

Head Mass Coordinator: This person is responsible for recruiting, training and assigning of Mass Coordinators, planning and implementing plans for ordinary (weekend Masses) and extraordinary activities (Holy Days, Christmas, Easter, First Communion, Confirmation, Funerals, Baptisms, Penance Services, Retreats) and attending monthly meetings of Worship and Spiritual Life Committee. Following are tasks that must be accomplished by Mass Coordinators.

General Mass Coordinators: Responsible to arrive at least 30 minutes early for Mass or Special Events. Mass Coordinators work together to handle the following:

- Deactivate Security System
- Turn on water for Baptismal Font
- Unlock all doors
- Set interior lights
- Set sound system for ambo and Priest/Deacon lavaleers
- Advise Priest of persons awaiting reconciliation
- Set Credence Table (total 450 hosts for full church/3/4th pitcher of wine)
- Assign sections to Mass Coordinators for collection(s) and communion ushering
- Check opening statement by first reader for accuracy
- Assure that correct readings are ribboned
- Light altar candles
- Make sure two Lectors are present for Mass
- Make sure enough Ministers of Communion are present for Mass
- Make sure altar servers are present for Mass
- Designate two Ministers of Communion to set altar after Prayers of the Faithful
- Designate Minister of Communion to get tabernacle hosts during Peace Handshake
- Designate family to carry gifts to altar
- Assure that Mass or Special Event begins on time
- Take collection(s)

- Usher for Communion Service
- Set out weekly bulletins
- Stack collection envelopes/money and deposit it in safe
- Put church in order after Mass or Special Event
- Return prayer request books to stand
- Assure that credence table is cleared after Mass
- Extinguish altar candles
- Lock tabernacle
- Turn off sound system
- Adjust Air Conditioning
- Turn off baptismal font water
- Turn off lights
- Lock all doors
- Set security system

For Baptismal Service - Mass Coordinators also will take care of the following:

- Assure that baptismal font is clean
- Set out bib/towel for each person being baptized
- Set out baptismal shell on font top
- Put small amounts of oils in each of the two glass vases (Oil of Catechist-small vase/Sacred Chrism-larger vase)
- Light Paschal Candle
- Have small baptismal candle near Paschal Candle
- Clean up after baptismal service.