

MASS COORDINATORS' GUIDE

Revised 4-26-2018

BACKGROUND

By baptism, we are all made members of the Body of Christ. Mass Coordinators, (or Sacristans) then, carry out the many vital preparations that facilitate the flow of the liturgical celebration and allow the church to minister the Body and Blood of Christ to the people of God. Their jobs are often invisible, yet they serve to nourish and strengthen the people of God. These guidelines attempt to give an overview of the specific duties of a Mass Coordinator at the Church of Corpus Christi.

PREPARATION

As with all forms of ministry, Mass Coordinators must prepare themselves for ministry. Praying with the readings each week, taking time to reflect on the Eucharist and the importance of God in their life is part of a rich and solid foundation of faith. Part of the ministry of Mass Coordinator is connecting with parishioners and offering hospitality.

- Arrive at church about 30 minutes early.
- **5pm only:** Bring the large white food donation cart from closet (next to kitchen) out to the Gathering Area.
- Mass coordinators are asked to wash their hands, in the sacristy, and prepare the number of hosts to be consecrated for the faithful. In general, prepare about 120 for 5:00 Mass, about 250 for 9:30am (When Sunday school is in session, 60 extra hosts are added at 9:30.) and about 115 for 6:00 Mass. Unconsecrated hosts are stored on the shelf as well as in the Parish Center fridge/freezer.
- Check tabernacle (see fig. 1) for number of reserved Eucharist. The key is red below the bulletin board. These will be used at communion time. Reduce number of hosts brought up at offertory accordingly. It is preferred to consume the hosts consecrated at the Mass over consecrated hosts from the tabernacle. However, we need to have about 50 consecrated hosts for the homebound visits.
- Place the correct number of Eucharistic cross necklaces on the rack so those coming into Mass know there is a need.
- If there is a person who is in need of gluten-free hosts, there should be some already consecrated in the tabernacle. Making sure to wash your hands before you touch these hosts, place the number you will need on the small plate and place them on the credence table (see fig. 2) for distribution by the presider.

- When you check the tabernacle, please check to make sure the candle in the Eucharistic Chapel is still burning and replace it if necessary. Extras are hidden behind the plants in the chapel or in a box in the candle room.
- Place a large host (see fig. 3) on top of the small hosts to be brought up at offertory and place the plate on the offertory table (see fig. 4).
- Fill the measuring wine carafe appropriately for your particular Mass (see fig. 5). Place the filled metal wine carafe (see fig. 6) on the offertory table. Extra boxes of wine are stored in a cupboard under the microwave oven in the parish center kitchen. Open boxes are stored in the small refrigerator in the sacristy. Vessels are pewter/gold unless otherwise seasonally instructed.
- Using the small tray, place cups (see fig. 7), purificators (see fig. 8) and plates (see fig. 9) on the credence table. Normally, we use two cups and two plates for 5:00, four cups and four plates for 9:30 and two cups and two plates for 6:00 Mass. Fill small pitcher (see fig. 10) with water and place on the credence table. If reserved Eucharist from the tabernacle will be used, place one plate in the sacristy. It will eventually be used to accept the reserved Eucharist from the tabernacle. Place all remaining unused plates, if any, on the credence table with the cups, purificators and small vessel filled with water.
- Using the small tray, place on the credence table the small pitcher and dish (see fig. 11) and a towel for hand washing.
- Light the altar candles 15 minutes before the beginning of Mass. Light the Paschal candle if is placed on the front corner of the sanctuary.
- Ask someone to bring up the gifts of bread and wine, which are carried in after the collection. Try to encourage new folks and families to join in.
- Check to see if all Eucharistic ministers have arrived. If necessary, ask for more volunteers to be ready to help distribute Eucharist at communion. Greet people as they arrive.
- Check with Presider to see if there are any changes or additions.

DURING MASS

- When people are seated, try to get a general count of the number of people in attendance. The ushers will also count. Following Mass, put the number on the sheet in the black folder by the Worship Aids.

- After the Prayers of the Faithful (Petitions), when the presider steps down to accept the gifts, go to the credence table to get the cups, purificators and the water vessel and bring them to altar. Then (in absence of a deacon) join the presider and be ready to place the money offertory in front of the altar and help carry the gifts to the altar.
- Wait for the presider to pour water into the wine. Take the wine pitcher back to the credence table and bring the bowl and towel, hanging over your fore arm, for the washing of the hands.
- Pour water from the small glass pitcher gently over the presider's hands, and return the water pitcher and bowl and towel to the credence table. Make sure to leave the towel on the credence table in case the presider is getting hot and needs to wipe his face.
- If the reserved Eucharist is used, before the sign of peace, transfer the reserved Eucharist from the tabernacle to the empty plate in the sacristy. During the sign of peace, place the plate with the reserved Eucharist on the altar.
- Following the Sign of Peace, if you are distributing Communion, join the others at the altar.
- Make sure that all those who may have had difficulty coming forward for Communion have been served as well as the musicians before returning all items to the sacristy.
- Following Communion, transfer extra Eucharist back into the metal ciborium (see fig. 11) and take it to the tabernacle in the Eucharistic Chapel. Lock the Tabernacle and depart with a gesture of reverence. Return key to below the bulletin board.

AFTER MASS

- Retrieve the money offertory, put it into the bag, lock the bag (key is next to the bulletin board) and put it into the safe. (Ask someone to stay as a witness)
- Extinguish the candles.
- **6:00 Mass only**, retrieve all the books the presiders used, the Lectionary, the sacramentary and the presider and lector binders from church and bring them to the sacristy.
- Put the soiled purificators and hand towel in the laundry bag hanging on the door of the sacristy.
- Wash the cups, plates and carafe thoroughly and put them away in the cupboard above the counter.
- 6:00 Mass only: Put the food cart back in the closet next to the kitchen.

- Turn the lights off in church, sacristy, gathering area, bathrooms and vestibule. Lock the outside doors after the last Mass of the day and on holy days. Check with the presider or person in charge before you leave.

Additional Preparation for Baptism – all Masses

(Ask for assistance if there is another coordinator at Mass on these days)

- Reserve pews for the family on the west side of the church. Reservation markers are at the bottom of the Usher station.
- Check the information sheet with the family (especially correct spelling of child's name and date of birth) and have the presider sign it.
- Light the Paschal (Easter, Baptismal, Large) candle, usually by the font.
- Place the Sacred Chrism (see figure 12) in the small green container, the large brown pitcher, and put a towel, the baptismal candle and white garment on the Baptismal font. (see fig. 13)
- Baptismal items can be found in the drawers in the sacristy. (see fig. 14)
- Put the Rite of Baptism book on the bench next to the presider's chair.
- Make sure the family receives the certificate and place the completed information sheet in the safe after the presider has signed it.

Thank you for your ministry as a Mass Coordinator. Your service to the Body of Christ made present here at Corpus Christi is vital to our celebration of the liturgy.

If you have any questions please call Sue Valois at the parish center 651-639-8888.

Visual Guide for Coordinators



fig. 1 Ciborium and Tabernacle



fig. 2 Credence Table



fig. 3 Large Host



fig. 4 Offertory Table



fig. 5 Measure Carafe



fig. 6 Wine Carafe



fig. 7 Cup



fig. 8 Purificator



fig. 9 Plate



fig. 10 Sm. Pitcher



fig. 11 Hand Washing Pitcher and Dish



fig. 12 Chrism



fig. 13 Baptism set up



fig. 14 Baptismal Items