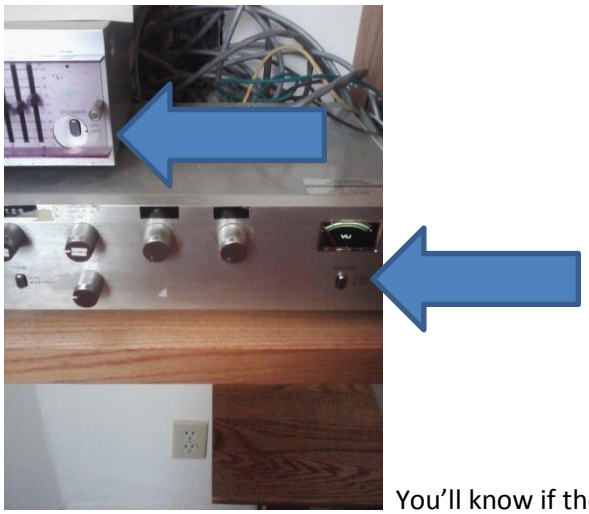
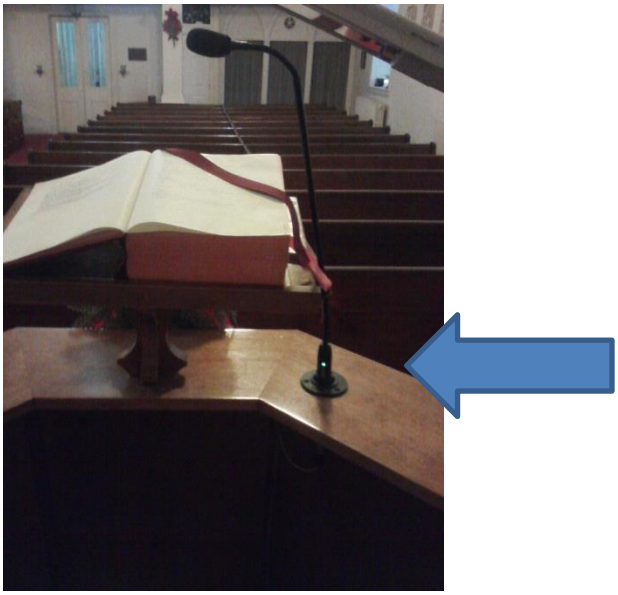
Daily Mass in Historic Church
Mass Coordinator Guidelines

- The sound system should be turned on in the wall cabinet in Mary's room. That's usually done by Father before Mass but you need to make sure the 2 buttons to the right on the different sound systems are pushed.  You'll know if they are on if they both turn green. Note that the button on the smaller device on top has to be pushed in for a few seconds before it turns green. To check that the sound system is turned on properly to see if the green light is on by the bottom of the mi on the ambo.



- Make sure the tabernacle key is inserted into the tabernacle before the Mass.

- Before Mass check the pyx in the tabernacle to make sure it contains 3 low gluten hosts. If not place however many low gluten hosts are needed in the paten for Father to consecrate before the Mass.

- Communion is under both species and one EM is needed to do the Precious Blood. A lector is also needed. Father prefers a different person than the lector to be the EM. At the end of the Our Father the ciborium from the tabernacle is put on the altar. As usual the vessels are purified at the end of the Mass.

- Father will have most of the vessels set up on the credence table in the back of the altar but check to make sure the water is in the cruet and there is a large host, purificator, etc. He usually puts out only a large host but sometimes adds a few more regular-sized hosts. He puts the wine in the chalice directly and not in the decanter. He also turns the heat up before Mass.

- Be sure to turn the sound system off and put the heat down to 60 degrees after the Mass, except on First Friday. On First Friday turn off the sound system but leave the heat on.

- Light one of the 2 candles on either side of the altar so there is one lit on both sides. On first Friday Barbara Simpson light the candles. Be sure the lights are on (light switches are in the hall entrance) for the Church and the altar.

- After purification Father does not want the vessels to be washed.