MC Notes for Holy Week and Easter

Liturgy Holy Week Meeting:

The following should be discussed in February (two months in advanced of Holy Week) of each year:

- **Palms:** order ahead of time
- **Paschal Candle:** order ahead of time
- **Rehearsal times:** have been rehearsing for Holy Thursday and Good Friday on Passion Sunday after the 10:30 Mass at 12 Noon, Easter Vigil at 6:00PM on Tuesday. **Invite greeters.**
- **RCIA Candidates:** who there are this year, names, sponsors, and what sacrament they will be receiving. They need to be informed about Holy Week participation on Holy Thursday and the Easter Vigil.
- **Palm Sunday:**
    - Procession of congregation with palms only at the 10:30, otherwise have them seated before Mass?
- **Holy Thursday:**
    - Food basket for Offertory?
    - Procession to LaPointe Hall?
    - LaPointe Hall setup: let the Knights know they are needed
    - Borrow portable tabernacle from St. Katherine Drexel
- **Good Friday:**
    - Selection of youth to carry the cross
- **Easter Vigil:**
    - Location of fire pit: 2017 courtyard
    - Procession of congregation with candles or have them seated before Mass.
    - Making Confirmation stoles if we have Confirmation candidates (Clare Langley)
    - Make Confirmation prayer cards for candidates (if needed)
- **Easter Sunday:**
    - Times for the 3 Masses (8, 9:30 and 11:30AM?)

Items/Set-up for Holy Week (2018 – to be discussed at Liturgy meeting before Holy Week):

- **Palm Sunday:**
    - **Palms:** in Music Room refrigerator
    - **Binder** for Gospel and Blessing of Palms: Caitlin
    - **Three binders** for reading the Passion: Caitlin
    - **Table/red tablecloth** in narthex for palms: Mike
- **Chrism Mass:**
    - **Oils** poured out on dirt and flagons cleaned: Mike
    - **Attending?**
- **Holy Thursday:**
    - Tabernacle and altar for LaPointe Hall Adoration on Holy Thursday/St. John's Prep: Mike

- Music sheets for Adoration: Caitlin
  - In the loft furnace closet 3
- Light settings: Deacon Greg
- Notification to RCIA candidates about bringing up gifts/food basket: Deacon Scott
- Washing of Feet candidates for Holy Thursday: how many? Deacon Greg
- Certificates for foot washing: Caitlin
- Setting up main Church for Holy Thursday: Janet and Toni March 26th 1:30
- Setting up seats, spotlight, music sheets, and projector for LaPointe Hall: Mike
- Extra folding tables: Deacon Greg?
- Other 4 wood tables: Grooms room: Janet and Toni
- Other supplies: (towels, spotlight, pitchers, etc.): Janet and Toni
  - Pitchers (2 white glass) and plastic for Washing the Feet ceremony/Holy Thursday: Working Sacristy (for white) and kitchen (for clear plastic)
- Small red light for Vesting Sacristy: Janet and Toni
- Bobeches (new from David: 350) set up: Janet and Toni
- Candles for altar servers to carry: Janet and Toni
- Lemons: Janet
- Arrange for Knights to set up LaPointe Hall for Holy Thursday

- **Good Friday:**
  - Who will carry cross on Good Friday?
  - Light settings: Deacon Greg
  - Veneration cross and stand moved to narthex from LaPointe closet: Mike
- **Easter Vigil:**
  - Notification to RCIA candidates for Easter Vigil rehearsal on Tuesday March 27th: Deacon Scott
  - Light settings: Deacon Greg
  - Lemons: Janet
  - Brass and glass tops for Paschal candle Work Sacristy: Janet and Toni
  - Binder of Service of Life, Baptisms/Baptism Renewal, Confirmation, Rite of Reception, congregation booklets: Caitlin
  - RCIA prayer cards: Caitlin
  - Holes drilled for Paschal candle: Deacon Greg
  - Bells for Easter Vigil: Mike
  - ~~Choir members selected for bells in congregation: Jenn~~ (not for 2018)
  - Metal table for fire pit: where? Mike
  - Firepit (where): Mike
  - Kindling and firepit tongs: Deacon Greg
  - Wood and newspaper for fire pit: Mike
  - Welcome cards Easter: Caitlin
- **Easter Sunday:**
  - Projector for Mass on Easter Sunday in LaPointe Hall: Mike and Deacon Greg
  - Binder for sprinkling rite: Caitlin

General Instructions:

- At least 2 MCs will be **assigned** for all Masses with the exception of Holy Thursday where there will be 4 and the Easter Vigil where there will be 3.
- This is the holiest week of the year. To show our reverence to Our Lord please wears your Sunday best **attire** (men: ties on the altar, no jeans, and no sneakers).
- **Rehearsal** for Holy Thursday and Good Friday will be on Passion Sunday at Noon. The rehearsal for the Easter Vigil will be on the following Tuesday evening starting at 6:00. The Wednesday before Holy Thursday can be used for additional altar server practice. All MCs, altar servers, altar server lead, and lead greeters should attend. Lector rehearsal (if needed) will be first at these rehearsal sessions.
- **Arrival time**: MCs should arrive at least two hours before the Holy Thursday and Easter Vigil Masses, one hour before the Good Friday service.

Palm/Passion Sunday:

- **Palms** will be in the Music Room refrigerator behind the Work Sacristy.
- There is **no Reconciliation** before the 4:30 Mass.

Before Mass Preparation:

- Two **Free-standing microphones** should have been set up ahead of time for the lectors, one on either side of the ambo. Put **water** on the choir side credence table for the lectors. Two **chairs** should be set up behind the ambo.
- There is **no gospel stand** on the altar. There is **no** procession with the Gospel book because of the reading of the Passion.
- The **ambo candles** remain in place next to the ambo. They will not be carried up during the opening procession.
- **Reserve signs** should be placed on the choir-side front row for the lectors.

- **A table** with a red tablecloth should be set up inside the narthex for the distribution of the palms.
- There should be two greeters to **give out palms** as people arrive. There is no need to break down palms when giving them out.

- Put **extra** wine in the chalices and carafe for the Sunday Masses.
- Fill **aspersorium** (Holy Water bucket) with Holy Water from the Work Sacristy and place on an Offertory table in the narthex close to the palm table
- The **red Lector binders** with the Passion reading should be placed on the ambo (or Vesting Sacristy) before Mass.
- The **10:30 Mass** is well attended. Get a **large gold ciborium and an extra bag of hosts** from the Work Sacristy in case there is an overflow crowd. Get and extra **chalice** and fill with wine. Put both on narthex credenza to be brought up with gifts if needed. **Unlock the loft** if necessary. Chairs may be need to be taken from the Parish Center closet for overflow. If so, then keep the center doors open.
- Place the **red celebrants' binder** in the Vesting Sacristy**.** If no procession the altar servers will remain in the narthex while the celebrants process around the nave blessing the palms. Then Deacon Greg will continue with the readings at the back of the nave.
- Place the **ambo candles** in the stands by the ambo. The altar servers will be carrying palms at the entrance and exit processions.

- If we have a procession from the **courtyard** (not in 2018):
    - Prop open the doors to the courtyard
    - Carry out a table with a tablecloth to the courtyard
    - The altar servers will carry the sacramentary and the holy water to the courtyard.
- If there is no procession from the courtyard (2018):
    - The reading of the gospel takes place in the back of the nave by the doors.
    - Two greeters should hold open the side doors for the latecomers.
    - Father blesses the palms being held by the congregation. An altar server should follow holding the aspersorium (Holy Water bucket).
    - After the blessing will be the opening procession. The procession order is:
        - Crucifer
        - Altar servers carrying palms
        - Lectors carrying palms
        - Deacon carrying palms
        - Presiding priest carrying palms

During Mass:

- There are **no announcements** at the beginning of the Mass.
- There is **no closing hymn**. Cantor should remind congregation to leave in silence.
- There is **no Holy Grounds** on this day.

After Mass:

- **Bulletins** should be quietly handed out as the congregation exits.
- Any **leftover palms** should be placed in a basket to dry, mics and table put away.

Holy Thursday: ***(Remember to bring a lemon cut in quarters)!*:**

General Instructions:

- Two MCs will go to LaPointe Hall **after Communion** before the Procession. The two other MCs will not be part of the procession to LaPointe Hall but **stay in the main Church** to set up for Good Friday.
- Check to see if we need to bring a **food basket** up with the Offertory procession this year. (2018: **yes**)

Prior to Mass (Set-up earlier in the day or the day before):

Main Church:

- **Washing of Feet Setup:** There will be 12 candidates for the Washing of Feet and these candidates will be sitting by the 6 disabled spaces (4 in the center aisles, 2 by the side aisles). Before Mass place a **wood TV table** against the wall by each of these handicapped spaces (by the side aisles you will place it against the pew.) On these tables place a **stainless-steel bowl and two towels**. The bowls are in the corner cabinet in the Work Sacristy. The towels are in Loft Furnace Closet 3. Under the tables put a small **basket.** The baskets are in Loft Furnace Closet 3**.** Take out the **plastic pitchers** (2 white ones in Work Sacristy corner cabinet, other clear plastic ones in kitchen) and leave them on the counter in the Work Sacristy. They will be filled with warm water and will be placed on the

tables right before the Mass. Place **reserve signs** for each station by the two pews where the parishioners will be seated.

- **Table for Father to Wash Hands after Washing Feet:** The **wood table** behind the Presider's Chair should be placed against the back wall by the font-side credence table for Father to wash up after the ceremony. On this table should be the **large white bowl, hand soap, lemon cut in quarters, sanitizer, and two large towels**, one for each priest**.** The large white pitcher should be placed on the counter in the Work Sacristy will be filled with warm water before the Mass.

A total of **14 white towels** will be needed for the Washing the Feet table and the Priest's table.

- At least two large **candle baskets** containing candles with bobeches attached should be placed in the narthex. The **bobeches and candle boxes** can be found in loft Furnace Closet 3 or David Lee will bring. (2018: new ones supplied by David Lee: new bobeches and taper candles not pillar: use these) They will be used by the greeters and the Mass Coordinators to light the candles of those

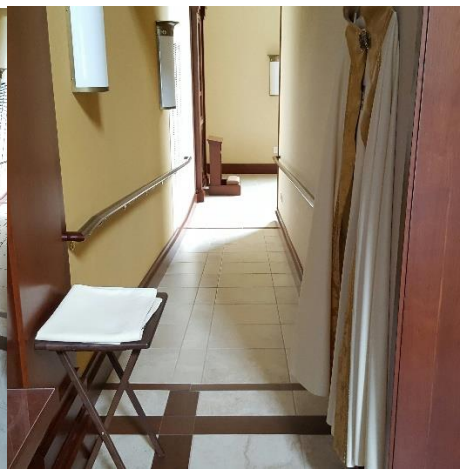
processing to LaPointe Hall.

Set up 2 or 4 **wood tables** in the narthex and place **4 taper candles** on them. The tables should be covered with **paper towels** or a **cloth** to catch drips. The 4 candles should have a plastic **dish** underneath them. Put a **lighter** on the tables. These will be for the parishioners going on the procession. For a procession (weather permitting) the tables will be placed outside for the candle lighting. If not, they will stay in the narthex.

- A **food basket** (if any) should be placed in the narthex under the Offertory table for those dropping off canned goods/food.
- For **Good Friday set-up** the **Veneration Cross** and **stand** are in the LaPointe Hall closet or narthex. The stand will be brought to the center aisle after the procession to LaPointe Hall.

- Put the **censer stand** by the font side. Put the **small wood TV table** by the font side door. On it put a **lighter, tongs, white altar server gloves,** and **charcoal** in a flat plate (not pictured)**.** The censer stand and wood TV table with supplies will be placed **outside** the font-side door before the Mass.

- Get some **aluminum foil** from the kitchen. Put in a square of foil in the **censer**. Cut additional squares and put them in the drawer for the Easter Vigil. Add **incense** to the incense boat. Place the censer and **incense boat** on the censer stand. Each time the censer is lit it will be taken to the narthex.
- Place the **humeral veil** (pictured below) on a **wooden table** on the other side of the cross stand in the passageway. The humeral veil can be found in the drawer of the Vesting Sacristy. The **cope** is also in the Vesting Sacristy. If you are looking at the window in the Vesting Sacristy it is in the closet to the left. The cope gets placed on the cross stand in the passageway.



- Get **the small red tabernacle light** from the Work Sacristy cabinet above the sink and place it on the counter in the Vesting Sacristy. The Body will be placed in the Vesting Sacristy before the Mass.
- Place **corporals/several purificators** on the counter in the Vesting Sacristy for covering the consecrated hosts.

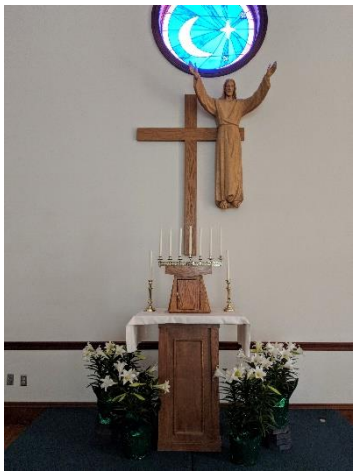
- **Candles** for the altar servers to carry during the procession to LaPointe Hall should be placed on the bare pedestals against the burled walls on either side of the tabernacle. The candlesticks can be

found in the Work Sacristy in the bottom cabinet to the left of the charcoal cabinet. The old candles for the candlesticks can be found in the top candle cabinet on the top shelf in a gray box. Should use new dripless candles.

- Place **altar cloth** with gold trim on altar.
- Put away the **free-standing microphones** that were used on Palm Sunday.

LaPointe Hall:

- The **raised platform** for the altar should be set up by the Resurrection cross.
- A **table/altar** with table cloth should be set up on the raised platform. A **white** cloth should be placed on the altar. The **temporary tabernacle** should be placed on that. The altar is found found in the basement of the Historic Church. The tabernacle is borrowed from St. Katherine Drexel. The



altar cloth is in the drawers to the left in the Work Sacristy. The **candelabra** should be placed behind the tabernacle. Two of the smaller **brass candles** (found in the Working Sacristy in the bottom cabinet) should be placed on either side of the tabernacle. The candlesticks can be found in the bottom cabinet to the left of the books in the Work Sacristy. The candles are found in the candle cabinet in the Work Sacristy (note: dripless ones should be used). The candelabra goes behind the tabernacle.

- **Seats** (about 200) should be placed facing the Resurrection cross with an aisle in the center. About 200 seats should be set up.

- A **lighter** should be placed on the table close to LaPointe Hall to light the congregation's candles (if necessary) as they process into the hall.
- Two **baskets/containers** should be placed outside LaPointe Hall doors for depositing the candles after Adoration.
- The **music** also found in the box should be brought over and left on the seats in LaPointe Hall.
- The **crucifix Stand** should be placed in LaPointe Hall close to the side outside door closest to the Resurrection cross.

MC Set-Up Before the Mass:

LaPointe Hall:

- Check that the **Adoration Music** should be placed in the seats before Mass.
- Check that a **lighter is** placed on the table closet to LaPointe Hall to light the congregation's candles as they process into LaPointe Hall. Bring a **lighter** outside of the hall as well so the candles can be relit if needed.
- Check that two **baskets/containers are** by the doors for depositing the candles after Adoration.
- The **procession path** will be through the breezeway to LaPointe Hall. Luminaries will not be used. **Remind** the greeters, altar servers, and choir members of the path.

Main Church:

- **Church Nave Lighting**:
    - T**he light setting of 2** should be used when people **arrive**.
    - In the Audiovisual Room make sure the **window lights** are on (should turn on at 7PM)**.**
    - With the **start** of the Mass turn the light setting to **3.**
- Turn on the **fans.**
- Unlock the **ambry** (same key as Sacred Vessel Work Sacristy cabinet key).
- **Consecrated Hosts:** the main Church tabernacle needs to be emptied and the tabernacle door left open. All consecrated hosts already in the Church tabernacle (monstrance host, low gluten hosts, regular consecrated hosts, hospital hosts) should be placed on corporals/purificators in the Vesting Sacristy.
- The **gold ciborium with the consecrated hosts in the tabernacle** should be purified and cleaned. To purify:
    - Spread out a corporal on the Work Sacristy counter. Get a purificator and a small bottle of water.
    - Reverently get the large gold ciborium from the tabernacle. Take the consecrated hosts out of the large gold ciboria and carefully place them in the large pewter paten that we normally use for weekend Masses. **Consume** any broken hosts/pieces, then purify, rinse in sacrarium, and clean the large ciboria.
    - Take the large paten with the consecrated hosts and cover it and all the hosts with one or more corporals. Bring it to the Vesting Sacristy
    - Turn on the small red sacristy light on the Vesting Sacristy counter.
    - ***Lock the Vesting Sacristy door!***
- **Large Gold Ciboria and Presider Hosts:** The other two large gold ciboria are in the vessel cabinet in the Work Sacristy. A complete bag of hosts (that would be 250 hosts) should be placed in each of the 3 ciboria. **Place** the hosts and do not dump them. *Make sure there are no broken hosts or crumbs*. If you can fit some extra those should be added, however, since the ciboria are stacked on top of each other they should not be overfilled. **One presider host** should be placed on top of the hosts in the top ciborium for Good Friday. (The presider host for Holy Thursday will be on the paten on top of Father's chalice). Six **low gluten hosts** should be placed in two pyxes and put in the second ciborium. The 3 large ciboria are stacked with the cover placed on top. These get placed on the Offertory table to be brought up by the RCIA candidates during the Preparation of the Gifts.
- The large paten that's normally used is not needed for the Mass. The 3 large ciboria will be used for Communion for the Mass. In addition, put **Father's paten** and **Father's chalice** on the font side Credence Table for Communion with a presider host on Father's paten. Set up the credence table the same as the weekend Masses.
- **Oils:** The **three oil bottles** should be placed on the Offertory tables with the **ciboria** and the wine **carafe**. These as well as the **food basket** will be brought up during the Preparation of the Gifts.
- Place the **censer stand** and a **small wood TV table** outside by the font. It should have on it additional **charcoal** on a flat plate**, a lighter** and the **tongs** so that the MC can relight the censer during the Mass. The **incense boat** should be placed on the censer stand.
- The greeters will **hand out the candles in the bobeches** as the congregants exit the main Church for the procession.

- **Explain** to those getting their feet washed: only one foot gets washed. They may have to move to the end of the pew for the foot washing. Their families can sit beside/behind them during the Mass.
- **If the RCIA candidates are at the Mass, talk to the RCIA candidates and sponsors** about the opening procession, bringing up the gifts, oils, and food basket (if any). If necessary, select other congregants to assist in bringing up the gifts. The Offertory procession is in this order: 1) the food basket, 2) the oils, then 3) the bread and wine.
- Explain to those carrying the oils that they should hold the oils up high during the procession and that they should walk to the center aisle where each oil will be blessed. After it is blessed the candidate should walk to the ambry and hand the oil to Deacon Scott who will place it in the ambry.
- Set the **Sacramentary** (Roman Missal) to Eucharistic Prayer III.
- Put out **Reserve Signs** by the short pew in front of the choir for the lectors.
- Make sure there is enough liquid **lighter fluid** in the candle lighter.
- Check that the **General Intercessions** have been placed by the ambo.

Fifteen minutes before Mass:

- Fill all **pitchers** (6 for Washing the Feet, one for Father) with **HOT** water (it cools down quickly) and place on the foot washing tables and on the celebrant's washing table.
- Light the **censer**[1] and place it outside. During the Mass It will be kept outside the narthex[i] by the font door to be relit as needed. It will be carried by an altar server in the entrance procession.

During Mass:

- The candidates will be processing in at the start of Mass.
- **Washing of Feet** takes place after the homily. Deacon Greg will assist Father Frazier and Deacon Scott will assist Father Leo. The altar servers will carry a knee pillow to be used by the priest. The used towels will be placed underneath the tables. These tables will stay in place during the Mass and will be cleaned up after Mass.
- **Relighting the censer:** A MC should add light and add charcoal to the censer outside:
    - Before the **first reading**
    - Before the **Offertory**
    - Before **Communion** for the procession
- **Bringing up the Offertory Gifts:**
    - **The RCIA candidates and sponsors** will bring up the 3 oils, the wine carafe and the 3 ciboria. The **food basket** (if any) will also be brought up and placed in front of the altar: basket comes first, then oils, then bread and wine. Tell the RCIA to **hold up the oils** when

[1] To light the charcoal: there should be aluminum foil lining the censer. One piece of the charcoal gets held by the tongs and gets lit on one side. When lit it sizzles and gets gray along the edges. Then when that is done the other side of the charcoal gets lit and placed inside the censer. Place an additional piece of charcoal in the censer and light that inside the censer.

processing with them to the ambry. The **oils** will be blessed by Father in the center aisle. The candidates will walk to the ambry and Deacon Scott will place them in the ambry.

- **After Communion:** The Ciboria with the consecrated hosts gets left on the altar. The tabernacle door remains open. All other post-Communion Clean-up proceeds as usual. Father will carry the ciboria to the LaPointe Hall tabernacle during the procession.

- **The Transfer of the Most Blessed Sacrament:** The **Procession** takes place after Communion. The altar server with the thurible goes first, then the crucifer.
- **Immediately after Communion:**
  - Two MCs will head to LaPointe Hall, two will stay behind in the main Church.

In LaPointe Hall:

- After Communion, the LaPointe Hall MCs should **immediately leave**.
- Turn off the **lights** in the Breezeway.
- Turn on the **ceiling spotlights** pointing to the Resurrection Cross in LaPointe Hall. All other lights in LaPointe Hall will remain off.
- Light the **candles/candelabra** on the altar.
- The MCs should wait for the congregation and be ready to assist in relighting the candles by the doors as needed.
- At **9:30** turn on all the lights as Veneration is over.

In the main Church:

- The two main Church MCs **light the candles** in the narthex.
- At the start of the procession **turn the light setting on "2."**
- Two people from the choir lead the procession with the congregation following. The Greeters and the MCs will **assist the congregation in lighting the candles and proceeding towards LaPointe Hall.**
- Father will carry the ciboria to the LaPointe Hall tabernacle in the back of the procession.

Main Church Good Friday Set-Up during the Procession:

The **2 Church MCs will not process** to LaPointe Hall but will set up the Church for the Good Friday service.

- The **tabernacle door** remains open.
- The **foot washing** tables, pitchers and bowls should be removed, cleaned and stored in the Work Sacristy.
- Remove all **flowers** and place in the Work Sacristy.
- The **tabernacle candles** and a **lighter** gets placed in the Vesting Sacristy.
- All the tall **candle stands** around the altar gets removed and placed in the Work Sacristy.
- The **altar carpet** should be rolled up and placed in the Work Sacristy.

- The **cross stand** gets placed by the right-most front center disabled pew. Put **two shims** by the cross stand to keep the cross from jiggling.

- The two ambo **candle stands** get placed on each side of the front center disabled pews.
- The **ambo candles** get placed in the narthex.
- Put the **Veneration Cross** wood cross in the narthex. It will be carried in by our young people at the beginning of the Good Friday service.
- The **Gospel book** and **Gospel Stand** should be placed in the Vesting Sacristy.
- The **sanctuary candle** should be extinguished using the candle lighter.
- Set up and test the **free-standing microphones** that are placed on both sides of the ambo for the lectors. These will be used both for Good Friday **and the Easter Vigil**.
- The **oils** should be removed from the ambry and placed on the corporal/purificators in the Vesting Sacristy. These and the consecrated hosts should be covered by corporals/purificators. ***Be careful with the oil bottles:*** the tops on them are **not stoppers** and are loose. They can fall off very easily causing the oil to spill.
- Turn off the timer for the **Window Sill lights** in the Audiovisual Room: open the timer box (to the right of the light switch for the candles) and remove the blue "On" pin, which is the one set at 7 p.m. (it says the word "On" on the metal. By removing it, you will keep the timer from turning the lights on). *Don't lose it!* Put the pin and the screw on the bottom of the box. It will be replaced after the Easter Vigil Mass
- All **altar cloths** and **corporals** should be folded and removed and placed in the drawer with the

other altar cloths in the Work Sacristy.

- **Wet towels** will be taken home by one of the MCs to be washed. These should be stored for Holy Thursday for the following year. Place them in a bag/container on the shelf in loft Furnace Closet 3.
- The **tabernacle door** remains open (tabernacle is empty).
- **Holy Water fonts:** should be emptied into the sacrarium or baptismal font: may want to clean them if encrusted. Do not empty the Holy Water container in the Work Sacristy. Holy Water will be needed for the Blessing of the Food.
- Take out any Lenten decorations (e.g. branches on pedestals, if any) and put in Work Sacristy
- ***Make sure the ciboria from LaPointe Hall are brought back and placed in the Vesting Sacristy:***
    - Combine all consecrated hosts in as few ciboria as possible
    - Purify and store any empty ciboria/patens
    - Cover the ciboria with the Blessed Sacrament with corporals.
    - Make sure the little red light is on.
    - Lock the Vesting Sacristy door.

After setting up for Good Friday, the Church MCs should wait until Adoration has ended to assist the LaPointe Hall MCs (or vice versa).

LaPointe Hall Adoration:

- Adoration should **end** at 9:30PM. At that time, the **lights** can be turned on to signal to the congregation that Adoration has ended. Turn on the lights in the **breezeway.**
- After the Adoration, the two LaPointe Hall MCs should **hold the candle baskets** by the doors to collect the candles as the congregation leaves.
- After everyone leaves blow out the **candles** on the altar and turn off the lights in the hall.

After Adoration in LaPointe Hall:

The Church MCs after setting up the Church will assist the LaPointe Hall MCs if needed:

- Check to make sure that no **wax** has fallen from the candles on the seats. If so remove.
- The following should be brought back to the main Church:
    - The **candles baskets:** place the baskets in the Groom's Room. They will be used again for the Easter Vigil Mass.
    - Gather up all the **music** and leave the music sheets in the plastic container in the Groom's Room.
    - Set up the **projector** for Easter Sunday. It is found in the closet in the hall. The projector will point to the same wall as the Resurrection Cross.
    - Bring a box of **Breaking Bread** books from the Grooms' closet to LaPointe Hall for Easter Sunday. Book box should be placed on a cart.
    - The **censer** and **incense boat:** the censer gets emptied and cleaned.[2] The censer can be put in the Work Sacristy. The boat can be put on top of the censer stand. They will not be needed for Good Friday but will be needed for the Vigil.
    - The **candles, plates,** and **tables** can be placed in the Groom's Room.

[2] The used charcoal gets buried in the dirt outside. Water should be poured over the used charcoal to make sure that the charcoal is extinguished. The aluminum foil that was under the charcoal should be removed and replaced with a new small piece of heavy aluminum foil. Pour a little water in the used aluminum foil to make sure any remaining charcoal is extinguished. It can then be balled up and discarded. Make sure the new foil in the censer is tucked in so the censer cover can be closed. Bring the censer and stand back to the Working Sacristy.

- The **music sheets** can be placed in the plastic container in the Groom's Room.
- Return the **lighter** to the credenza drawer.
- **Keep the chairs set up:** LaPointe Hall will be used for overflow on Easter Sunday.
- **Ciboria with Consecrated Hosts**: after Adoration, ***the ciboria will be taken to the Vesting Sacristy.*** Take ciboria to the Vesting Sacristy and place them on a corporal and cover with corporals/purificators. Place the consecrated hosts in as few ciboria as possible. Purify any empty ciboria as usual and put away. ***Lock the Vesting Sacristy door!***

After Mass:

- If any candidates attended the Holy Thursday Mass and are being baptized have them try on **altar server robes.** Make a note of each name and their size.
- Before the Easter Vigil make up **name tags** with the size for each robe.

Good Friday:

- There is no Consecration during this service and no incense is used on Good Friday.
- There are no **General Intercessions.** The Solemn Intercessions are said by the presiders.

Before Service Set-Up:

- Do not set up any chalices. Communion is only under one form (no Precious Blood). There will be 4 Body Communion stations. Check with Deacon Greg to see if he will bring up all the ciboria or only one. If he brings up only one make sure it is the one with the large presider host. Also if using only one ciborium place the gluten-free pyx(es) in the one ciborium with the presider host to be carried up.
- All other Credence Table set-up remains the same.
- ***Unlock the Vesting Sacristy door!***
- Two folded **corporals** should be placed on the font-side Credence table. There will be 4 Body Communion Stations.
- Set up the **Sacramentary (Roman Missal)** before the service.
- Turn on the **fans.**
- Turn on the lights to the **Adoration setting** in the Audiovisual room (scroll, select). Ask Deacon Greg to turn up the lights on the ambo setting.
- Put the **chrome lavabo bowl and chrome pitcher** back on the font-side Credence Table.
- Place a hand towel on the font side credence table.
- Place 3 small **patens** (if only one ciborium is brought up) on the font-side credence table. (Only one paten may be needed if all 3 ciboria are brought up). Note that chalices are not needed: on Good Friday Communion is only under one form.
- The **humeral veil** should be placed on the chair in the Vesting Sacristy for the Deacon when he is carrying up the Blessed Sacrament.
- The young people will be carrying the **wood cross.** It should be in the Groom's room or the narthex.
- The **Veneration/ambo candles** should be in the narthex. They will be carried in by the altar servers during the Veneration.
- The altar servers will carry the **tabernacle candles** in the Vesting Sacristy in processing with the Body before Communion.
- **Red Lector binders** should be placed by the ambo.
- Put **water cups** on the choir side credence table for the lectors.
- Make sure the **Jerusalem Cross** floor and the floor in front of the altar is clean for presider prostration.
- Make sure the **7PM pin** for the window sill lights has been taken off (see instructions for set-up after Holy Thursday).
- Put out **Reserve Signs** by the short pew in front of the choir for the lectors.
- In Audiovisual Room turn **lights** to the Good Friday setting (use arrow keys and then press "Select").

During the Service:

- For the Entrance Procession the two altar servers do not carry candles or the crucifix. The clergy will prostrate on the Jerusalem Cross floor after the Entrance Procession. Signal to the congregation to kneel during prostration.

- Offertory **collection** is after the 10 solemn intercessions and before Veneration so greeters should be ready beforehand.
- During the collection, the **cross stand** should be placed sideways in the middle of the Jerusalem Cross.
- After the collection, **Veneration** takes place:
    - The youth will carry in and raise the cross during the procession.
    - We will have **two** simultaneous lines to the cross: The parishioners proceed from the side aisles and after veneration go down the center aisles towards their seats. The greeters will assist at the side aisles getting the parishioners to alternate the center pews and the side pews. Only one person on each side venerates the cross at the same time
    - An MC/greeter should **assist** on each side of the Veneration Cross in case anyone needs help getting up from genuflecting. They should be two men. They will move the cross and stand to the top of the Jerusalem Cross against the steps facing the congregation after Veneration.
    - After Veneration, the MC/greeter should carry the cross stand up the steps and place it centered in front of the altar. Then they should carry the **cross** to the altar. The lit **ambo candles** should be placed against the pews to ease access for Communion.
- **Communion:**
    - Deacon Greg will **get the ciboria/rium** from the Vesting Sacristy before Communion. He is escorted by the altar servers carrying the lit ambo candles.
    - There is no sign of peace. EMs go to the altar after the Our Father and before "Lord I am not worthy …"
    - After Communion Deacon Greg is escorted by the altar servers carrying the tabernacle candles to bring the ciboria/rium back to the Vesting Sacristy.
- **Closing Procession:**
    - The altar servers lead the presiders without candles or crucifix. The ambo candles by the cross stay lit in case anyone wants to pray after the service.

After the Service:

- ***Make sure the Blessed Sacrament is properly stored and the red light is on. Remember to lock the Vesting Sacristy door!***
- Put the **Veneration Cross** and **stand** back in the narthex.
- Put the **gold trimmed altar cloth** and **corporal** back on the altar.
- Put the tall **candle stands** back around the altar
- Get the **tabernacle candles** from the Vesting Sacristy and put them on either side of the tabernacle.

- Put the **ambo candle stands** with candles in the wood closet by the font. They will not be used during the Easter Season.

- Put the **Paschal Candle Stand** next to the ambo. The new Paschal candle itself should be placed in the Vesting Sacristy.
- Put down the **carpet.**
- For the **Paschal candle** setup Father will insert the **incense nails** that came with the Paschal Candle**.** The Paschal candle should be in the Vesting Sacristy.
- The rest of the setup for Easter will be done on Saturday morning.

Blessing of Food on Holy Saturday at Noon:

- Make sure Aspersorium (Holy Water bucket) is by the altar.
- Fill up the Holy Water container in the Work Sacristy with plain water. Have whomever is doing the food blessing bless the water.

Easter Vigil:

Before Mass Preparation (Earlier in the Day):

- Put out **Easter Vigil programs, children's** and regular **bulletins.**
- Make sure the **General Intercessions** for Easter are on the ambo.
- Replace the **oils:** On the top shelf of the locked Work Sacristy cabinet on the right with the Sacred Vessels the small **crystal bowl** and a small black case with **oil vials**. Wash the crystal bowls and replace the cotton ball oils in the bowls and the vials with new cotton balls. Put Sacred Chrism (SC) in the bowl and SC vial. Note that that cotton balls should be completely saturated. Put oil for the Infirm (OI) in the vial labeled "OS" for Oil for the Sick. **Get Father's copper "OI" vials**. Replace those cotton balls with OI as well. Put the old cotton balls in the fire pit to be burned. Place them in a plastic bag. Put the black vial case back on the top shelf of the Sacred Vessel cabinet in the Work Sacristy.
- When done the **sacred oils** should be returned to the ambry. The Sacred Chrism (SC) goes on top; the Oil of the Infirm (OI) goes on the bottom shelf to the right.
- Make sure the **Easter Vigil binder** with the Service of Light, Baptismal Liturgy, and the Rite of Reception is in the Vesting Sacristy.
- Set up the books:
    - **Roman Missal:** since the binder is being used the red ribbon should not be set at the beginning of the Easter Vigil rite but be set after the Service of Light on page 364. The purple ribbon should be set to page 565, and the white ribbon to page 788.
    - The **Gospel Book** should be set to the Easter Vigil. It gets placed on a **small wooden folding table** behind the presider's chair.
    - Check with the lectors to make sure they have their **binders** for the readings.
- Check that there is enough **incense** in the incense boat.
- **Service of Light** (weather permitting): Set up **wood TV tables** that will be placed outside in the courtyard by the fire pit for the Service of Light. It should be set up in the breezeway and will be brought out before the Mass. The table should have on it a **letter opener** (should be in the Work Sacristy drawer under the books), the **plastic bag containing the old oils, charcoal** on a flat plate**, tongs, fire pit tongs** (borrowed from Deacon Greg, not shown)**, white gloves**, the **censer** lined with aluminum foil, the **incense boat, a lighter,** and a **wax candle** (found in the Work Sacristy on the top shelf in candle cabinet in the back). Note that the hymnals in picture below are not needed.
- The **censer stand** and the small **wood TV table** should still be by the font side from Holy Thursday. On it put a **lighter, tongs, white altar server gloves,** and **charcoal.** The censer stand and wood TV table with supplies will be placed **outside** the font-side door before the Mass.

- Move the **iron table** to the Church courtyard. Put it outside in the courtyard towards the large Parish Center window. The **fire pit** taken from the Groom's Room should be set up with wood and newspaper. Put it on the **iron table**. The old oil cotton balls can be placed in the fire pit to be burned. Put any kindling next to the fire pit.

- Get the **brass and glass tops** for the Paschal Candle from the candle cabinet in the Work Sacristy. If necessary, clean the **brass top** for the Pascal Candle by heating up hot water and soaking the top (same way as for candles). Also clean the glass top that goes on the brass stand. The glass top is used outside to prevent the wind from blowing the candle out. Put both in the Vesting Sacristy.
- Deacon Greg should have prepared the **Paschal Candle** by drilling holes in it. The new Paschal Candle should be in the Vesting Sacristy. During Mass, it will be placed next to the ambo. Deacon Greg should have inserted the **incense nails** before Mass (**check)**. Father will not be tracing a cross on the candle during the Mass.
- At least two **candle baskets** containing candles with bobeches attached should be placed just inside the front doors of the narthex (2018: David Lee bringing from home). All the bobeches should contain candles. These will be used by the congregation and the RCIA candidates, lectors, greeters, and MCs to assist the congregation in lighting their candles.
- **Table for Father to Wash Hands after Confirmation Ceremony:** The **wood table** behind the Presider's Chair should be placed against the back wall by the font-side credence table for Father to wash up after the ceremony. On this

table should be the **large white bowl, paper towels, a hand towel, hand sanitizer, lemon cut in quarters**, and **liquid hand soap**. The large white pitcher should be kept on the counter in the Work Sacristy to be filled with warm water before the Mass.

- Make sure the lectors have their **reading binders. Check with the lectors** to see which the last reading will be so you know when to turn off the ambo lights. There are usually three Old Testament readings. (2018: have text from Chuck).
- Make sure the **free standing microphones** on either side of the ambo work and are set to a good volume level.
- Put **pen lights** on the choir side credence table for the lectors.
- Make sure the **altar cloth with the gold trim** and the **corporal** are on the altar.
- Check that the Gospel book is on the **folding Table** behind the Presider's chair.
- The **Paschal Candle Stand** gets placed by the ambo on the side towards the altar.
- Put a **reserve sign** by the short side pew on the choir side for the lectors. Put **reserve signs** by the first 3 center rows on each side for the candidates.
- Set up the **presider chairs** for two priests and two deacons, the deacon chairs on the outside of the priests. The presider chairs with the armrests should be used (note picture shows setup for two priests and two deacons). A **regular wood chair** can be placed behind the presider chair for the altar server carrying the book.

- The **small wood table used for Daily Mass** (note: both leaves should be open) should be placed behind the Baptismal font. On it place the **Holy Water bucket** filled with Holy Water for the Blessing of the Food at Noon and the Baptismal renewal rite and a **towel** to wipe the bottom of the Paschal Candle after it has been immersed. If there are Baptismal candidates get a **towel** for each of the candidates as well as the **small crystal bowl** with the new chrism oil and place it on the table. Place the **clam shell** and **Baptismal candles** from the center drawer by the sink for each candidate receiving Baptism. If there is room take the candles out of the box and put both the candles and

the box on the table. Put the new **bobeche candles** (old ones are shown) on the table.
- Set up **three folding choir chairs** for the lectors towards the choir-side credence table offset from the back wall on the brown tiles.

- Make sure the **free-standing microphones** on both sides of the ambo are set up and working.
- Get out the right size of altar server robe for each candidate and put a label on each attaching with a paper clip. Put out the labelled **altar server robes** with the candidates' names over the front of the font-side short pew (2018:

Chloe 13, Carrie 14, Charlotte 12, James 16, Joseph 18).
- Put the **large candle lighter *without the liquid end*** and the **Roman Missal** by the altar server chairs.

- Check that there is a **pen light** for Father and for the lectors. Also put a pen light in the Sound Room for the MC doing the light settings.
- After the Blessing of the Food ceremony, the **ciboria** should be moved to the Work Sacristy from the Vesting Sacristy (if not already there): all ciboria, monstrance case, pyxes should be inside the Sacred Vessel cabinet. Lock the cabinet. The little red light should also be moved (if not already) and turned on.
- All **corporals/purificators** should be refolded and placed in the linen drawer in the Work Sacristy.
- Put a pair of white **altar server gloves** on the credenza so Deacon Scott can take off the glass wind protector from the Paschal candle after the Service of Light.
- Check the **LaPointe Hall setup** for overflow crowds on Easter Sunday: make sure the projector with extension cord is set up properly (against the Resurrection Cross wall) and the box of **Breaking Bread** hymnals are there.
- Make sure there is enough liquid **lighter fluid** in the candle lighter.
- After the Blessing of the Food **lock the Church**.
- Refill the **Holy Water fonts** by the nave door with the blessed water from the Work Sacristy.

MC Set-Up Before Mass ***(Remember to bring a lemon cut in quarters)!*:**

- The **Service of Light** tables should be placed outside by the fire pit. It should be placed towards the center of the courtyard so the congregation can see it. Check that it can be seen. The Service of Light will be in the courtyard**.**
- Turn off the courtyard Parish Center **spotlights** by toggling the silver switch under the two spotlights to the off (down) position.
- The **two bobeche baskets** should be by the front narthex doors. The greeters will hand each person a **candle** and a **program** as they arrive. The greeters should direct the congregation outside for the Service of Light, those who prefer can be seated**.**
- Put a **bobeche candle** by each of the choir chairs.
- The **candle window sill lights** in the Audiovisual Room (small gray box with yellow dial timer inside) should still be off. If not, follow the instructions by Holy Thursday to turn them off.
- Turn on the **fans.**
- Unlock the **ambry.**
- Unlock the **loft door** (will have to turn off/on exterior lights in the electrical room).
- Unlock the **Sacred Vessel cabinet** in the Work Sacristy containing the Blessed Sacrament.
- Check that the **reserved signs** are in the rows where the RCIA candidates, sponsors, and families and the lectors will sit.
- Use **the bowl paten** containing a small number of new hosts to be consecrated based on the Mass count and what's left over in the ciboria. **Low gluten host(s**) should be placed in a pyx if requested by a parishioner(s). If we used all the consecrated low gluten hosts, then more needs to be put in a pyx.
- **Father's chalice and paten** should also be used at this Mass and be placed on the font-side credence table with the presider host on it.
- Father Leo's **chalice** should be put out with Fre wine in it for Father Leo and one of the candidates (2018).
- A **lemon** sliced in quarters should be placed on the washing table with the white bowl for after the Confirmation.
- Put more wine than usual in the **carafe**
- Empty the **Aspersorium at** the Baptismal font table and keep it on/by the table. It will be used during the Baptismal rite.
- Put the **Gospel book** on the TV table behind the Presider's Chair.
- Check Father's **lavalier mic** outside to make sure it can be heard inside.
- Put a copy of the **Easter Vigil programs** and **Breaking Bread hymnals** by all the choir, Presiders, and Deacons chairs.
- **Gifts:** The **RCIA candidates and sponsors** (2018 sponsors not needed) will be bringing up the gifts. **Confirm that** with the candidates. Remind the altar servers that only the **thurifer** not the crucifer will lead the candidates in bringing up the gifts.
- If there is Confirmation make sure the Confirmation sponsors have the **Confirmation prayer cards.**
- Make sure the people being baptized have been fitted with **altar server robes.**
- Put out **Reserve Signs** by the short pews in front of the choir for the lectors. Put 3 reserve signs on both sides of the center aisle (6 in total) for the candidates, their families, and their sponsors.
- Put **water cups** on the choir side credence table for the lectors and water cups for the priests and deacons.
- Remind the **altar servers** to start lighting the altar candles when the organ starts during the Gloria.
- Make sure an altar server will carry the **Easter Vigil binder** that is used outside during the Service of Light with him/her for the procession.

- **Remind the Choir Director** that during the Gloria a choir member will have to turn on the **ambry lights.**
- Explain to the **EMs and the greeters** that the RCIA candidates and their immediate families will be receiving Communion first. Deacon Greg will be giving the Precious Blood to the candidates. All EMs should remain on the altar except for the one exchanging the paten with Deacon Greg. After the candidates and their families receive then the EMs should step down from the altar. The EM doing the Precious Blood with Father should bring Deacon's Greg's paten to him and take the Precious Blood from him so that he/she can give the Precious Blood in the center on Father's side to the congregation. After the candidates and their immediate families receive, the greeters will again go to the center first rows to allow the other family members/friends to receive.
- Put the **crucifix** on the stand behind the altar
- **30 Minutes before Mass:**
    - Light the **fire pit**
    - The **exterior Church Lights** needs to be turned off. Use your key to go into the electrical room in the loft. By the **black electric panel** on the far-right side of the wall is the electric light box that has a LCD screen: To turn off the lights (2018: switching off lights by the circuit breaker stickers):
        1. ~~Click okay~~
        2. ~~Arrow to Overrides, click okay.~~
        3. ~~Arrow to Set Circuit Level, click okay.~~
        4. ~~Arrow to 13, click okay.~~
        5. ~~**Click on left arrow** to turn lights off.~~
        6. ~~Click # Done (lower right) to finish~~
    - **Prop open the doors** to the courtyard.
- **20 Minutes before Mass:**
    - Place the **white pitcher** with hot water in the bowl on the wood table.
    - Put warm **water in the Baptismal font.**
    - **Inside Lighting:** Set the **nave lights** in Audiovisual Room to **Vigil 1** (use arrow keys, then press "Select."). It will be quite dark.
    - Check the fire in the **fire pit**. Add more newspaper if needed.
    - Light the **censer.**

During the Mass:

- **Service of Light:**
    - ~~The majority of the congregation will be **outside** by the fire for the Service of Light ceremony~~. The greeters will hand the congregation **candles** and **programs** as they arrive**.** ~~Remind the greeters to tell the congregation to gather outside~~. Not in 2018
    - After the Service of Light one MC should take the **Easter Vigil binder** from Father and place it on the small wood table by the Baptismal font.
    - At the end of the Service of Light there will be a procession into the front of the church by the altar. The procession goes as follows:
        1. Thurifer
        2. Deacon Scott
        3. Priests
        4. Lectors

5. Candidates
6. Acolytes
~~7. Congregation~~ not in 2018

- Candidates, lectors, MCs, and greeters will light their candles from the Paschal Candle from the back of the Church and pass the lights on to the congregation as they are going to their seats. Two MCs/greeters should light their candles and go to the side aisles. We will then process in and proceed to **light the candles** of the congregants in the pews by the side aisles by lighting the candle of the person at the end of the row who will then pass on the light to his/her row.
- At the end of the Service of Light one MC should go outside and put the screen down on the **fire pit.**

- The **Censer** will be used several times during the Mass:
  - At the **beginning** of Mass to bless the altar,
  - At the blessing of the **Gospel** book after the Liturgy of the Word, and
  - At the beginning of the **Offertory**.
  - An MC should go outside the door and light and insert a new piece of charcoal as needed.
- The **lights** in the Audiovisual Room should be turned off by one of the MCs. There are 3 light settings, Vigil 1, 2, and 3:
  - Turn on Vigil 1 (use arrow keys and press "Select") about 15 minutes before Mass (it will be quite dark).
  - Turn on Vigil 2 when the candles are put out before the readings.
  - Turn on Vigil 3 when the singing of the Gloria starts. After the lights start coming on turn on the candle lights by the switch.
- **Exsultet/The Easter Proclamation:**
  - Before the Liturgy of the Word**,** the congregation candles should be blown out. The greeters should signal to one or two aisles to do this. The rest of the congregation should follow.
  - When the candles are blown out turn the **nave lights** in the Audiovisual Room to **Off.** Wait 10 seconds then turn the lights to **Vigil 2** so only the ambo is lit up.
- **Liturgy of the Word:**
  - There will be 3 sets of readings: one set consists of a reading, a psalm, then a prayer by Father. After the 3rd reading and the prayer from Father **turn off the lights** in the Audiovisual Room. (2018 turn off the lights after this presider text from Isaiah: "***Let us pray. Almighty and ever-living God, sole hope of the world, who by the preaching of your Prophets unveiled the mysteries of this present age, graciously increase the longing of your people, for only at the prompting of your grace do the faithful progress in any kind of virtue. Through Christ our Lord. Amen."***
- **Gloria:**
  - At the beginning of the singing of the Gloria the altar server should start lighting the altar candles by taking the light from the Paschal Candle. Once the singing of the Gloria starts (2018) and the altar server is lighting the candles an MC turns the **nave lights** to **Vigil 3** in the Audiovisual Room. Note that there is approximately a 2 minute 10 second delay from pressing Vigil 3 until the lights start coming on.
  - Turn on the **window sill lights** in the Audiovisual Room by sliding the lever in the gray box under the yellow timer to "On" after the lights start turning on.
  - **Turn on the exterior lights:** Use your key to go into the electrical room in the loft**.** By the electric panel on the far-right side of the wall is the electric light box that has a LCD screen: To turn on the lights (2018: turn on the lights by the circuit breaker stickers):
    ~~1. Click okay~~

~~2. Arrow to overrides, click okay.~~
~~3. Arrow to Set Circuit Level, click okay.~~
~~4. Arrow up one to H13, click okay.~~
~~5. Click on **right arrow** to turn the lights on.~~
~~6. Click # Done (lower right) to finish~~

- ***Make sure the outside lights in front of the Church are on.*** If not on go back to the black box in the electrical closet, follow the instructions above and set all circuit lights to on.
- Turn on the **courtyard lights** by flicking up the switch.
- A choir member will turn on the **ambry lights.**
- MCs add another piece of charcoal to the **censer.**

- **Baptismal Liturgy/Renewal of Promises:**
  - Father will bless the water; the insertion of the Paschal candle into the Baptismal font will take place. After the Baptisms Deacon Greg will take the Paschal Candle and stand by the middle of the Jerusalem Cross. The candidates, greeters, and Mass Coordinators will **take the flame** from the Paschal Candle after the singing of "Springs of Water." They will then proceed to each **row** and light the candle to the person sitting in the first row on the end of each section. This person in turn will light the candle of the person sitting next to them. After the Renewal of Baptism Promises the greeters should assist the congregation in **extinguishing** the candles.
- **Rite of Reception:**
  - After the candidates have been confirmed, they will stand by the altar facing the congregation to be greeted by them. This is in no particular order. The greeters can assist the congregation to greet our new parishioners during the singing of "I Will Choose Christ". This occurs right before the Offertory.
  - The MCs should add another piece of charcoal to the **censer** for the Offertory.
  - **Offertory:** The assigned RCIA candidates will not sit down after the congregation greeting but will proceed to the narthex to bring up the gifts. Assist the RCIA candidates in bringing up the gifts. **There will be two collections.**
- **Communion:**
  - At the "Our Father" an MC should go to the Work Sacristy and get the **ciboria**. The MC should stay in the passageway to give the ciboria to Father for Communion.
  - The newly baptized/confirmed candidates receive first while the EMs stay on the altar (tell greeters and EMs). One EM will exchange the paten for a chalice from Deacon Greg. Then the rest of the congregation receives.

After Mass:

- The greeters in the narthex should hold out the **candle baskets** and so the congregation can deposit them after the Mass.
- Light the **sanctuary candle.**
- Get the rest of the **Body** (monstrance center, hospital hosts) from the Sacred Vessel cabinet in the Work Sacristy and place in the tabernacle. Lock the tabernacle. Put away the little red light into the top cabinet to the right of the sink in the Work Sacristy.
- Put the timer pin back for the **window sill lights:** Open the timer box (to the right of the light switch for the candles) and put back the "on" pin by 7 p.m. Note that the screw on the pin faces out.
- Lock the **ambry.**
- Lock the **loft.**
- The **candles** and the baskets get placed in the Groom's Room.
- Get a container and get water from the Baptismal font. Place water in four **Holy Water fonts** by the narthex doors.

- The **censer** gets emptied and cleaned and stored in the wood closet by the font. [3]
- Set up the **Roman Missal**, the **Gospel Book**, and the **Lectionary** to the Easter Day Mass.
- The **Paschal Candle** stays in place for 50 days.
- Put the **sprinkling rite binder** by the presider's chair. It should be in the Working Sacristy. *****Do NOT empty the holy water in the Holy Water Bucket (aspersorium).***** The aspersorium will be used for the Easter Masses the next morning. Leave the aspersorium on the table by the Baptismal font. All other items on the table can be put away.
- Empty the **Baptismal font.**
- Empty the **Holy Water container** in the Work Sacristy and refill with water. Put a sign by it so that the new water can be blessed.
- Put away the **free-standing microphones** that are on both sides of the ambo.

[3] The used charcoal gets buried in the dirt outside. Water should be poured over the used charcoal to make sure that the charcoal is extinguished. The aluminum foil that was under the charcoal should be removed and replaced with a new small piece of heavy aluminum foil. Pour a little water in the used aluminum foil to make sure any remaining charcoal is extinguished. It can then be balled up and discarded. Make sure the new foil in the censer is tucked in so the censer cover can be closed. Bring the censer and stand back to the Work Sacristy.

Easter Sunday:

Before Mass Preparation:

- **The normal Breaking Bread hymnals should be used. M**ake sure that the **microphones** for the Deacon and Presider contain batteries and that the sound system gets turned on.
- Open the **loft** if needed.
- Turn on the **lights** in LaPointe Hall. Turn on the **projector**.
- If there are overflow parishioners in the loft/LaPointe Hall**, assign an extra greeter** to help with the collection and with Communion.
- For the Sprinkling Rite make sure the **aspersorium** has holy water in it and is on the wood table behind the presider's chair. The **aspergillum** should be inside. The **sprinkling rite binder** should be by the presider's chair.
- Remind the altar servers to light the **Paschal candle.**
- Remind the altar servers that the **ambo candles** are not used during the Easter Season
- Turn on the **window sill lights** in the Audiovisual Room
- Turn on the **fans**
- Make sure **lectionary, gospel book,** and **Roman Missal** are correctly set up
- If the Church gets very crowded, greeters may have to **assist** the congregation in finding seats. Ask the choir director to make an **announcement** that the congregation should move towards the center of their rows to allow for more seating and will also ask that anyone saving seats 15 minutes prior to Mass need to give them up.
- If there are parishioners in the loft, assign an **extra greeter** to help with the collection and with Communion
- Put out **Reserve Signs** by the short pew in front of the choir for the lector.

Before the 9:30 and 11:30 Masses:

- Turn on the **projector** in LaPointe Hall for overflow. Make sure Mass is being broadcast.
- Place a gold **ciborium** on the credenza and an **extra bag of hosts** in case there is overflow. Also place a **small chalice** with wine on the credenza. These will be brought up with the gifts if there are people watching the Mass in Lapointe Hall.
- If there are people in LaPointe Hall make sure there are greeters to do the collection and Extraordinary Ministers to distribute Communion.

After the 8AM and 9:30 Masses:

- Add **extra wine** to chalices and carafe when setting up for the next Mass.
- The **Paschal Candle** can remain lit.
- The **Aspersorium** can remain behind the presider's chair.
- Make sure there is a **Reserve Sign** by the short pew in front of the choir for the lector.

After the 11:30 Mass:

- Empty the **Aspersorium** into the Work Sacristy sacrarium and store on the top shelf in the cabinet by the books.
- There will be an **Easter egg hunt** on the property after the 11:30 Mass. No Holy Grounds.
- Turn off the **lights** and **projector** in LaPointe Hall.

After Easter Clean-Up:

- The **firepit, iron table,** LaPointe Hall **small wood altar,** and get placed in the Historic Church basement.
- The **borrowed wood tabernacle** should be returned to St. Katherine Drexel.
- The **tables** should be set up in LaPointe Hall with the **seats** around them (Knights).
- The **folding tables** that were borrowed from the classroom should be put back. Any borrowed tables (Deacon Greg) returned. The Church set of folding tables should be placed in the Groom's Room.
- The **bobeches** and **candles** should be placed in loft Furnace Closet 3.
- The **pillar candles, dishes**, and **Adoration music** should be placed in the large plastic box and put on the shelf in Loft Furnace Closet 3.
- The **baskets** that were used for Holy Thursday and the candles should be placed on the shelf in Loft Furnace Closet 3.
- The **towels** should be washed and placed in loft Furnace Closet 3.
- The small **brass candle sticks** should be placed in the Work Sacristy with the other brass candles in the bottom cabinet. The **candelabra** should be placed there also.
- The **small red light** should be placed in the Work Sacristy cabinet with the iron.
- The **white gloves** should be washed (if necessary) and placed in the second drawer of the Work Sacristy with the corporals.
- The **white pitchers** and **bowl** and the **chrome bowls** should be placed in the corner cabinet of the Work Sacristy on the bottom shelf.
- The **clear pitchers** should be placed in the Work Sacristy in the cabinet above the sink.
- The **tongs** and **tables** that were borrowed from Deacon Greg should be returned.