

## DUTIES FOR MASS COORDINATORS

The Lead Mass Coordinator is responsible for:

- Unlocking all doors in the sanctuary if not already done.
- Turning on lights (if not already on) 6 is on, 9 is off.
- Check heating/air conditioning and set to 68 in SUMMER and 72 in Winter; make sure to put back to 72 in Summer and 68 in Winter after the 5 pm Mass on Saturday and Sunday after the 4:30 pm Mass.
- Assign sections to other Mass Coordinators for Offertory and Communion Ushering
- Oversee the sign-in sheet for Lectors, Altar Servers, Ministers of Communion, family for gifts to the altar and procuring people for positions when someone does not show up.

The LEAD Mass Coordinator should delegate to other Mass Coordinators:

- Set up credence table with 5 Ciboriums ( the ciborium in the Tabernacle makes the 6<sup>th</sup> one), holy water pitcher, bowl and purificator, and Priest's chalice with the host. If the Blood of Christ is being offered make sure there are 6 goblets and purificators also, if not completed by a Deacon.
- The two cruets of wine and water, and one ciborium for the Gift Table
- Two Mass Coordinators assigned to putting sealed bag into the safe, cannot be related.
- Lighting altar candles 10 minutes prior to Mass, if no altar server or Deacon is present.

After services are ended for SUNDAY 9 AND 11 MASSES

- Extinguish altar candles
- Make sure all items are on credence table, ciboriums, glass bowl, pitcher, purificator, and Priest's chalice with the host for the next Mass, goblets, and purificators if the Precious Blood is received at Mass.
- Wine and water cruets and ciborium on the gift table for the next mass.

AFTER SERVICES ARE ENDED FOR SAT. 5 PM AND SUNDAY 4:30 PM MASSES

- Extinguish all Altar candles.
- Put away items on credence table in the Sacristy if not done by the Deacon.
- Make sure that thermostats are at 73 for Summer and 68 for Winter.
- Lock all outside doors.
- Turn off lighting #9.

ADDITIONAL TASKS

- All Mass Coordinators should greet everyone who enters the church
- Make sure that persons unable to get to Altar for communion get served
- Assist those who may become ill during services

- Mass Coordinators should be at their stations but should not attract attention to themselves during Mass.

#### FUNERAL SERVICES

- Procure Holy water with a sprinkler
- Mass Coordinator coordinates with readers
- Set out tissue boxes in the family-reserved pews
- Place Pall over the last Pew to be placed on the casket
- Assist the funeral director in covering the casket with the Pall after Priest has anointed the casket with Holy Water.
- Acts as an altar server when gifts are brought up to the altar if no Deacon is available or altar server
- Prepares heated carbon cake for incense at Mass
- Assists funeral director in the removal of Pall and returns Pall to Sacristy after casket has left the church.