MASS COORDINATOR TRAINING

Janet Cugini

February 2017

ST. JOSEPH-ON-CARROLLTON MANOR

Opening Prayer

Blessed are you, God of all creation!
I thank you for calling me to serve
your holy people in your new house of worship.
May I see you in them and
May they see you in me.
Grant this through Christ our Lord.
Amen

St. Guy of Anderlecht and St. Theodore, Patron Saints of Sacristans

AGENDA

- Opening Prayer
- Evacuation Procedures
- MC Training
- Closing Prayer

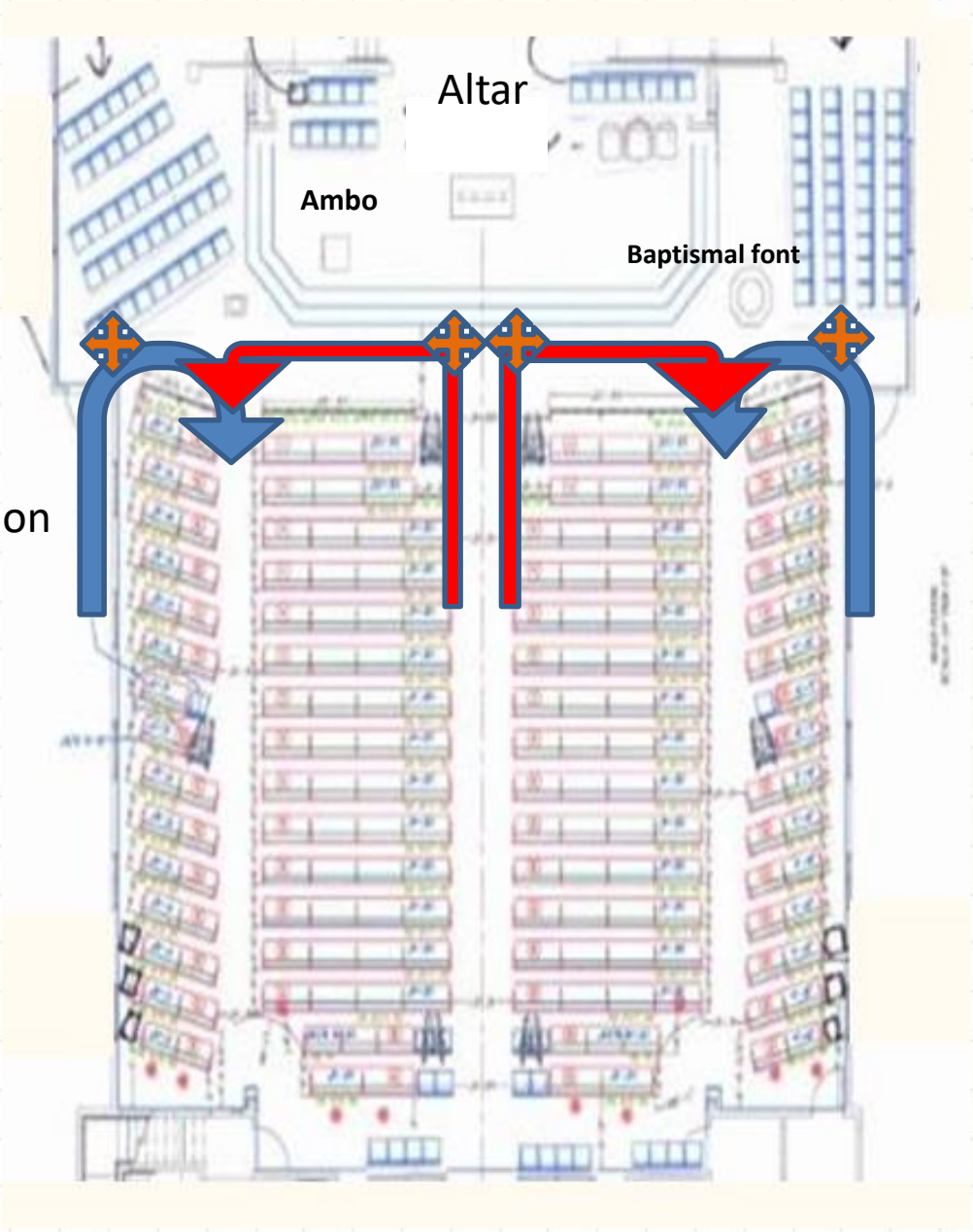
Fire Evacuation Procedures

- Side doors and narthex doors have panic bars
- Emergency Exits
- Location of fire alarms by all exterior doors and in balcony

The Mass Coordinator Ministry

- The Mass Coordinator minister is responsible for the Church, other ministers, and the congregation surrounding the Mass celebration. He/she:
  - Prepares the Church and the altar for the Mass
  - Makes sure all ministry positions are covered
  - Oversees the needs of the congregation
  - Answers any questions, handles emergency situations, and assumes unfilled positions when needed
  - ***The Mass Coordinator must know all the ministries and be able to handle any situation as it arises (all documented - see documentation slide!)***

Floor Plan


Altar
Ambo
Baptismal font
Communion Paths
= Body EM Station
Narthex

For All Ministries

- ***Attire is business casual:*** (no blue jeans, sneakers, tee shirts, sport logos, flip flops: male lectors/EMs: tie)
  - ***If at all possible please be "business casual" anytime you attend in case you are called upon to serve***
- Center aisle will be reserved for processions and Communion only
- All other ministers (lectors, greeters for collection, Extraordinary Ministers) will approach the altar from the side aisles ***not in center aisle in front of tabernacle***
- MCs enter the Work Sacristy from the side aisles:
  - When setting up the credence tables from the sacristy make sure you bow at the altar and genuflect when at or passing in front of the tabernacle

Altar Servers

- 3 altar servers assigned: crucifer, books, and bells: make sure they know their role
- They vest in coat room
- One will carry crucifix, others candles
- Candles get placed by ambo, after Mass cross and candles will be in Narthex for the next Mass
- When fewer than 3 will only carry cross, no candles: ***when fewer than 3 make sure candles are placed by the ambo***
- Altar server with crucifix will lead Offertory procession (when there are three altar servers)
- Rings bells at elevation
- ***An altar server lights the altar candle 15 minutes before Mass***. Paschal candle gets lit at Baptisms, funerals, and during Easter season
- An altar server puts out the candles after Mass
- ***Make sure altar servers light/put out candles with candle stick lighter with liquid wick***

Lectors

- Will approach from ambo-side aisle
- Make sure lector arrives on time and seats him/herself by the front ambo-side aisle for easy approach
- Is part of entrance procession. If no deacon carries the Gospel book
- Bows down with the cantor before/after psalm
- MC takes Gospel book from shrine to Vesting Sacristy if Deacon) before opening procession

Greeters

- 4 or 6 greeters per Mass; assists parishioners in entering and with wheelchairs
- Does the Mass count
- Collection is from side aisles
- Latecomers:
  - Last 2 back pews are reserved for latecomers with reserved signs
  - Narthex doors will be closed at start of readings
  - In-between the readings any latecomers can be seated in those back pews
  - Doors will remain closed during Mass except during the Offertory procession.

Greeters continued

- CLOW: Lead Greeter calls extension in Groom's Room for CLOW leader at end of General Intercessions or homily (when there is a Baptism) for children to come back to Mass
- Communion: will approach from side walls as indicated in diagram
- After Mass makes sure Breaking Bread hymnals are in book racks facing font-side, pews are neat, and kneelers are up
- Hands out bulletins

Extraordinary Ministers

- Always approach altar from side aisles, will bow at steps before going on altar
- Stands in a row in front of tabernacle in the order of assignment:
  Ambo Side **Body**, Ambo Side **Blood**, Center Left **Blood**, Center-left **Body**, Presider-side **Blood**, Font Side **Blood**, Font Side **Body**
- Will stand in front of tabernacle until clergy receive
- Will then in unison step forward towards altar
- Font Side Blood EM will give the Precious Blood to the altar servers
- If side EMs finish distributing first, will step towards center aisles to assist with Communion

Extraordinary Ministers cont'd

- After Communion Precious Blood EMs will go directly to credence table on his/her side, consume Precious Blood, place purificator over chalice, go down steps, turn toward altar and bow before going back to his/her seat
- ***All Precious Blood must be consumed before returning to seats***
- Body EMs will bring patens to altar. Center Body EM/deacon/acolyte will remain to place ciborium back in tabernacle: genuflect at tabernacle before closing door
- To return to seats EMs will individually go down steps, turn towards altar, bow, and return to seats by side aisles
- **After Mass purifies Sacred Vessels at credence tables**
- Before cleaning Sacred Vessels EMs will use **Sacrarium** for "first rinse"
- Stores Sacred Vessels or prepares for the next Mass

MC Procedures Before Mass

- Arrive ****at least* 45 minutes**** early
- **Unlock** Church doors and doors to Parish Center
  - You get Church keys from James

- **Turn on** sound system, lights, fans
- Ensure clergy have fresh batteries in lavalier **mics**
- Check **MC/greeter notes** for any updates for that Mass
- Make sure everyone who is **serving** arrives and knows where they will be serving
- Make sure procession **candles/crucifix** are in the narthex stand depending on number of altar servers serving
- Select **gift family**
- Place **tabernacle key** in tabernacle: *remember to genuflect when opening/closing tabernacle!*

Before Mass continued

- **Altar**:
  - **Corporal:**
    - In back center of altar
    - only change between Masses if there is a spill
  - **Gospel book stand:** placed front center on altar
- **Narthex Offertory Tables**:
  - **Carafe** with only small amount of wine/Fre wine for presider
  - **Large paten** with hosts (only ***new*** hosts should be counted – see next slide)
  - **Pyx** with low gluten hosts (number per Mass as needed)
  - For **count adjustments** extra hosts (regular and low gluten) are in the narthex credenza: ***make sure to restock as needed***
- **Narthex Door Tables:**
  - Put out bulletins, hearing-impaired equipment
- Check narthex **sound system**

Altar with Corporal and Gospel Stand

Narthex Tables and Holder

Before Mass continued

- Make sure **Roman Missal** (large red book) is set for today's Mass and placed on altar server chair
- Make sure **lectionary** is set for today's Mass and placed on 2nd shelf of ambo
- Take **Gospel book** from stand and put in Vesting Sacristy

Before Mass continued

- **Counting of hosts** for large paten:
  - ***Consecrated hosts in tabernacle should never be touched or handled for counting!***
    - **Guesstimate** number of hosts in ciborium: Large gold ciborium holds about 250 hosts when full
  - Small paten holds about 60 hosts when full
  - Start with about 320 hosts **in total** (in gold ciborium in tabernacle and large paten for Offertory) for each Mass: place difference in large paten
  - Make sure there are enough low-gluten hosts in the Church and HC tabernacle; if not have Father consecrate more
  - Unopened host bag holds 250 hosts: do **NOT** dump hosts into large paten: place hosts in large paten to avoid consecrated crumbs

- If needed put out **HC ciborium** with the smaller hosts to consecrate more for the sick and homebound
- Put pyx(es) with **low gluten hosts** on top of large paten as needed

Before Mass continued

- **Font-Side Credence table**:
  - Separate (empty) presider chalice and purificator
  - 4 chalices with wine for parishioners
  - 2 small patens
  - If Father Frazier presides small paten over his chalice with purificator and Presider host
  - Cruet with water, chrome lavabo bowl and water
  - 6 purificators in total: one on Father's presider chalice, 4 for parishioners chalices, one extra
  - Hand towel, one hand sanitizer
  - Water for concelebrants on second shelf
- **Ambo-Side Credence Table:**
  - Cruet with water
  - Crystal bowl and hand towel
  - One purificator
  - Hand sanitizer

Before Mass continued

Credence Tables

Before Mass Continued

- Place pitcher of **ice water** in the Vesting Sacristy
- Check the **lavalier microphones** (in top drawer in Vesting Sacristy): make sure they have 3 bars or insert new batteries
- Be sure altar servers light **candles** and ambo candles are properly placed
- Get **gift family** for Offertory procession
- At 8:30 make sure that **Buckingham Choice parishioners** receive Communion before the Mass
- At 8:30 if **Homebound EMs** are being blessed put the blessing binder on the table behind the Presider's chair

Before Mass Continued

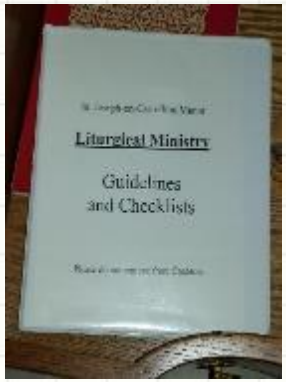
- **Work Sacristy**:
  - Get two **water pitchers** from the cabinet above the sink, fill, and put by Sacrarium
  - Get out **Shout** from the cabinet above the sink and put by Sacrarium or towel racks
  - Place **larger white towels** from top drawer underneath towel racks to catch water drips.

MC Procedures During Mass

- Make sure the greeters enter the **Mass count** in the red binder found in the credenza
- Turn on nave **lights** #3 at start of Mass entrance procession
- Assist the parishioners in bringing up the **gifts**
- Oversee the return of the **CLOW** children so that they don't interfere with the Offertory procession
- Oversee the **collection**

Narthex Credenza

- Top drawer: badges
- Second drawer: extra hosts, pyx, allen key, red attendance binder, white binder:
  - **White binder** contains incident response form, MC checklist, EM, greeter and lector checklist, wedding, baptism, and funeral checklists
- Third drawer: extra hymnal inserts
- Bottom drawer: reserve signs



MC Procedures After Mass: Next Mass or Storage

- Supervise/assist with **purification** at the credence tables
- Assist with returning purified vessels, purificators, cups, hand towels to Work Sacristy
  - If there is **another Mass** prepare the credence and offertory tables and count hosts for the next Mass
  - If at the **Last Mass** of the day:
    - Put tabernacle key in Father's vessel cabinet to the right, lock vessels cabinets
    - Lock Work Sacristy door, close music room door
  - Set up for Daily Mass after the 10:30 (usually)
  - Check pews, altar server albs, clear narthex tables, empty water containers, turn off fans, check bathrooms
  - Lock all Church doors (Parish Center will be closed by Hospitality)
  - Make sure ambo candles are properly placed: in narthex after 4:30, next to ambo after 10:30)

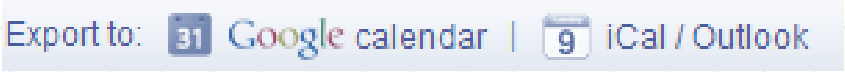
Parish Center Access to Scheduling Software

- Download the MSP app for your smart phone, or:
- If you need access to the weekend schedule, the receptionist computer is available.
- Workstation power button is on the side; monitor button is on front
  right bottom

- User account is …
- Password is …
- Open any browser: scheduling **software** will appear (is the home page); go to “Full Schedules”
- Print out schedule by right clicking on service time

Mass Schedules

- Schedule can be downloaded from the scheduling system to your calendars by clicking on the icons in the "My Schedules" tab:



- Make sure you put in your "can't serve" times and ask for substitutes when needed
- MC-Greeter Notes, Announcements, and General Intercessions are posted at about 4PM on Friday
  - ***Read all of these before Mcing at Mass***
- Before leaving for Church you can print the Mass schedule by clicking on the service time then right clicking to print. Bring this with you to Mass.
- You can also download the MSP app to your smart phone: you can also access the schedule on your phone

MC Documentation

- Al procedures are contained in the **MC Checklist for Weekend and Daily Masses**:
  - Most up to date copy can be found at: http://www.stjoesbuckestown.org/guidelines-checklists
    - Contains the Quick Checklist, the detailed checklist with pictures, Daily Mass setup, building issues/adjustments, problem resolution, related tasks, fire evacuation procedures, and points of contact
  - Can also be found in the 2nd drawer in narthex credenza and in the Work Sacristy cabinet above the Sacrarium
  - ***Make sure you read the MC document and understand all the procedures!***
  - ***Constantly being refined: check web page often!***

MC Checklist Appendices

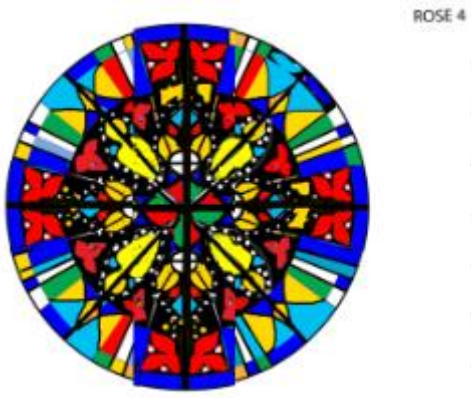
- Daily Mass Set-up
- Work Sacristy Cabinets
- Monitoring Panel by Narthex Front Door
- Temperature Adjustments
- Sound System Feedback
- Lavalier Microphone problems
- Pump Room Air Conditioning Controller and Diesel Pump Alarm
- Center Pews Ceiling Fans are Off
- Candle Wax removal
- Cleaning the Ciborium
- Loft Overflow Seating Policy
- Operating the CD Player
- Changing the Light Settings
- **Fire Alarm Evacuation Procedures**
- Points of Contact
- **Location of First Aid Kits and Incident Response Forms**

MC Default Preassignments

Week	4:30	8:30	10:30
1st weekend	Clare and Andy (James)	Toni and Jeanne	Karl and Mike
2nd weekend	Karen and Scott	Clare **and Open/Mike**	Janet and Ken
3rd weekend	Maryann and Andy	Toni and Jeanne	Karl and Mike
4th weekend	Maryann and Ken	Judy and Dennis	Janet and **Open/Mike**
5th weekend	**Open** and Andy	Toni and Jeanne	Karl and Janet

Point of Contact

- If we run short of any supplies (e.g.: wine, hosts: low gluten, hospital, presider, regular) let Janet Cugini know as soon as possible
- If you notice any problems/issues please let Janet Cugini know as soon as possible: liturgy@sjcmmd.org



QUESTIONS?

Closing Prayer

Jesus, bless these hands
you have chosen as your tools.
Always keep us aware
and in awe of our sacred mission.
Make us worthy of this great ministry
we have humbly accepted,
and send us out into the world
to distribute your love. Amen

St Guy of Anderlecht

Patron Saint of Sacristans