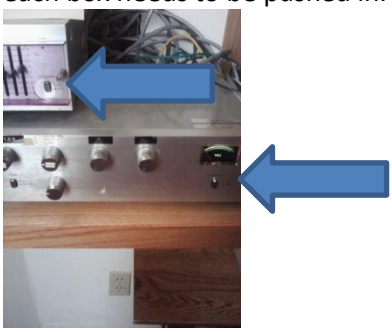
Mass Coordinator Checklist for the Historic Church

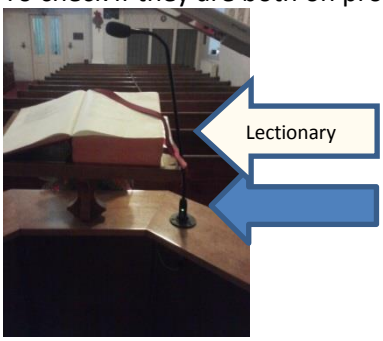
Before Mass

- Arrive at least 30 minutes prior to the start of Mass.
- Take down the chain across the parking lot.
- Unlock door of church.
- Turn on interior lights and any appropriate exterior lights.
- For a weekend Mass check the MC/Greeter/Usher notes (found on the Offertory table - cabinet behind pews on the left side of aisle) for any updates or changes for that Mass.
- Turn the sound system on (located in the wooden cabinet in the Adoration Room). The button on the right of each box needs to be pushed in.

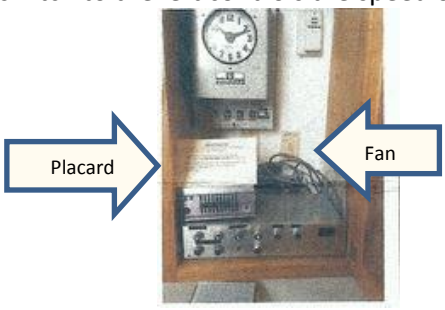


You will know if they are both on if they turn green. Note that the button on the smaller device on top has to be pushed in for a few seconds before it turns green.

- To check if they are both on properly see if the green light is on by the bottom of the microphone on the ambo.

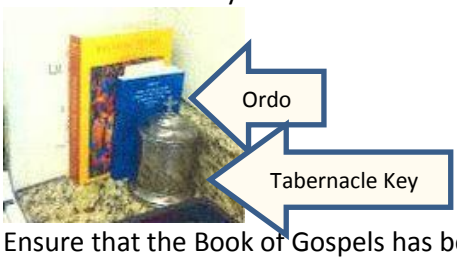


- Turn on the fans if necessary. The switches for the fan are located in the same cabinet as the sound system. The switch to the left controls the speed of the fan.

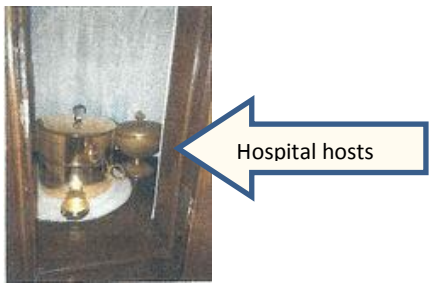


- Turn the altar and sanctuary lights on (switches are labeled inside the Adoration Room).
- Turn the thermostat (by the sacristy door) up to 68 degrees.
- For weekend Masses check the Presider's Schedule to see who is celebrating (taped to the small refrigerator in the sacristy). If Fr. Frazier is not presiding or not has not yet arrived, get the appropriate vestments from the Parish Center and hang on the back of the door of Sacristy. The Ordo (small blue book on counter in Sacristy) indicates which color

is used for each day.



- Ensure that the Book of Gospels has been brought over from the Parish Center and that the Lector or Deacon knows it is available. Place it on the Offertory table.
- For weekend Masses make sure weekend bulletins and children's bulletins are available as well as a basket of pencils. (They can be found on the cabinet on the right side of aisle.) If they are not there, go over to the Parish Center to retrieve them.
- Put the key in the tabernacle (under silver dish on counter in the sacristy – see picture above). Key to the Sacristy room is in the wooden cabinet in the Adoration Room under the placard on top of the sound system (see picture above).
- Estimate the number of consecrated hosts in the tabernacle.
- If the hospital/homebound smaller hosts need to be consecrated, use the little ciborium. A bag containing the smaller unconsecrated hosts should be in the sacristy cabinet. If not get more hospital hosts from the Parish Center.



- Ensure that the altar is prepared for Mass. There should be a corporal & the stand for the Book of the Gospels on the altar.
- In the small cubby in the wall on the left side of the altar should be placed Fr. Frazier's chalice covered with a purificator (if presiding), for the weekend the large presider host on top of the paten, 2 small chalices filled with a little less than two fingers of wine, a cruet filled with water, a finger-tip towel, and two purificators.

- The carafe, filled with two fingers of wine, and the paten, holding approximately 40-50 hosts and 1 of the smaller presider hosts if it is a weekday Mass, gets placed on the Offertory table. Adjust hosts for congregation depending on how many are in the tabernacle and the parishioner count.

- Ensure that the Lectionary is on the ambo, set to the proper reading (see photo above). Also put the Announcements sheet on the shelf in the ambo.
- Ensure that there is a small bottle of hand sanitizer on the credence table.

- Ensure that the Roman Missal is sitting on the Altar Server chair behind the Presider's chair.

- The basket used for bringing up the collection gets placed on the floor by the cabinet where the Offertory baskets are stored (to the right of the aisle). The bag that is used inside can be found in the Offertory table cabinet.

- Check the schedule for EMs, Lectors & Altar Servers (for weekend Masses it will be posted on the bulletin board in the vestibule – note that assignments are subject to change at any time on our web scheduling system). Assign locations for EMs and for who will retrieve the ciborium from the tabernacle after the Sign of Peace and take it back after Communion. Usually the person offering the Precious Blood on Father's side does this.
- Select at least two parishioners to bring up the Offertory gifts.
- The candles should be lit before Mass begins.
- If any parishioners need a low gluten host (Barbara Johnson, Thomas Gondeck…), at least one pyx should be used for these hosts. The LG hosts are in the mini refrigerator in the Sacristy. If there are parishioners receiving the low gluten host from two different stations, then two pyx can be used. The pyx gets placed on top of the hosts in the large paten before the Offertory gifts are brought up to the altar.
- Let the appropriate EM/Presider know who will be receiving the low gluten host(s).
- For the weekend Masses the greeters/ushers are usually: Fred Genau, Gino Lombardi, Mickey Duncan and Michael Parker (Confirmation teen).
- Jim Secoges normally does the count and helps greet.
- If Mass is going to start within 10 minutes and someone that was on the schedule has not arrived, ask any parishioners in the congregation who serve in any of the above roles if they can assist.

During Mass

- When the church bell chimes and the Presider is ready, signal to the Music Coordinator (in the loft) that Father is ready to begin.
- Any late comers should only be seated just before or after the 1st or 2nd readings.
- After the 1st reading the count from the counter should be recorded in the notebook provided (kept in the cabinet behind the pews to the right of aisle).
- Adjust the number of hosts in the large paten based on the count and the number of hosts in the tabernacle. A bag of hosts can be found in the cabinet in the Sacristy.
- The greeters/ushers should have their collection baskets ready to collect during the Prayers of the Faithful. The collection baskets can be found in the cabinet on the right behind the pews.

- Once the Offertory hymn begins, the greeters/ushers should proceed up the aisles and begin collecting.
- Make sure that the parishioners bringing the gifts to the altar are in place before the collection has ended. Assist the parishioners in bringing up the gifts when the Presider and altar server come down and are standing in

front of the altar.

After Mass

- Make sure that at least one greeter/usher is available to hand out bulletins after Mass.
- The EMs should not approach the altar for cleaning until after the closing hymn has ended.
- Purify the vessels in the sacristy; clean and put away. (The vessels used for Sunday Mass are stored on the left side of the cabinet and the vessels used for daily Mass on the right.)
- The purificators and towel get placed in the bag hanging on the door of Sacristy.
- If the wine in the refrigerator is empty, additional wine can be found in the PC Kitchen.
- If any candles have gone out during the Mass, make sure the candle oil is not empty. The refills can be found in the PC Sacristy in a box in the bottom right of the cabinet.
- Turn off the sound system.
- Put the key to the tabernacle back under the silver dish in the Sacristy.
- If there will be a daily Mass on Monday:
  - Set the small red Commentary & General Intercessions Book to the right page for Monday's date (place tab on the Universal Prayer section) and place it on the small table behind Father's chair.

  - Set the Lectionary to the right page for the next Sunday Mass and place on the stand in the sacristy.
  - Get the Lectionary used for Daily Mass, set it for the correct day and place it on the ambo.
  - Set out the cruet (filled with water) & the bowl for Daily Mass on the credence table.
- Put the collection basket back in the cabinet.
- Make sure that the hymnals are put in the little shelves under pews and remove any trash or lost items.
- Turn off fans if used and all lights.
- Items to take back to PC:
  - Tie up the offertory bag and take it to the PC office. Write the date and 8AM on the safe deposit bag, place money inside the bag, seal and place it in the safe.
  - Take today's vestments and the Book of the Gospels back to the PC.
- After a weekend 8AM Mass go to the Parish Center and set up the PC for the 9:30 Mass