

# Mass Coordinator Instructions

St. Isidore Catholic Church, 1/10/15

I thank you greatly for committing to serve God in the holy liturgy of the Mass. May He bless you abundantly through your contribution to our faith community.

Fr. Matt

1. Please arrive **30 minutes before Mass begins**.
2. Please dress in nice attire commensurate with the dignity of the ministry. Avoid, if possible, sporting attire.
3. Put the ***Minister Sign In Sheet*** for the particular Mass in the clipboard in the vestibule. Initial your own name
4. Make sure the lights and sound system are turned on.

## Sacristan Duties

5. Place priest chalice, purificator, paten, large host on paten, pall, and corporal (in that order) on the credence table
  - a. large older chalice for Fr. Matt, and
  - b. the more slender chalice for Fr. Mike
6. Place 2 small ciborium and 1 large on credence table with small hosts for Mass, (the other large ciborium is for the gifts table at the entrance to the Church.)
  - a. normal Saturday evening or Sunday Mass (except the 10 AM on Sunday) - around 400 hosts. This means fill the two large ciborium each half-way;
  - b. for the 10 AM Mass (about 600 hosts), this means fill one large ciborium and the other one half-way;
  - c. no hosts in the 2 small ciborium;
  - d. place the correction ciborium filled halfway with hosts on the credence table.
7. Place 4 wine cups on the credence table
  - a. Place two purificators on the small table on the right/front of the sanctuary (with the hand sanitizer) and two on the small table on the left/front.
  - b. Place two extra purificators on the credence table.

- c. Fill the large wine decanter with the stopper to the appropriate level for the specific Mass (see marks: lower for regular, higher for 10:00 AM)
8. Place the offertory gifts on the small table at the entrance to the nave of the church.
  9. Fill the water cruet and place it on the credence table with the other vessels
  10. Place the bowl and towel for washing of hands on the credence table
  11. Place the books for Mass (remember to use both Spanish and English for bilingual Masses)
    - a. Lectionary – for the Mass readings – left on the ambo open to the readings,
      - i. It is your responsibility to set the ribbon to the appropriate page. The page should be set for the first reading. Use the Ordo book. It is also the Lector’s responsibility to know which reading to read which can be found within the feast that you have marked with the ribbon (this includes checking with the priest about which reading he has chosen if there is an option)
    - b. The large Roman Missal – for the prayers of the Mass – placed on the wooden stand and put on the credence table, and the small Roman Missal also on the credence table.
      - i. Don’t worry about setting the ribbons in these books. It will be the priest’s responsibility to set them properly.
    - c. Place the white binder with the Introduction to Mass, the Prayers of the Faithful, and the announcements on the bench at the end nearest the congregation.
  12. Make sure the key is in the tabernacle
  13. If it is a feast or a solemnity (this is known by the “F” or “S” in the Ordo book), prepare the incense **10 min. before Mass begins**
    - a. Dump the ashes and possibly hot coals in the metal can (DO NOT PLACE IN GARBAGE)
    - b. Light one incense coal and place (cupped side up) in thurible
    - c. Place thurible back on stand
  14. **6-8 minutes before Mass begins**, light the Altar candles.
    - a. During Easter season, remember to light the Paschal candle.
    - b. During Advent season, remember to light the appropriate Advent candles.

## **More Coordination Duties**

15. **5 minutes before Mass begins**, check the *Minister Sign In Sheet*. If we are missing a minister or more, try to fill the spots by finding people coming in or already seated. The replacement should initial his or her own initials next to the person’s name who is not present. You yourself may replace one or more of the ministries (that is you can be a lector or EEM if you

are trained). Being Mass Coordinator does not interfere. If you cannot fill the spot, notify the priest before Mass begins.

16. Immediately after Mass, ask a minister to join you (this is according to diocesan standard), and take the collections to the sacristy and place the money in the bags together. Sign the sheet with the numbers of the bags. Place the money bags in the safe separately and turn the handle while both people are still present.

## **In General**

17. Always ask the priest if there is a question of clarification. Better to ask more than necessary rather than less.
18. The ministers are told, "Holy Days will always have empty *Minister Sign In Sheets*. Please come a little early on those days and sign your whole name in an open position." Please be aware of the urgent need to obtain ministers for these Masses.