

## 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. Review minister sign in sheet and fill vacancies no later than 10 minutes before Mass begins.

### **Sanctuary**

1. Take the key from the work room cupboard and check the tabernacle for consecrated bread and 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 3/4 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 or add hosts, 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. Break bread or add hosts according to the count noted on the cabinet door.
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 hosts and wine to the altar for consecration.
7. Pick one woman to pour the wine. 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 1/2 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 Eucharistic 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, walk to the altar after Communion and receive the metal ciborium and/or glass ciborium and/or pyx from the priest and return them to the tabernacle. Combine the gluten

free hosts into one pyx (5 hosts) and the hosts for the ill into one glass ciborium. There should only be one pyx and one glass ciborium in the tabernacle.

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

12. When Mass has concluded, verify that Eucharistic Ministers in section "C" have stayed to wash/dry the bowls, chalices, and flagons. If not, you will need to do so. \***Note**: Purification of all vessels will be done by a Deacon or Priest at the credence table at the conclusion of each mass.

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) \***Note**: The baptismal font is currently under renovation.

1. Light the baptismal candle.

2. Have the baptismal letter signed by several parishioners and then seal it in the envelope provided, along with the other items already in the envelope. Place the sealed envelope on the presider's chair.

3. 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.

4. Place a candle for each child on the baptismal candle.

5. 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.

6. 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.