mass.
- If you are the sacristan, instructions can be found in the cabinet above the refrigerator in the working/lower sacristy. The instructions are also available for review on the Mary, Mother of God Website.
- If you are not sacristan, but the assigned sacristan has not yet arrived, you should start setting up regardless. The assigned sacristan can take over for you when they arrive. If the assigned sacristan prefers help, it is fine to assist.

5. Sacristan

- The sacristan should have information to unlock the safe to retrieve vessels needed for the Mass. The information is sent to all sacristans and is also visible on the Home tab in the “For EMs” Section of the Ministry Website if you are a sacristan.
- **Setup hosts for consecration.** First, check the Tabernacle to see how many ciboria are in there and how full they are. If it is locked and the key is not in the lock, you will need to get the key from the working/lower sacristy. The key will be in the safe, hanging on the right side. **Make sure the key stays in the Tabernacle for use during Mass!** If the Priest is available, let him know the status of the ciboria in the Tabernacle, and how many ministers will be distributing the Host. Prepare ciboria with hosts to be consecrated according to the information below and make sure they are placed on the offertory table at the back of the nave.
- ✓ Number of ciboria needed at Sunday Mass:
 - For the 6:30 p.m. Vigil Mass: a total of 2 should be enough
 - For the 7:30 a.m. Mass: a total of 3 should be enough
 - For all other Masses: a total of 5 should be enough
 - Check the setup sheet in the working/lower sacristy for any changes. The latest copy of the EM Instructions can be found in the cupboard above the refrigerator.
 - The Priest for that Mass or the Deacon may suggest a different number if the Mass is unusually crowded or sparse – this may happen on Holy Days or special occasions
- ✓ It is **not desirable** to have a large number of Hosts left after Mass, only enough to bring to the sick and nursing homes.
- ✓ If some ciboria in the Tabernacle are nearly empty, you may combine them with another ciborium. Do not do this unnecessarily, only at Father’s direction.
 - Any ciboria that were emptied should be purified. Procedures are found section 11 of this document. An Ordinary Minister of Holy Communion should do this if possible.
 - Counting the number of ciboria in the Tabernacle (consecrated), make up the difference for the ciboria needed for the Mass by filling empty ciboria with unconsecrated hosts, placing these on the small offertory table at the back of the nave. If the ciboria in the Tabernacle are very full, then you may fill the remaining ciboria with just a few hosts for consecration and place them on the offertory table, or place empty ciboria on the credence table as needed. You should ask the Priest how he would like this to be handled.
 - Empty ciboria may be found in the safe.
 - Unconsecrated hosts may be found in the larger metal container on the counter by the sacrarium. If the container is empty, there are boxes of hosts in the second drawer of the chest of drawers.
 - Unconsecrated hosts **never never never** get put into the Tabernacle.
- **There should be a finger towel next to the ablution cup by the Tabernacle for washing fingers.**
- **There should be a glass dish for hand washing, a finger towel, and one cruet full of water on the credence table to be used during Mass.**
 - ✓ The dish for hand washing may be found in the cupboard above the refrigerator.
 - ✓ The cruets should be in the refrigerator, if not they will be in the cupboard above the refrigerator.
 - ✓ The water comes from bottled water in the refrigerator. Extra bottled water can be found in the third cabinet over from under the refrigerator.

➤ **Fill the flagon or a cruet with enough wine for the Priest's chalice and the number of cups that will be used to distribute the Precious Blood and place it on the offertory table.**

- ✓ You may fill the flagon or cruet from the open bottle of wine in the refrigerator. There should always be a second bottle in there as well. New bottles may be found in wine boxes either in the second cabinet to the right under the refrigerator or in the closet. Empty bottles should be returned to the box upside down.
- ✓ A full cruet of wine is the correct amount for Mass.
- ✓ The flagon or wine cruet is brought down with the gifts, so it should be placed on the offertory table.
- ✓ The flagon is located in the cupboard to the left of the sink. If using a wine cruet, it should already be in the refrigerator, but if not, cruets can be found in the cupboard above the refrigerator.

➤ **There should be 5 or 6 consecrated gluten-free Hosts in both the church and chapel Tabernacles.** They are kept in a special ciborium in each Tabernacle. If we are running low, some should be consecrated during Mass. There should be an extra special ciborium in the pyx drawer for use to consecrate extra gluten-free hosts during Mass, and this ciborium should be placed on the offertory table to be brought down with the gifts. After Mass, the consecrated gluten-free Hosts should be combined into one of the special ciborium and the now empty second ciborium should be purified.

Unconsecrated gluten-free hosts can be found in the second drawer in the working/lower sacristy and in the cupboard to the right of the sink in the vesting/upper sacristy. Each gluten-free Host **must** be kept separate from non-gluten-free Hosts. Wash your hands before handling the gluten-free hosts. Use one of the special ciboria that we have for this purpose.



Parishioners will request gluten-free Hosts if needed so we can make sure there are enough consecrated. Parishioners wanting to receive a gluten-free Host should receive it from Father.

➤ **The communion cups to be used for distribution of the Precious Blood should be placed on the credence table along with one purificator for each communion cup.**

- ✓ The communion cups are located in the safe.
- ✓ You may use a tray for the communion cups which is located on the counter to the right of the sink, however it is not required.
- ✓ The tray should be covered with a corporal and the communion cups placed on top of the corporal. If a tray is not used, a corporal may be placed on the credence table. The corporal is used in the event that unpurified ciboria or communion cups are placed on the credence table.
- ✓ The purificators are located in the top drawer of the chest of drawers.

➤ **Setup the chalice and place it on the credence table:**

✓ The Priest may have a preferred chalice. There is a schedule in the sacristy that shows which Priest is celebrating each Mass.

✓ Fr. John:



✓ Fr. Alex:



or



✓ Fr. Sean

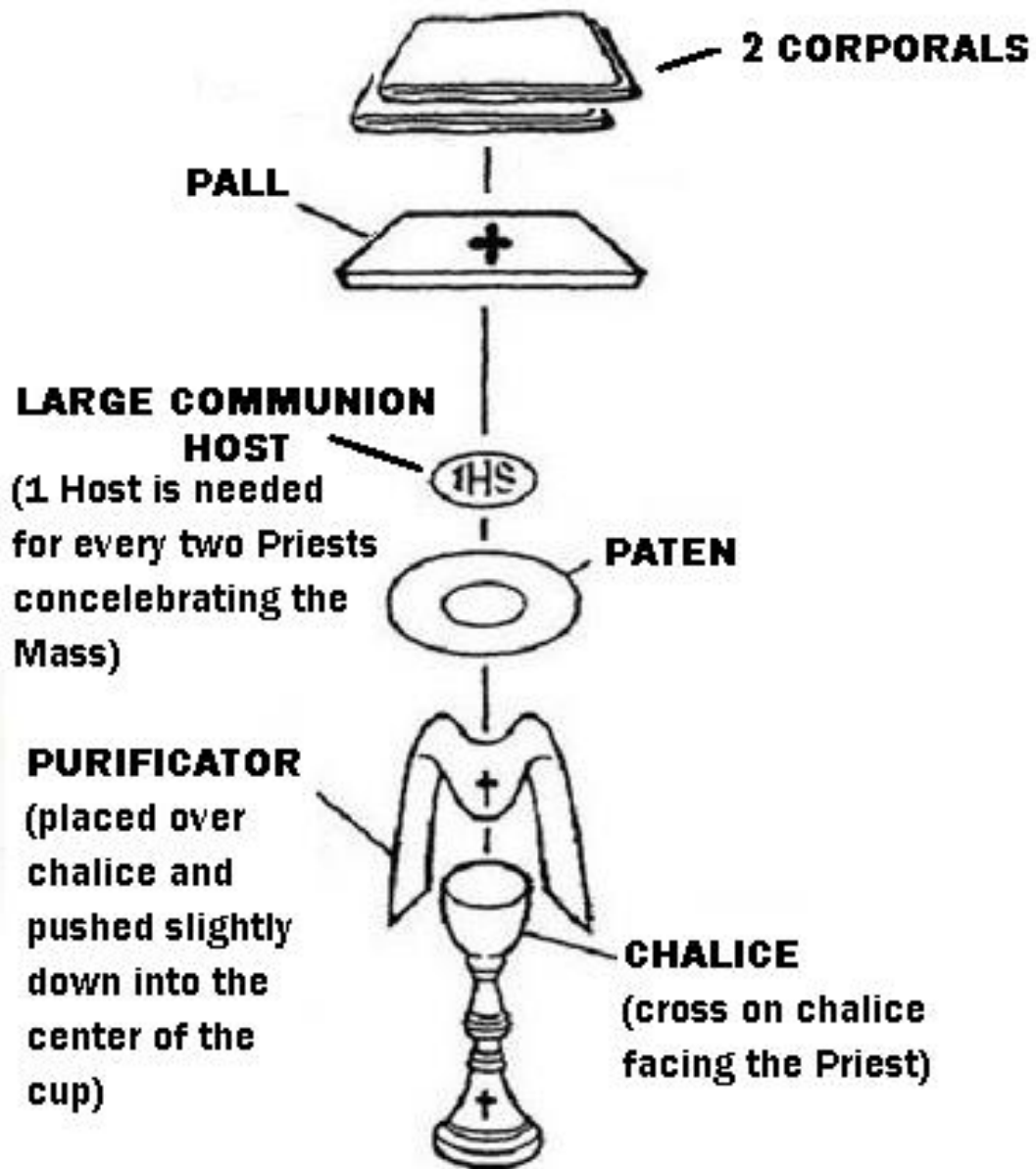


✓ We place 2 corporals on top. It is up to the Priest or Deacon to decide how many to use. It depends on how many vessels are needed during the consecration.

✓ The large communion host is found in a metal container on the counter by the sacrarium.

✓ If using a tray, the setup chalice may go on the tray with the communion cups

Chalice Setup



- **Just before Mass starts, make sure the candles are all lit.** Candles are located on either side of the Tabernacle, the ambo and the Altar. If needed, a lighter may be found in the credence table drawer.
- **9:00 a.m. Mass only - make sure the pyxes are on a corporal covered tray on the offertory table**
 - ✓ The pyxes should be placed **closed but not latched**, on a **corporal** that has been placed on the small round tray.
 - ✓ The tray should be located on the counter to the right of the sink.
 - ✓ The pyxes are in the drawer to the right of the sink.
 - ✓ The pyxes should be filled with unconsecrated hosts, to be consecrated during Mass.
 - ✓ The number of hosts to put in each pyx is based on the sheet in the pyx drawer.
 - Nursing home pyxes:
 - o The largest pyx is used for Foothills and the next smaller size is used for Brookdale/All American.
 - Pyxes for the homebound:
 - o There are two homebound routes. A pyx should be chosen based on the number of hosts needed for each route. Sometimes an Extraordinary Minister of Holy Communion may prefer to use their own pyx.

6. Start of Mass Checklist

for all Extraordinary Ministers of Holy Communion, primarily the Sacristan and Sign-In Coordinator

➤ **The Sacristy – 9:00 a.m. Mass only:**

- ✓ The key to the chapel Tabernacle **MUST** be moved from the safe to the hook in the cupboard to the right of the sink, so that 9:00 a.m. Extraordinary Ministers of Holy Communion returning from the homebound can access the Tabernacle to return remaining Hosts.

➤ **The Credence Table behind the Altar should contain:**

- ✓ The communion cups and one purificator for each communion cup.
- ✓ There should be a lavabo bowl for the Priest to wash his hands.
- ✓ There should be a finger towel to dry the Priest's hands.
- ✓ ONE cruet of water for purification of vessels and for washing the Priest's hands.
- ✓ The set-up Chalice.

➤ **The Offertory Table should contain:**

- ✓ Any ciboria containing hosts to be consecrated.
- ✓ The flagon or cruet with wine to be consecrated.
- ✓ **9:00 a.m. Mass Only** - The corporal covered tray with the pyxes. The pyxes should be closed but not latched.

➤ **The Sanctuary:**

- ✓ The candles on either side of the Altar should be lit.
- ✓ The candles on either side of the ambo should be lit.
- ✓ The candles on either side of the Tabernacle should be lit.
- ✓ The Tabernacle should have the key.
- ✓ Check the ablution cup by the Tabernacle to make sure it does not need to be cleaned. If it does, pour the water from the ablution cup into the sacrarium, clean, and fill with clean water. Return it to its place by the Tabernacle.
- ✓ A finger towel for the ablution cup.
- ✓ Nothing should be on the Altar, unless Fr. Sean is celebrating Mass, then the Missal should be placed on a book stand on the Altar.

➤ **The Ministers Serving at Mass:**

- ✓ Based on the schedule for the Mass, make sure there are the correct number of Extraordinary Ministers.
- ✓ Based on the schedule for the Mass, make sure there are enough Readers. There must be at least one.
- ✓ Based on the schedule for the Mass, make sure there are enough Altar Servers. There must be at least one.

NOTE: There should be extra finger towels, purificators and corporals in the credence table drawer. If any of these are used before or during Mass, please re-stock after the Mass. It is good to check on this periodically.

7. Sacristan Cleanup After Mass

- After Mass, the sacristan is responsible for making sure that all items used during Mass are returned to the sacristy.
- Check the ablution cup and if needed bring it to the sacristy for cleaning. To clean, empty the water into the sacrarium, not the regular sink. Rinse it in the sacrarium and fill with clean water. Return it to its place by the Tabernacle when done.
- Feel free to begin setting up for the next Mass if there is one immediately following the Mass that just ended.
- Purificators used during Mass should be placed in the white hamper in the working/lower sacristy. Do not close the lid to allow for air circulation. Hang wet linens on the sides.
- The corporals used should only be changed if needed. Shake into the sacrarium prior to reusing them for another Mass and also prior to putting them into the white hamper. Rinse the sacrarium.
- The finger towel should be placed in the white hamper.
- The lavabo bowl should be emptied.
- All purified vessels should be gently washed with clean water in the sacrarium, dried then placed in the safe in their marked locations, unless needed for the next Mass.
- The pall should be placed as is in the top drawer of the chest of drawers, unless needed for the next Mass.
- A clean purificator should be placed between the chalice and paten. The chalice and paten should be placed in the safe, unless needed for the next Mass.
- Trays used during Mass (unless needed for the next Mass) should be placed on the counter to the right of the sink. If it is the last Mass, the corporals may be folded and put back in the top drawer, unless they need to be cleaned.
- After the last Masses on Saturday and Sunday and all Masses on Holy Days, the main church Tabernacle key should be returned to its hook on the right side of the safe. The chapel Tabernacle key should be moved from the cupboard to the right of the sink, back into the safe as well.

8. Purification of Vessels

- Extraordinary Ministers of Holy Communion should not be purifying vessels, it is the responsibility of an instituted acolyte, Deacon, or Priest.
- Ordinary Ministers should purify all vessels if possible.
- Only if there is no Ordinary Minister available to purify a vessel, the procedure is as follows:
 - ✠ When purifying the communion cup first make sure there is no Precious Blood remaining, then pour in some water and swirl gently to rinse any Precious Blood from the sides, and drink the water mixed with the Precious Blood. Repeat as necessary to consume all traces of Precious Blood, and then dry the communion cup with a purificator.
 - ✠ When purifying pyxes and ciboria, pour water into the vessel, swirl, and then consume in the same manner as the communion cup. When done the vessel should be dried with a purificator. If you have a number of vessels to purify, you may pour water in one, swirl the water and pour that water into the next, swirl and so on. You should repeat at least once. You should try to end with the water in a vessel that is easy to drink from. When done, dry all vessels with a purificator.
 - ✠ Under no circumstances during purification, should anything consumable be poured down a sacrarium. Only if the Eucharist is spit up or is unconsumable for some other reason, should it be poured down a sacrarium.
 - ✠ Prior to putting away vessels, wash them with clear water, then dry with a purificator.
 - ✠ Put all vessels away when done (see section 2 for locations). When putting a pyx away, leave it open so it can dry thoroughly. Some pyxes have rusted due to them being closed with some residual water in them.