

## St. Michael Parish Mass Coordinator Information Sheet and Checklist

### Before Mass Checklist (please arrive 30 minutes before Mass to set up)

#### Sound and Lights

- Light & sound System: turn on switches #14, 16, 25, 27, 35 (they are marked with green tabs) and are located in the little closet in the front office next to photo copier alcove.
- Lights hanging over pews: (5) switches are located behind last pew, closest to office doors. Choir lights: (3) switches on the wall by the piano
- Votive Candle Niche lights (1) switch.
- Gathering Space (3 switches) on right side of doors, (1) switch on left and (1) switch by St. Michael statue.
- Little vestibule between gathering space and worship space.
- Hallway lights and lights for bulletin board (2 switches) by the sacristy door (near the bulletin board)
- Turn Baptismal Font Circulation Switch ON. (Unless there is no water in font, such as during Lent)

#### Roman Missals (Sacramentaries) and Altar Cloths, etc.

- We use two Roman Missals (Sacramentaries) at Mass:
  - A large red one belongs on the credence table
  - A smaller dark red one belongs on the altar servers chair or on a small stand next to the chairs.
- The priest or altar servers will usually set the ribbons in Roman Missal.
- Altar cloths, purificators, corporals, and hand towels are found in the drawer, to the right of the sink, in the Sacristy.

#### Credence Table

The following are arranged according to the guide under the glass on the table itself:

- Large red Roman Missal (Sacramentary)
- One corporal and one purificator placed on top of the Sacramentary. The other purificators go on the table according to the credence table guide
- Chalice and 2 or 4 Communion cups (depending upon which Mass)
- Water cruet
- Bowl and towel
- 3 Communion plates

#### Tabernacle and Blessed Sacrament Chapel Altar

- Place Tabernacle Key in the Tabernacle key slot (the key is located in the cabinet to the left of the sacristy sink).
- Place a large corporal and a cruet of water for purifying the sacred vessels after Communion on the Blessed Sacrament Chapel Altar

#### Main Sanctuary

- Place the colored Altar cloth on the Altar. Color is determined by checking the appropriate Sunday on the Liturgical calendar.
- Place the small wooden stand (decorated with small crosses on the pedestal) next to the Altar on presider's side for the Parish Book of Prayer
- Place the small dark red Roman Missal (Sacramentary) on the server's chair or wooden stand next to it.
- During the 10:30am Mass – the Children's Liturgy of the Word catchescist will place the Children's Lectionary on presider's chair.

### **Prepare the Gifts for the Gifts Table**

- ❑ Find altar wine in the refrigerator in the sacristy
- ❑ Fill the measuring cup to the quantity specified for the respective Mass. Pour into gold or glass decanter and return to the refrigerator
- ❑ Place pre-measured quantity of hosts and one large host on the gold or silver plate and leave in the sacristy for the ushers to adjust before Communion. The Ushers will place the wine and hosts on the Gifts Table before Communion.

### **Liturgical Ministers**

- ❑ Make sure all scheduled ministers have checked in with you.
- ❑ Gather all Liturgical ministers for prayer which starts exactly 10 minutes before Mass.
- ❑ Find subs as needed (there is a list of all Liturgical Ministers in the sacristy on the bulletin board near the refrigerator)
- ❑ If there is/are sub(s) for Parishioner Registration, inform the presider so that he can change the name(s) on his announcement sheet.
- ❑ Altar Servers should light the two candles by the altar before Mass.
- ❑ Ask Ushers to find people to bring up Gifts if no one is signed up.
- ❑ Number the EMC's beginning with the #2 (presider is in the #1 position)

#### **Readers:**

- ❑ 2<sup>nd</sup> Reader places the Lectionary on the ambo before Mass begins
- ❑ 1<sup>st</sup> Reader carries the Book of the Gospels during the procession unless a Deacon is assisting at Mass

Ushers ring the outdoor church bells 15 minutes before Mass begins.

They also place the Gifts Table in the center of the little vestibule when Mass begins.

### **After Mass:**

- ❑ All EMC's on the schedule will retrieve purified sacred vessels from Blessed Sacrament Chapel and bring them to Sacristy to be washed.
- ❑ Check to see that the Roman Missals (Sacramentaries) are in place on the credence table and server's chair.
- ❑ See that the Intercession binder, Book of the Gospels and the Lectionary are brought to the sacristy. Leave them on the sacristy countertop Lector area. (Please do not put in the cabinet)
- ❑ Return stray music books to the pews
- ❑ Turn Baptismal Font Circulation switch OFF
- ❑ After the 5:00pm and 10:30pm Masses, please be sure to **return the Tabernacle key to the proper cabinet** (see above).

### **Clarification about purifying vessels:**

The priest or deacon are responsible for purifying the sacred vessels (to brush particles of Holy Communion into the main chalice and to pour water into the wine goblets). Once purified, the EMC's can dry the vessels.

The 2 EMC's who are #7 and #8 (stationed near columns) are to stay with the priest/deacon to help dry while they do the purification.

**Thank you for your generous ministry!**