

REVISED 11-16-2022  
Mass Coordinator Responsibilities

Sign-in room

1. Review the white board for any instructions (second collection)
2. Sign-in on laptop computer.
3. Remove and label (mass time, date, first or second collection) plastic bags for collection(s) and place on table.
4. Place collection baskets on table for Hospitality Ministers.
5. Review minister sign in sheet on laptop computer and fill any 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 be ~ 1/2 full.
2. Add additional hosts for the ill in a glass ciborium and gluten-free hosts in a pyx, to be consecrated, if needed. Place these items on the wooden table behind section B.
3. Check the credence table (or set the credence table). Items for credence table (the table MAY be set by a priest. If not, the Mass Coordinator needs to do so):
  - 2 gold plates; one with four chalices each  $\frac{1}{2}$  filled with wine, one with two chalices each  $\frac{1}{2}$  filled with wine (the gold plates STAY on the credence table during mass)
  - Chalice for Priest (purificator, paten, large host, pall)
  - Chalice for Deacon and purificator
  - Glass bowl with towel, glass pitcher with water
  - Cruets with water and wine
  - Hand sanitizer
  - Empty metal ciborium
  - Candle holder, matches, lighter
4. Items for the wooden table behind section B:
  - 6 gold bowls with hosts to be consecrated
  - Any items listed in #2 above, if needed
  - Book of Intentions (placed there right before Mass begins)
5. Confirm with an "A" Hospitality Minister that they have chosen four individuals to carry the six gold bowls with hosts and Book of Intentions to the altar for consecration.

6. One individual will process down the center aisle of section B holding two gold bowls with hosts, followed by the second individual, and then the third individual, each with two gold bowls with hosts. The fourth person will bring the Book of Intentions to the altar. Start each subsequent individual when the proceeding individual reaches the ½ mark down the aisle and remind them to bow when they reach the first row of chairs.

7. Monitor the first collection and return to the sign-in room with the Hospitality Ministers. Ensure that all money has been placed in the appropriately labeled plastic bag (first collection), sealed, and placed in the safe.

8. 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 the 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 (5-6 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.

9. Following Communion the second collection will take place (if needed). Following this collection, return to the sign-in room with the Hospitality Ministers. Ensure that all money has been placed in the appropriately labeled plastic bag (second collection), sealed, and placed in the safe.

10. When Mass has concluded, verify that Eucharistic Ministers in section "C" have stayed to wash/dry all vessels. 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 Communion or after mass.

#### Baptisms (FIRST FULL weekend of each month as scheduled)

1. Light the Baptismal candle. This candle should also be lit before each mass during the Easter season.

2. Confirm with the Priest that they have the baptismal letter and envelope.

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 back of the center aisle so that they can 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.