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 tabernacleinform 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.

9.30am Mass Coordinator's Roster 2024

Margaret Conrick	0408 381 508	Cristianne Dias	0428 922 517
Kerry Kruger	0415 444 298	Tash Ryan	0433 280 082
Al Winder	0439 039 057		

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