

Mass Coordinating Guidelines

(as of March, 2019)

Please arrive no later than **45** minutes before Mass.

During the Week Prior to Mass

Due to the new online scheduling program sending automatic reminders to ministers, it will be your choice whether or not to contact the ministers by phone to ensure their attendance.

If any ministers find replacements outside of the online program, they will need to contact you. If any have done so before the end of the business week, you should contact the office so updates can be made in the program. The most up-to-date printout of the online schedule will be placed in the Vestry before the weekend.

Upon Arriving 45 Minutes Before Mass

1. There may be instructions left on the bulletin board in the Vestry regarding special needs for the Mass. Please check the board for notes or messages.
2. Ensure that the Lectionary is placed on the pulpit and opened to the readings of the day. The Book of the Gospels is carried in procession – it should be in the Vestry before Mass.
3. Place the Children's Collection basket on the steps of the Sanctuary.
4. You will need to set up the credence table (in the middle of the wall behind the Altar). Put everything you need from the Sacristy into the wooden tray so you can easily transfer those items from the Sacristy to the credence table. Each Mass requires the following:
 - 6 chalices (for all Masses – one must be the large chalice the main celebrating priest uses);
 - 1 towel;
 - 1 brown bowl with a little bit of water in it;
 - 1 large cruet of water;
 - the key for Tabernacle (to go in the door of the Tabernacle);
 - 7 purificators (this is the number of chalices plus 1)
 - 1 corporal (opened and placed on Altar)**

Purificators, corporals and towels are found in the drawers of the credence table (if you need more, they are in the Sacristy). Bring the wooden tray back to the Sacristy when you finish. You will need it to take the gifts to the back of the church.



NOTE: If a deacon is assisting at the Altar for Mass – he will be a Cup Minister. If a second priest is co-celebrating, he will be a Bread Minister. If there is a visiting priest it is simplest if they are Bread 2.

1. Check to see how many hosts are in the Tabernacle (as you will need to know how many to set out for the Mass). For the ciboriums with handles 100 hosts= 1/3 full ... 200 hosts = 2/3 full300 hosts = very full. The ciboriums without handles do not hold as much. The church seats about 640 in the main area when packed + choir. The flex space adds another 120.
2. Leave the key in the Tabernacle.
3. Prepare the gifts. There will be six Cup Ministers and a total of four Bread Ministers at all Masses (counting priests). All Masses require **five (5)** ciboriums in total (counting the one in Tabernacle). ***As of March 1, 2019 we will try to avoid using the ciborium from the Tabernacle as the Bishop reminded us that “it is most desirable that the faithful...receive the Lord’s Body from hosts consecrated at the same Mass” (GIRM, 85). To that end we will send 4 ciboriums with the gifts at each Mass with as close a guess to parishioner count as possible. A Bread Minister will still go to the Tabernacle during the “Lamb Of God” and that ciborium will be on the Altar as a backup that ministers can go to if needed. Bread 1 will contain all pyx. Please ensure that before the gifts are carried up all pyx are in Bread 1 .**
4. Fill the **four** ciboriums with the appropriate number of hosts. **These will be labelled as Bread 1, 2 etc. There is a map attached to these guidelines and on the magnetic board in the Vestry that shows how many people fit in each section i.e. Bread 4 section can hold 115 people packed so generally 100 hosts is plenty for that section. Please ensure that Bread 3 always has enough for that side **and choir** as it is farthest from the Altar. Try very hard not to overfill the ciboriums; ideally we would have less than 50 consecrated Hosts left but we do not want to run out either.**
5. Place one (1) large host in one of the ciboriums **other than Bread 1 (ideally in Father’s ciborium-see sign up board for that Mass).**
6. The ciboriums which go to the back with the decanter are not to have lids.
7. Place the wine decanter, **filled to the bottom of the neck**, and the ciboriums on the back table/shelf near the stained glass window (south side of window).
8. NOTE: if a significant number of people come in after you’ve set out the gifts, so that you feel you need to add more hosts, take the ciboriums to the Vestry, where there are more supplies, and adjust accordingly. Be especially discreet if Mass has started.

Shortly before Mass

1. Ensure that the various ministers have checked in at the Vestry fifteen minutes prior to Mass. If there are absentees, you will need to find replacements. The gift bearing family will be on the schedule printout if a family has volunteered or been assigned for that Mass. If no family is listed you will have to find one or, as a very last resort, ask the Ushers to carry up the gifts. At various times throughout the year, Sacrament preparation families will be assigned to bring forward the gifts. If they have not checked in by 10 minutes before Mass you will need to find another family, or couple. It can be good to find a backup in any event. They will only be bringing forward the bread and wine (four ciboriums and one decanter). One of the Ushers or Greeters who is not related to the Mass Coordinator will bring the collection forward.
2. Please ensure the door between the Vestry and the worship space stays closed until after the Vestry prayer (see below). Have people use the door from the Vestry into the gathering space instead. That will greatly reduce noise in the worship space. Once Mass starts, please open the door to the worship space in anticipation of the recessional.
3. Light the candle on the Altar approximately 15 minutes before Mass – just before the prayer in the Vestry (and the Easter Candle too, during the Easter season or the appropriate candles in the Advent wreath, during Advent).
4. Gather all those helping with the Mass to join in prayer in the Vestry ten minutes before Mass begins.
5. Before and at the beginning of Mass, make note of people who need Holy Communion brought to them.
6. Ensure all the lights are switched on with button #1 back by the Vestry when, or just before, the procession forms at the back of the Church.

During Mass

1. Sometimes you may be asked to turn the lights on or off. #1 on the light panel turns the lights on 100% and #7 turns them all off.
2. Immediately following the Creed (when the proclaimer goes to read the intercessions), go to the appropriate meeting room to call the children back to Mass.
3. Meet the family bringing up the gifts at the back of the worship space, while the collection is going on. Assist with dividing the items to be taken up to Father. **Please do not stack the ciboriums. If there are only 2 family members for gifts then send an Usher with one item.** The money from the collection also goes up with an Usher who is not related to the Mass Coordinator and then taken to the safe.
4. When the gifts are being taken up, please go to the right side at the front (the front of the in-between aisle – south side – near flex space) so that you can meet the Usher carrying the collection. That Usher and you will then take the money to the safe – using the side aisle. *(You have been provided with specific training on securing the collection and keeping the Children's Liturgy/Children's Collection separate).* Please return the Children's Collection basket to the shelf above the collection baskets.

5. If you return to the church from securing the collection before the kneeling during Consecration, you may proceed to your seat. If you return during Consecration, please wait in the gathering space with the Usher until everyone stands again.
6. At certain celebrations with larger crowds, such as Easter Sunday, First Communion, Teacher's Mass and Christmas Eve you may need to assign someone to bring the decanter of Precious Blood to the Cup Ministers and refill the chalices. These are the only Masses where the decanter would potentially contain Precious Blood. If this is the case, as communion begins have that Minister stand by the altar servers so they can monitor the need to refill. Please choose someone who is a Mass Coordinator or Eucharistic Minister to handle this for you. **If the decanter has been left on the Altar during consecration it will have been consecrated. If the decanter has been placed on the credence table before consecration then it contains only wine and can be put back in the bottle. Please pay attention during consecration. If you are unsure of what was consecrated ask Father.**

After Mass

1. Wait until the recessional song is finished and then you, together with the first Eucharistic Minister on the schedule (*), will purify the Sacred Vessels at the credence table and then clean the Sacred Vessels in the Sacristy. See attached cleaning instructions. These are also posted above the sink in the Sacristy. Please use the wooden tray to carry all items back to the Sacristy. Acolytes are strongly encouraged to help with purifying and cleaning and may join you. Place the used purificators on the drying rack in the Sacristy.
2. Blow out the candle on the Altar (and Easter Candle or Advent wreath candles if being used).
3. **NOTE: make sure the key is taken out of the Tabernacle after all Masses and returned to the wooden tray.**

Thank you for giving of your time and talent to help serve the Lord in this His parish community. If you are unsure of something – do not hesitate to contact Jason Trehas 306-530-7987.

Updated March, 2019 sg

CLEANING INSTRUCTIONS FOR SACRED VESSELS

- The Mass Coordinator, together with the first Eucharistic Minister * on the list, will purify and clean the vessels after Mass.
- Once the recessional hymn is completed, go to the credence table to purify the vessels. Do not go before the hymn is done.
- Pour water from the cruet into the decanter, swish it around, and pour into chalice to consume.
- Pour water from cruet into each ciborium to clear out any of the small crumbs....and pour into chalice to consume.
- Ensure all chalices have been purified. Hold the purificator on the edge of the chalice, hold chalice at a 45° angle (water should reach the rim), and rotate chalice to rinse

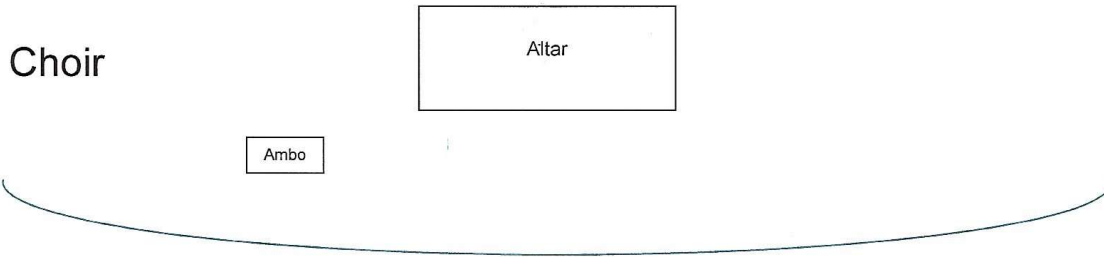
entire inner surface. Then consume the contents of the chalice. Dry chalices and ciboriums with used purificators.

- Once the vessels have been purified take the vessels to the sacristy to be washed with soap and hot water. Use the wooden tray to carry.
- NOTE: do not submerge the chalices in the water (as water gets into the bottom of the chalice and rusts). Also do not put soap into the decanter or cruets...but rinse out with hot water instead. Do not submerge the ciborium lids.
- Once the decanter and cruets have been rinsed and dried with the white or blue flannel cloth... turn upside down on the drying rack so that they dry well and mold does not form inside.
- After drying with the white or blue flannel cloth place the chalices and ciboriums back in the wooden tray in the drawer.
- Make sure the key to the Tabernacle is returned to the wooden tray in the drawer after Mass.

The Vestry is at the back of the church, the Sacristy is behind the Altar.

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Church Seating



BREAD 3		BREAD 1		Row	BREAD 2		BREAD 4	
Far Left		Center Left			Center Right		Far Right	
		8	WC	1	WC	8	11	WC
WC	6	10		2	11		12	WC
WC	9	12		3	12		12	
WC	11	13		4	12		12	
WC	14	13		5	12		10	
WC	14	14		6	13		9	
WC	13	14		7	13		9	
WC	12	14		8	14		7	
WC	12	14		9	14		7	
12		14		10	14		6	
11		14		11	14		6	
11		14		12	14		5	
10		14		13	14		5	
10		14		14	14		4	
10		11	WC	15	WC	14		

143	193	192	115
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TOTAL Pew Seating: 643

WC TOTAL Wheelchair Seating: 14