

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. The "Emergency" PPT would have to be used.
- 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.

