

## ROLE OF MASS COORDINATOR

### INTRODUCTION

There are a number of details, assignments, and behind-the-scene particulars the Mass Coordinator provides prior to, during and after Mass in order to enable Mass to be an effective celebration. The role of Mass Coordinator has been established so that liturgies at St. Luke will be life-giving celebrations for our community. The following tasks are a type of checklist that will need attention each time we celebrate our Eucharistic worship. Your attention to these details will insure life-giving celebrations we desire at St. Luke.

Mass Coordinators should arrive no later than 30 minutes prior to Mass to assist each other in setting up for Mass.

### PRIOR TO MASS

- Check on lighting controls necessary for Mass at control panel on wall near music closet (button 8 all lights; 5 no lights in brick area, and 9 all lights off)
- One Mass Coordinator should be responsible for the sign in book. Identity names of assigned ministers, Lectors, Eucharistic Ministers, Altar Servers; check to see if enough Eucharistic Ministers are listed, 10 are needed if Deacon is present at service, or 11 if no Deacon is present at service.
  - Ask one Eucharistic Minister to go to the Tabernacle to bring Consecrated Host to the altar. That minister should go to the altar to be escorted to Tabernacle by Altar Servers. If only one Altar Server no escort is required.
  - Ask two Eucharistic Ministers to set the Altar table with communion vessels.
  - Ask two Eucharistic Ministers to be responsible for clean up of Altar vessels after Mass.
  - Gift bearers should be chosen prior to Mass and given instruction at that time so that gifts can be brought quickly to the altar during Mass. Gift bearers should proceed directly to the Gift Table at the beginning of the offering. Remind them to walk to the front of the platform to hand Gifts to the celebrant and to wait for the blessing before returning to their seats.
- Make sure bread and wine are on gift table with appropriate amount of celebration.
  - Wine: Fill large wine pitcher for Communion as follows:
    - 5:00 PM Mass - 2/3 pitcher
    - 9:00 AM Mass - 3/4 pitcher
    - 11:00 AM Mass - 3/4 pitcher
    - 1:00 PM Mass - 1/4 pitcher
    - 4:30 PM Mass - 2/3 pitcher
  - Bread: Ciborium in Tabernacle, if full, has 250 Hosts (each sleeve has 100 Hosts). If all seats are occupied 447 people; place enough Hosts for Mass in large silver bowl.
- Make sure Book of Intentions is open on pedestal and with a pen.

- Make sure all proper vessels are at the Credence Table (behind altar). The linens are stored on the shelves in the room where the Altar Servers' robes are kept. (Katie's Office)
  - Appropriate number of wine cups (6 at all Masses except 1 PM Sunday)
  - Appropriate number of purificators (6 at Masses except 1 PM Sunday)
  - Glass water pitcher
  - Glass finger bowl and small white linen towel
  - Set enough vessels for 6 Communion stations at all Masses except the 1 PM Sunday Mass. One station and two cups for this Mass is sufficient.
- Thermostats should be changed from AUTO to ON and 3 hr OCCUPIED.
- Make sure bulletins are placed in proper places for parishioners to gain access to. Usually three (3) locations are used. The bulletin stands are placed at wooden doorways and the door leading out of the brick area to back parking lot.
- Altar servers go with Eucharistic Minister to receive Consecrated Hosts from Tabernacle before communion and after communion. Mass Coordinators should introduce Eucharistic Minister to Altar servers before Mass begins.
- Altar Servers are to light candles 10 minutes prior to Mass.
- Five Minutes before Mass inform the 1st Lector to make announcements.
- Make sure the hearing impaired devices are on the Welcome Table and sign these out to those who request them.
- Greet people warmly as they come into the gathering area. Invite others to do the same (Lectors and Eucharistic Ministers should be present as greeters also).
- Make sure song books are in hymnal holders or on a chairs.

### DURING MASS

Seat latecomers before or after the Opening Prayer. Also, people may be seated AFTER the readings during the Responsorial Psalm and Alleulia. Never bring them forward during a reading. If people choose to seat themselves, do not police them, but you may ask them to wait until one of those occasions when their movement will not be disruptive. Some coordinators may want to go up the aisles to see if seats are available up front, in the middle, or wherever people can/will move in, then you can "show" people available seats.

Make sure there are enough Coordinators to provide a smooth flow during the Offertory and Communion Rite. 5 people are needed if one person does the middle.

Coordinators should know when to take up our regular offering (right after the Homily). Use all baskets to facilitate this ritual. The second collection is to be taken up immediately following the first using the square baskets.

During the preparation of gifts one coordinator should be gathering the gift bearers. They should go immediately to the gift table as offering begins. Remember to identify and instruct the gift bearers before Mass begins. Overall this ritual needs to move more quickly and

smoothly to facilitate the taking up of the offering to the altar. The coordinator ensures that the following is brought forth by five (5) people:

1. Bread
2. Wine
3. Intention Book
4. Offering Basket
5. Food Basket

Mass Coordinators should direct the Eucharistic Ministers to the correct stations for communion; two to the Music area. Two to the Welcome Table Area; Two to the Brick Area, two to the side of altar and 4 to the front of the altar.

#### AFTER MASS

You should know what materials are at the Welcome Table, especially registration forms, so that people can pick them up. Keep all areas clean and organized as much as possible.

Make sure the hearing impaired devises are TURNED OFF, cleaned and the case is returned to Katie's office.

Gather collection basket so that monies may be stored securely in the Conference Room safe after mass. Two people should handle this task.

Coordinate a quick straightening-up, especially to place song books in receptacles and on seats after each Mass. Young people can be invited to help out in this task.

#### SUMMARY

Basically, the coordinator is an operations manager who knows all that is supposed to happen and makes sure that someone attends to the various tasks. It calls for awareness coupled with graciousness, hospitality and efficiency. This role will have a great impact in making our worship life giving by eliminating confusion and enabling things to operate smoothly and efficiently.

All coordinators are asked to actively recruit new ministers for their Mass. The present layout demands about 5 to 6 people for Mass (if one person does the center only 5 are needed).

#### ADDITIONAL SUGGESTIONS

Have ministers WEAR NAME TAGS. If they do not have one, take their name so one can be made for them and let Head Mass Coordinator know or Mary Adams.

When there is a baptism, have ushers ready with their collection baskets to take up the offering as soon as everyone is back in their seats.

At Sunday Masses at least one, maybe two, coordinators should monitor the Brick Area. Regarding the Chapel, no benches should be removed; no one should gather in the Chapel, no children should use it as a PLAY SPACE. There should be enough plastic chairs to handle the community. Hopefully, the notion of Reserved Eucharistic Chapel for the Blessed Sacrament should be the message given and received.

