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 offertory table if not already there. Ensure bookmark is in 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 and return to the side table in preparation for the next Mass. Place the purifier (white cloth) neatly on the Sacristy bench for cleaning.

6pm Mass Coordinator's Roster 2024

Di Clark 0423 455 413 Jenny Ferguson 0428 328 423

Lou Walsh 0412 934 101 Wendy Hoopert 0409 309 725

Karlie Ward 0438 820 090

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