

# Mass Coordinating Guidelines

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Please arrive no later than **45** minutes before Mass.

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## **During the Week Prior to Mass**

Due to the new online scheduling program sending automatic reminders to ministers, it will be your choice whether or not to contact the Mass minister by phone to ensure their attendance.

If any ministers find replacements outside of the online program, they will need to contact you. If any have done so before the end of the business week, you should contact the office so updates can be made in the program. The most up-to-date printout of the online schedule will be placed in the Vestry before the weekend.

## **Upon Arriving 45 Minutes Before Mass**

- 1) There may be instructions left on the bulletin board regarding special needs for the Mass. Please check the board for notes or messages.
- 2) Ensure that the Lectionary is placed on the pulpit and opened to the readings of the day. (The Book of the Gospels is carried in procession – it should be in the vestry before Mass)
- 3) Place the Children's Collection basket on the steps of the Sanctuary.
- 4) You will need to set up the credence table (in the middle of the wall behind the altar). Put everything you need from the sacristy into the wooden tray so you can easily transfer those items from the sacristy to the credence table. Each Mass requires the following:

- 6 chalices (for all Masses – one must be the Large chalice Fr Steve uses);
- 1 towel;
- 1 brown bowl with a little bit of water in it;
- 1 large cruet of water;
- the key for Tabernacle (to go in the door of Tabernacle);
- 7 purificators (for all Masses) (placed on Altar)
- 1 corporal (opened and placed on Altar).

Purificators, corporals and towels are found in the drawers of the credence table (if you need more, they are in the sacristy).

*Bring the wooden tray back to the sacristy when you finish. You will need it to take the gifts to the back of the church.*

NOTE: If a Deacon is assisting at the Altar for Mass – he will be a Cup Minister. If a second priest is co-celebrating, he will be Bread 1.

- 5) Check to see how many hosts are in the Tabernacle (as you will need to know how many to set out for the Mass)

*The church seats about 650 in the main area + choir.  
The flex space adds another 120*

- 6) Leave the key in the Tabernacle.
- 7) Prepare the gifts. There will be 6 Cup Ministers and 3 Bread at all Masses.

Fill the wine decanter ...judge accordingly to the size of the Mass crowd. Full - close to the top - will make for six full chalices. It is always the number of people which determines how much to put in the decanter, not the number of cups. All weekend Masses should have decanters filled at least  $\frac{3}{4}$  full even if smaller crowd.

All Masses require 4 ciboriums in total (counting the one in Tabernacle). Assuming there is a ciborium with the Body of Christ in the tabernacle, you will need three ciboriums.

Fill the three (3) ciborium(s) with hosts. For the old ciboriums, 100 hosts=  $\frac{1}{3}$  full ... 200 hosts =  $\frac{2}{3}$  full ....300 hosts = very full. The new ciboriums do not hold so much.

It is always better to have more than enough hosts set out. Ask Father Steve if you are unsure.

Place one (1) large host in one of the ciboriums host).

The ciboriums which go to the back with the decanter are not to have lids.

Place the wine decanter and the ciborium(s) on the back table/shelf near the stained glass window. (South side of window)

NOTE: if a significant number of people come in after you've set out the gifts, so that you feel you need more hosts and/or wine, take the ciboriums and/or decanter to the vestry, where there are more supplies, and adjust accordingly. Be especially discrete if Mass has started.

## **Shortly before Mass**

- Assure that the various ministries have checked in at the vestry fifteen minutes prior to Mass. The sign up sheet, if any, for the families bringing up the gifts will be in the vestry, too. If there are absentees, you will need to find replacements. If no family is assigned to bring up the gifts, you will have to find one or else ask the ushers to do so.
- For some times in the year, Sacrament preparation families will be assigned to bring forward the gifts. If they have not checked in by 10 minutes before Mass you will need to find another family, or couple. It can be good to find a backup in any event. They will only be bringing forward the bread and wine. One of the ushers or greeters who is of no relation to the Mass Coordinator will bring the money forward.
- Please ensure the door between the vestry and the worship space stays closed until after the vestry prayer (see below). Have people use the door from the vestry into the gathering space instead. That will greatly reduce noise in the worship space. Once Mass starts, please open the door to the worship space in anticipation of the recessional.
- Light the Candle on the altar approximately 15 minutes before Mass – just before the prayer in the vestry (and the Easter Candle too, during the Easter season).
- Gather all those helping with the Mass to join in prayer in the vestry ten minutes before Mass begins.
- Before and at the beginning of Mass, make note of people who need Holy Communion brought to them.
- Ensure all the lights are switched on with button #1 back by the vestry when, or just before, the procession forms at the back of the Church.

## **During Mass**

- Sometimes you may be asked to turn the lights on or off. #1 on the light panel turns the lights on 100% and #7 turns them all off.
- Immediately following the Creed (when the Commentator goes to read the prayers), go to the appropriate meeting room to call the children back to Mass. When there is a Children's Liturgy Host, ensure that they have taken care of this duty.
- Meet the family bringing up the gifts at the back of the worship space, while the collection is going on. Assist with dividing the items to be taken up to Father.

The money from the collection goes up too with an usher or greeter who is not related to the Mass Coordinator and then taken to the safe.

- When the gifts are being taken up, please go to the right side at the front (the front of the in-between aisle – south side – near Flex space) so that you can meet the person carrying the money. That person and you will then take the money to the safe – using the side aisle. *(You will be provided with specific training on securing the collection and keeping the Children's Liturgy/Children's Collection separate)*. Please return the Children's Collection basket to the shelf above the collection baskets.
- If you return to the church from securing the collection, before the kneeling during consecration, you may proceed to your seat. If you return during consecration, please wait in the gathering space with the usher/greeter until everyone stands again.
- Make sure you are the last for communion down side of the centre aisle on which Father is not giving communion. After you receive communion, take that bread minister with you to deliver communion (and a cup minister too, if possible) to anyone not able to come forward.
- At certain celebrations with larger crowds, you may need to bring the decanter of Precious Blood to the cup ministers and refill the chalices. You need to watch to see if the cup minister does not empty the decanter when pouring. If this is the case, as Communion begins please stand by the altar servers so you can monitor the need to refill.

## **AFTER MASS**

Wait until the recessional song is finished and then you, together with the first Eucharistic Minister on the schedule, will purify the sacred vessels at the credence table and then clean the sacred vessels in the sacristy....see attached cleaning instructions. Please use the wooden tray to carry all items back to the sacristy.

Place the used purificators on the drying rack in the Sacristy.

Blow out candle on the altar (and Easter candle if being used).

**NOTE: make sure the key is taken out of the Tabernacle after all Masses.**

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*Thank you for giving of your time and talent to help serve the Lord in this His parish community. If you are unsure of something – do not hesitate to contact Jason Trehas 306-530-7987.*