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/s 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.

9.45am Mass Coordinator's Roster 2026

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