

Mass Coordinator Responsibilities

Sign-in room

1. Review board for any instructions.
2. Sign-in.
3. Check the Commentator's book to see if there is a second collection, or check the bulletin board.
4. Remove and label (mass time, date, regular or 2nd collection) plastic bags for collection(s) and place on table.
5. Place collection baskets and black bags on table for Hospitality ministers.
6. Sign baptismal letter(s), place in envelope(s), and give to Commentator, if indicated. (first Sunday of each month)
7. Review minister sign in sheet and fill vacancies no later than 10 minutes before Mass begins.

Church

1. Take the key from the work room cupboard and check the tabernacle for consecrated hosts in the metal ciborium, glass ciborium (for the ill), and pyx (gluten free). Leave the key in the tabernacle. ***Note:** the metal ciborium should always be ½ full or more.
2. Add additional hosts to a metal ciborium, hosts for the ill in a glass ciborium, and gluten-free hosts in a pyx, to be consecrated at Mass, if needed.
3. Set the credence table according to the photographs in the work room, remembering to place an empty metal ciborium on the table.
4. Place six bowls and two flagons on the counter for the Communion ministers to break bread and pour wine. If this has not been completed (or at least started) by 20 minutes before Mass begins, you will need to do it yourself. If bread is not available, count out the appropriate number of hosts.
5. Cover the plates with plastic wrap and place on the offertory table at the back of the church, along with the two flagons and any other hosts that may need to be consecrated.
6. Confirm with "A" Hospitality ministers they have chosen four individuals to carry the bread and wine to the altar for consecration.
7. Pick one woman to pour the wine unless Agnes Franklin or Cathy Portele are present. This individual is responsible for carrying any additional hosts to the altar to be consecrated.
8. Three individuals will bring two plates each, processing down aisle "B". When an individual reaches the ½ mark, the next person should begin. The fourth person brings the two flagons of wine. The individual pouring the wine processes in last, carrying any other hosts that need to be consecrated.
9. Monitor the Offertory collection and return to the sign-in room with the Hospitality ministers. Ensure all money has been placed in the appropriately labeled plastic bag(s), sealed, and placed in the safe.
10. After all Communion ministers have received Communion, carry the pyx containing gluten free hosts and the metal ciborium containing consecrated hosts from the tabernacle and place them on the altar.
11. After receiving Communion, remain by the Blessed Sacrament Chapel door to assist with the placement of the consecrated hosts in the tabernacle. Open the door of a tabernacle for the Deacon. ***Note:** If no Deacon is present or if Deacon Tom needs assistance, walk to the altar after Communion and receive the metal ciborium and other consecrated hosts and return them

to the tabernacle. Lock the door to the tabernacle and return key to the cupboard in the work room.

12. When Mass has finished, verify that Communion ministers in section "C" have stayed to purify, wash/dry the bowls, chalices, and pitchers. If not, you will need to do so. ***Note:** Communion ministers may need directions on the purification process.
13. Set the credence table for all the masses except the Sunday 5:00 mass. Following the Sunday 5:00 mass place all bowls and chalices in the designated cupboards and place the flagons upside down on the stands on the counter.

Baptisms - FIRST Saturday of each month (no baptisms during Lent)

1. Light the baptismal candle.
2. Place one large white towel on a front row chair in section "A" for each child being baptized. Place one colored towel and one hand towel by the infant side of the baptismal font.
3. Place a candle for each child on the baptismal candle.
4. After the baptism, stand by the Blessed Mary statue so the Godparents can see you. Lead them to the offertory table to present the gifts.
5. Wipe the floor around the baptismal font and pick up all towels after mass. Place them on the rack in the work room.

Thank you for your service.