

ST. JOSEPH-ON-CARROLLTON MANOR

Mass Coordinator Check List

1. **Unlock** door of **Church/Parish Center** at least 1/2 hour prior to the start of the Mass. Ensure that **Father's office** is unlocked by 3:45pm on Saturdays for Confessions. Also, the **side door of the Parish Hall** closest to the parking lot should be unlocked for handicapped access.
2. **Turn on** interior lights and any appropriate exterior lights.
3. Make sure the sound system is on.
 - Please wait until after the musicians have warmed up
 - Check the lectern microphone to make sure it is working
 - Ensure that a fresh battery has been inserted into the lavalier microphone and that the Priest (if visiting) is aware of how to use it properly. A fresh battery should be inserted before **each** Mass.
 - Check to make sure the sound is on in room 4 and off in the other back rooms
 - Ensure that the TV has been turned on in room 4. Move any tables to the sides and set up chairs in aisle form.
4. Ensure that **Greeters** or **EMs** are present to hand out hymnals and any other applicable worship aids.
 - Ask any Ministers present in the hallway to make sure they greet people as they enter.
 - The Mass Coordinator should also be sure to greet people.
5. Ensure that the **Ushers/Greeters, Lector, Extraordinary Ministers and Altar Servers** who are scheduled for the Mass are present and aware of which location they will be serving at Mass. If a deacon will be serving at Mass, please adjust the number of EMs accordingly.
6. Ensure that the Altar is prepared for Mass.
 - The candles should be lit before Mass by the **Altar Servers. (You may need to assist them)**
 - If a deacon is serving at the Mass, ensure that the extra chair is placed on the altar next to Father's chair.
7. Ensure that **Ushers/Greeters** are in place for Mass.
 - A count must be taken at each Mass and recorded in the notebook provided.
 - Make sure Ushers/Greeters are able to assist people in finding seats if needed. **Latecomers should only be seated just before or after the 1st or 2nd readings.**
8. Invite the people who will bring up the gifts at the Offertory and assist them in this ministry.
9. Turn on fans as needed.
10. Adjust the number of hosts in the large paten based on the final count.
11. If any in the congregation are receiving low gluten hosts, place the low gluten hosts in a pyx by the large paten and place the pyx on top of the large paten before the gifts are brought to the altar. Point out to the priest/deacon/EM the person(s)

receiving low gluten host(s) in their section.

12. Identify any people that may need assistance in receiving communion and consult with them to see if they will need communion brought to them. If so, notify the ushers/greeters and the EM for the section where they are seated.

At the end of Mass, after the Choir has completed the Recessional Hymn:

13. Make sure one or more of the ushers/greeters are available to hand out bulletins after Mass and collect hymnals as people leave.
14. Solicit volunteers to go through the Church or Parish Center after most have exited and collect any books that may have been left behind (there are usually plenty of kids who like to do this). Make sure all rows are clean.
15. Ensure that the collection has been properly secured in the drop safe located in the back office of the Parish Center. **Two people must accompany the collection into the office.**
16. Ensure that the Extraordinary Ministers have prepared for the next Mass by placing the hosts into the paten, wine into the carafe, and wine into the small chalices. Make sure that there is a dry hand towel and that there are 4 purificators in total on the side table. The small chalices containing wine should be covered with a purificator. Make sure that there is water in the small cruet, that the candles have been blown out, and that the Book of Gospels has been placed on the altar facing the congregation (or in the Narthex if the deacon is present). If it is the last Mass of the day, make sure that all the sacred vessels have been cleaned and stored and that the side table has been cleared of all vessels, bowls, and cloths.
17. Make sure that each row has been cleared of all debris and that all of the hymnals have been collected and stored.
18. At the end of Mass, turn off the sound system and all interior lights. Make sure that the fans are off. **(4:30 and 11:15 Masses)**
19. Turn off the television in room 4. **(4:30 and 11:15am Masses)**
20. Lock doors of Church/Parish Center after everyone has exited the building. Make sure Father's Office is locked. Please note that the money counters may still be in the building after the 11:15 Mass. It is OK to lock them in. **(4:30 and 11:15 Masses)**
21. If you served the last Mass for the weekend, you must take the remaining consecrated Body over to the Church and carefully put the remaining into the ciborium in the tabernacle. Lock the tabernacle and make sure the tabernacle key is placed back in the sacristy. Lock both the sacristy door and the outside door when you leave.

Thank you for your ministry to the Community of St. Joseph's!

Updated 12/5/11