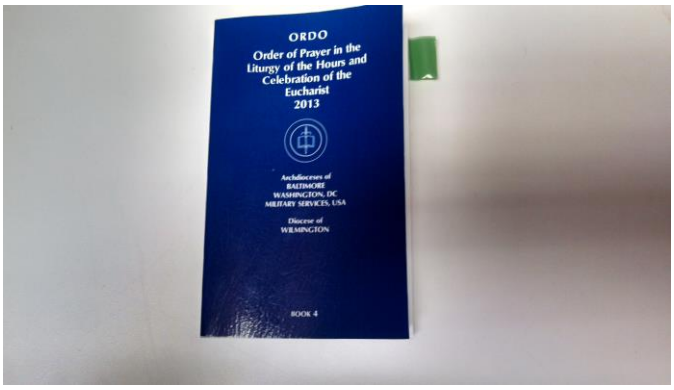
Guidelines for Mass Held at Buckingham's Choice

1) On the top shelf of the book cabinet above the Sacrarium in the Work Sacristy there is a small **black case.** Take it down and make sure that there is one **paten** and one **chalice** inside. Make sure the vessels are clean. (They have already been purified.)

2) Get a small **presider host** and place it in a **bag with hospital hosts** (50 hospital hosts: 40 for Mass, 10 for those distributing the Body to Buckingham Choice homebound). They can be found in the cabinet to the right. If Father Leo is presiding can take a bottle of the Fre wine from the refrigerator (make sure to put it back after the Mass). The bag of hosts gets tucked into the chalice inside the black box. Get **wine** for whichever priest will be serving (Father Leo gets the Fre wine).
3) Get one **corporal** and one **purificator** from the drawer by the wash racks and lay them on top of the chalice in the box.
4) Get **two low-gluten hosts** (found in the PC freezer) and place them in a **pyx** (found in the small drawer under the book cabinet). Put the pyx in the black case.
5) Get a **small bottle of hand sanitizer** and put it in the black case.

6) Check the **Ordo** for what day we are on (e.g., ordinary time, saint's day) and the color vestments Father Leo/Frazier will be wearing. You will find the ordo on the counter underneath the book cabinet. (Note the color of the book cover may be different depending on the year.)



7) Get the proper **vestments** from the Vesting Sacristy. Just fold and carry.

8) Get Father's **alb** from the closet in the Vesting Sacristy and fold it to take over to BC. If a different priest will be presiding (rare), do not take the alb; he will bring his own. Vestments will still be needed.

9) At this point you should have the black box filled with needed items, one binder (Commentary & General Intercessions Book) as well as the vestments and alb. Be sure to **lock** the Work Sacristy before you leave.

10) Stop by the Parish Center Office and ask Caitlin for the **Daily Readings Binder** and the **Roman Missal binder**. You now have everything you need.
11) Drive over to Buckingham's Choice: turn right onto Manor Woods Rd., Right on Rt. 85, Left on Rt. 80, right onto Baker Circle.
12) Enter the main building through the doors off to the right of main entrance and go into the Community Room.

ONCE AT BUCKINGHAM'S CHOICE

1) Enter the main building through the doors off to the right of main entrance and go into the Community Room.
2) Several BC parishioners should already have the altar set with cloth, candles, cruet, lavabo, and towel. They also will set out a small bottle of water for Father on the credence table. Peggy Springer is our Catholic Coordinator at Buckingham's Choice. (She is a parishioner from St. Ignatius.) Feel free to ask Peggy or those setting up for Mass any questions.
3) Ask Peggy Springer if anyone will be taking communion to those who can't attend. If yes, then place however many hosts that are needed in her pyx to be laid out on the altar.
4) Place the corporal in the center of the altar.
5) Pour a small amount of wine (it will just be Father receiving) into the chalice and place it on the altar to the top right of the corporal.
6) Place the purificator to the right of the corporal and below the chalice.
7) Place the paten, holding the hosts, by the bottom right of chalice.
8) Put the pyx (one or two) toward the top right corner of the corporal.

9) Place the alb over the chair next to the credence table.
10) Place the vestments over the other chair.

11) Put the Daily Readings book on the top of the ambo.
12) Put the Commentary and General Intercessions on the second shelf in the ambo.

13) The Roman Missal binder gets placed on the credence table.
14) Greet those who are attending.
15) Father Frazier/Leo will come in and visit with people for a few minutes before Mass begins.
16) Right before Mass, count the people to make sure there are enough hosts and add more for those who may walk in late.
17) Sit in the last seat in the back row. If there are extra consecrated hosts, Father will most likely give you the additional ones so that all are consumed.
18) If anyone is taking Communion to BC residents, give him/her the pyx.
19) Father Frazier/Leo usually purifies the vessels himself, but if you don't see him do it, please purify them before putting back in the box.
20) After the Mass is over, pack everything up and take it back to St. Joseph's.
21) The purificator gets rinsed in the Sacrarium and hung. Put a new one in the box.
22) Check the books for placement of the next day's readings/prayers before them putting away.
23) Don't forget to lock up.