Mass Co-ordinator Checklist & Roster

Dear Mass Co-ordinator

Thank you so much for volunteering with this ministry. The following list may seem a little overwhelming at first but hopefully you will soon see that it's not as bad as it looks. Please feel free to ask any member of the congregation to help with some of the jobs. Sometime that's the best way to introduce others to ministry and help them feel like they belong. If you are unsure about anything on this list, please let me know. I'd be more than happy to help.

- On arrival, turn on the lights in the Chapel and the Church if not already on (switches for the Church are in the Sacristy).
- Turn automatic door to open.
- Check that the Tabernacle key is hanging on the hook at the back of the tabernacle– inform Priest if it is missing.
- Place the Lectionary (scripture readings) on the ambo if not already there. Ensure book is open to the correct page. If you are unsure, the Bulletin will tell you which Sunday we are celebrating.
- Place the wooden collection box under the offertory table – if it's not there, one of the collection baskets will do to take the collection up to the altar during the offertory.
- Arrange for 2 people to do the collection (Money Collectors usually organise this themselves)
- Light the candles on the Altar before Mass starts, if not already done.
- Tick off names of rostered people as they arrive. Double check that there are no changes to the roster you have with the roster on the Notice Board.
- If someone who is rostered on informs you that they will not be available for their roster, please make the change on the roster on the noticeboard. Just cross their name out and if you can find a replacement add their name. Don't worry if you can't find anyone, it's easy to do on the day/night.
- Double check that the Extraordinary Minister knows to collect the Host from the Tabernacle.
- Find replacement people for those who don't arrive.
- If no musician/s find someone who knows how to operate the organ.
- After Mass remove the Chalice from the side table and take to the Sacristy. Wash and dry the chalice, place a clean purifier over the chalice, place a pall on top and return to the side table in preparation for the next Mass. Place the purifier (white cloth) neatly on the Sacristy bench for cleaning.

6.30pm Mass Coordinator's Roster 2026

3rd Jan	Di	4th July	Madonna
10th Jan	Jenny	11th Jul	Wendy
17th Jan	Jo	18th Jul	Di
24th Jan	Karlie	25th Jul	Jenny
31st Jan	Lou	2nd Aug	Jo
7th Feb	Madonna	1st Aug	Karlie
14th Feb	Wendy	8th Aug	Lou
21st Feb	Di	15th Aug	Madonna
28th Feb	Jenny	22nd Aug	Wendy
7th Mar	Jo	29th Aug	Di
14th Mar	Karlie	5th Sept	Jenny
21st Mar	Lou	12th Sept	Jo
28th Mar	Madonna	19th Sept	Karlie
4th Apr	Wendy	26th Sept	Lou
11th Apr	Di	3rd Oct	Madonna
18th Apr	Jenny	10th Oct	Wendy
25th Apr	Jo	17th Oct	Di
2nd May	Karlie	24th Oct	Jenny
9th May	Lou	31st Oct	Jo
16th May	Madonna	7th Nov	Karlie
23rd May	Wendy	14th Nov	Lou
30th May	Di	21st Nov	Madonna
6th Jun	Jenny	28th Nov	Wendy
13th Jun	Jo	5th Dec	Di
20th Jun	Karlie	12th Dec	Jenny
27th Jun	Lou	19th Dec	Jo
		26th Dec	Karlie