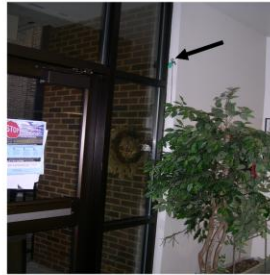


Liturgical Minister Training- Mass Coordinator



Unlock Door to Commons



Door Lock to Commons



Clrm #8 Children's Liturgy



Clrm #18/19 Bldg Thermostat



Clrm #18/19 Bldg Thermostat

12/1/2007

1

1. Before leaving home, make sure you have:
 - a. Liturgical minister schedule for the month
 - b. Key to church doors
 - c. Mass coordinator checklist
2. At Church:
 - a. Unlock door to commons.
 - b. If you do not have the hex tool to unlock the door from the inside, use the one hanging to the right of the door.
 - c. Turn on the lights in the Commons (on the wall to the right of the door and behind the tree).
 - d. Unlock the door to the church hallway from the Commons.
 - e. Turn on the lights in the hallway to the church and the classroom hallway.
 - f. Unlock the church entrance doors by the classroom hallway.
3. Unlock doors for Children's Liturgy: Classroom # 8 and #9.
4. Set heat/AC for classrooms:
 - a. Unlock classroom #18/19 (right-side door)
 - b. Locate thermostat on the wall to the right. Turn the dial to the right (all the way around).

Liturgical Minister Training- Mass Coordinator



Unlock Door to Sacristy



Turn on church ceiling fans
Turn on lights in church



As needed: Turn on speaker switch

12/1/2007



Get key to storage cabinet

2

1. Unlock door to sacristy and hospitality room.
2. Turn on sound switch for sacristy (inside the door on the left).
3. Turn on lights in church (on wall to the right). Turn on all.
4. Turn on church ceiling fans (above light switch box). Turn to the right (as shown).
5. Note: for special events in the Parish Hall: Turn on speaker switch for sound (on the wall to the right of the light switch box).
6. Get key to storage cabinet: Open closet door (See photo).
 - a. Open closet door (on right).
 - b. Key is on nail to the right (near top right of door frame)

Liturgical Minister Training- Mass Coordinator



Front Entrance Door



Grocery Cart



Stand for Mass Aides

12/1/2007

3

1. Unlock the front door (if not unlocked by the ushers).
2. Ushers will put out stand for the Mass sheets.
3. Ushers will place the grocery cart.

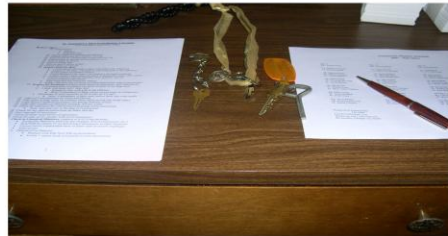
Liturgical Minister Training- Mass Coordinator



Storage cabinet & drawers & cup carrier



Mass & Lector Books & Announcements



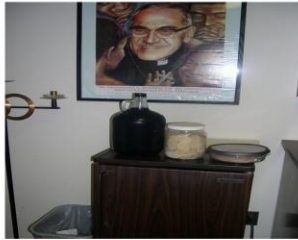
Mass Coordinator Checklist, 3 keys & Mass schedule

12/1/2007

4

1. Unlock the cabinet doors, using the key from the closet.
 - a. Left-side top: cups
 - b. Left-side bottom: plates, wine pitcher, Tabernacle key (on gold chain), and pyx (host containers for homebound)
 - c. Right-side top-left: tray with microphones for priest/deacon
 - d. Right-side bottom-left: chalices
 - e. Right-side top-right: more chalices
 - f. Right-side bottom-right: ciborium, water cruets
 - g. Drawer top left: miscellaneous: charcoal and incense, propane lighter, info sheet for Homebound Communion
 - h. Drawer #2 left: cutting board and knife for cutting Communion bread
 - i. Drawer top right: Minister name tags, key tool for locking front door, batteries for microphone
 - j. Drawer #2 right: purificators
 - k. Drawer bottom-right: tools, etc.
2. Books for Mass and announcements
3. Mass coordinator checklist
4. Keys
 - a. Tabernacle
 - b. Cabinet
 - c. Church and classroom doors
5. Liturgical minister schedule

Liturgical Minister Training- Mass Coordinator



Get wine and hosts from fridge



More wine in the closet



Tabernacle
key
Pyx
containers

Wine cups
Wine pitcher
Bread Plates

12/1/2007

Left cabinet



One host plate and wine pitcher

5

1. Get wine and hosts from fridge.
 - a. The wine will be in a bottle or carton.
 - b. The large hosts are in a low-flat plastic container. Take out one.
 - c. The small hosts are in a jar-type plastic container. Additional hosts may be in a plastic bag.
 - d. If the host supply is low, look in the cabinet on the other wall for more plastic bags.
2. For more wine, check the closet on the floor, right side.
3. Using the cabinet key, open the door on the left side.
 - a. Take down 8 cups, place in wooden carrier (not shown).
 - b. Take out one wine pitcher; you may need to open the right-side door.
 - c. Take out 4 plates (patens): 1 for hosts; 3 to take to the altar.
 - d. Take out Tabernacle key (on gold chain).
 - e. Note location of pyx containers (for Eucharistic Ministers of the sick who need one).
4. Fill one host plate (paten) and wine pitcher.
 - a. Pour small hosts from the plastic container on to one plate (paten).
 - b. Place one large host on top of the small hosts.
 - c. Fill the wine pitcher. If need a measure, use a wine cup @ $\frac{3}{4}$ full X 8. This usually comes to near the bottom of the pitcher handle.
 - d. Note: if Communion bread has been baked and is to be used in place of the wafer hosts, it will have to be cut in small portions. Do the following:
 - 1) Locate knife and cutting board in second drawer on the left (not shown).
 - 2) Cut the bread into small pieces (estimate $\frac{1}{2}$ inch squares).
 - 3) For the large host (to replace the large wafer host), make cuts on the backside (but not too deep) to enable the priest to break it up for distribution at Communion.
 - 4) Place the bread on one plate, with the large host on top.

Liturgical Minister Training- Mass Coordinator

Microphone
tray

Chalices:
ceramic and gold



More chalices

Ciborium

Water cruets



Purificators



Microphones

12/1/2007

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1. Open the cabinet doors on the right side.
 - a. Take out the white microphone tray (top left): 2 microphones
 - b. Take out the chalice: green ceramic for Ordinary Time (most of the year) or gold (special occasions, Christmas, Easter, Holy Days, etc. When in doubt, ask the deacon or priest.
 - c. The ciborium is used to store consecrated hosts in the tabernacle.
 - d. Take out both cruets and the water bowl. Fill both. One is for the ritual washing of the priests hands; the other is used for the ritual washing of the cups after Communion.
2. Open the second drawer on the right and take out 10 purificators.
 - a. 8 for communion stations
 - b. One for the chalice
 - c. One for the ritual hand washing (with water cruets)
3. Take out two microphones: one for the priest and one for the deacon. If more are needed and on hand, the deacon or priest will advise.

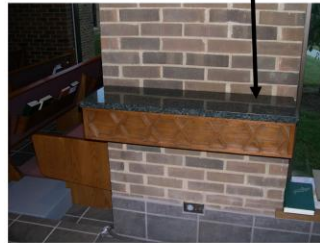
Liturgical Minister Training- Mass Coordinator



Storage cabinet & drawers



Minister of homebound form & pyx



Credence table on altar

12/1/2007

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1. Minister to the homebound: these EM will contact the Mass Coordinator before Mass. After Communion, the deacon or priest will place hosts in a pyx and will call the ministers of the sick to the altar, present them with the pix, say a blessing, and send them forth to carry the Eucharist to the sick. Do the following to prepare:
 - a. Ask the minister if they need a pyx (container). If yes, get one from the cabinet (left side in front of plates).
 - b. Get a minister information form (from top left drawer).
 - c. Ask the minister to complete it: name, number of Hosts needed and purpose (hospital, nursing home, etc.)
 - d. Place the form and pyx on the credence table on the altar.
 - e. During Communion, an Altar Server will place the form and pyx on the altar; if the Mass Coordinator does this, move them before the cleansing of the cups begins.

Liturgical Minister Training- Mass Coordinator



18. Credence table complete



18. Pascal Candle



18. Tabernacle

12/1/2007

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1. Move items from the sacristy to the credence table on the left side of the altar.

Note: ensure to take the Tabernacle key.

2. Light the Pascal Candle when required.

Note: bring the candle lighter from the sacristy. It may be easier to light the Pascal Candle by removing it from the stand.

3. Proceed from the altar to the Chapel to check the amount of Eucharist stored in the Tabernacle.

Notes:

- a. there is usually one or two ciborium in the Tabernacle.
- b. Bring only one to the altar at Communion.
- c. Consider the number in the ciborium when estimating the number to be put on the bread plate (paten) to be brought to the altar at the Offertory procession.

Liturgical Minister Training- Mass Coordinator

Check in Liturgical Ministers: (if not present, replace 5 minutes before Mass)

Eucharistic Ministers (brief on any changes; First Communion; etc.)

Brief EM for station #1 on delivering Communion to other locations

Lectors (notify replacement early to allow time to review readings)

Lector 1 carries book of Gospels in entry procession

Deacon (if no Deacon) Replace with EM; brief EM on procedures

Note: use experienced EM for Deacon replacement

Check for children's liturgy (none if Baptisms during Mass)

12/1/2007

9

1. Check in Liturgical Ministers: (if not present, replace 5 minutes before Mass)

Eucharistic Ministers (brief on any changes; First Communion; etc.)

Brief EM for station #1 on delivering Communion to other locations

Lectors (notify replacement early to allow time to review readings)

Altar servers

Deacon (if no Deacon)

Replace with EM; brief EM on procedures

Lector 1 carries book of Gospels in entry procession

2. Check for children's liturgy (none if Baptisms during Mass)

Liturgical Minister Training- Mass Coordinator

Before Mass

Arrange for gifts to be taken up (2 parishioners or Children's Liturgists)

Ask gift bearers to come to the vestibule after the Offertory collection

Ask children's liturgist for a child to carry the money basket and help push the cart

During Mass

Procession of Gifts:

Altar servers, Bread plate, wine pitcher, money basket and grocery cart

Children from Children's Liturgy will follow the cart

12/1/2007

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1. Arrange for gifts to be taken up (2 parishioners or Children's Liturgists)

Bread plate, wine pitcher, money basket and cart

Children from Children's Liturgy will follow the cart

Ask liturgist for a child to carry the money basket and help push the cart

If no children's liturgy, ask a parishioner to carry the basket; an usher should push the cart

Liturgical Minister Training- Mass Coordinator

During Mass: Communion

After the Consecration, retrieve ciborium from the tabernacle

Bring (one) ciborium with consecrated hosts to the altar
(Note: follow priest to the altar after kiss of peace)

Eucharistic Ministers (EM) approach the altar when music starts for Lamb of God

If no Deacon, EM #3B will replace the Deacon for Communion

EM wait until all have received Communion before going to the altar

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During Mass

After Consecration, retrieve ciborium with consecrated Hosts from tabernacle

Bring ciborium to altar:

After Our Father/sign of peace and before music starts, proceed down center aisle and follow the priest to the altar

Arrive before Priest raises the consecrated host

Place ciborium from right-side of altar; remove cover

Take position with EM at foot of the altar

If no Deacon, EM #3B will replace the Deacon

MC takes position with EM at foot of altar

3B distributes consecrated wine to Mass servers

3B takes paten plate with hosts and distributes hosts to EM on right side

3B takes Deacon position for Communion

Note: EM wait until all have received Communion before going to the altar for plate or cup

Liturgical Minister Training- Mass Coordinator

During Mass: Communion

Monitor Communion lines; check priest/deacon: provide more hosts as needed

Place pyx and information sheets on altar

When station #1 is almost complete, take wine pitcher to station #1

Make decision on station #1 supporting station #4 or other persons

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Communion:

Monitor Eucharist lines (from altar)

Note: during Communion the MC moves the pyx containers and information sheets from the credence table to the altar

Check the Priest and Deacon to ensure they have enough Hosts (refill from ciborium); refill cup stations from Chalice

When station#1 is complete and station #4 still has a long line:

MC directs 1B and 1C to station #4

MC takes the cup from the remaining 1C, and pours it into the other cup

MC gives the wine pitcher to the remaining 1C who takes it to the sacristy

MC takes the cup and the purificator to the credence table

Note: if MC has identified disabled people in the back of the church or elsewhere (RCIA sponsors in a classroom)

Direct station #1 EM to distribute Communion (1B and 1C)

MC gives the wine pitcher to the remaining 1C who takes it to the sacristy

MC takes 1C cup and purificator to credence table

If station #1 EM are not needed at station #4:

EM consume consecrated wine remaining in cups

MC gives wine pitcher to 1C; 1Cs give cups and purificators to MC

MC takes cups and purificators to credence table

1B takes paten plate to the altar

1C take pitcher to sacristy

Liturgical Minister Training- Mass Coordinator

Purification of vessels after communion:

MC returns from station #1 with cups

EM (bread) return their paten plates to the altar.

EM (cup) station 2, 3, 4:

Consume consecrated wine on station (if possible)

One EM takes both cups and purificators to credence table

MC moves to credence table and receives cups and purificators from EM

Pours a small amount of water into the first cup for cleansing, continues for each cup

Rinses all cups

Pours remaining water into chalice

MC receives ciborium with consecrated hosts from priest/deacon

MC takes the ciborium to the Tabernacle

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Purification of vessels after communion:

EM (bread) return their paten plates with consecrated hosts to the altar. Return to their seats.

EM (cup) station 2, 3, 4:

Consume consecrated wine on station (if possible)

One EM takes both cups and purificators to credence table

Altar servers return chalice to credence table

MC moves to credence table and receives cups from EM

Pours a small amount of water into the first cup for cleansing and then pours the contents from the first cup into the second cup for cleansing

Note: if the activity is too busy, receives cups and places them on the credence table; pours water after EM depart

Note: have EM place purificators on the right side of the credence table

Priest and Deacon transfer consecrated hosts from patens to the ciborium and consecrated bread crumbs to One paten or the chalice. Note: leave purificator on altar for this purpose.

MC note: if remaining consecrated hosts exceed capacity of one ciborium, take the second (empty) ciborium from the credence table to the Priest/Deacon on the altar.

Note: if a ciborium is not available, use a paten plate for the remaining consecrated hosts.

MC: go to altar to receive ciborium with consecrated hosts from the Priest/deacon

MC takes ciborium's) with consecrated hosts to the tabernacle in the chapel

MC returns to the sacristy

Note: Priest/Deacon calls ministers for the homebound to the altar, gives the pyx with consecrated hosts to the ministers and says a blessing. This may occur while the MC is cleansing the cups.

Note: Priest/Deacon performs purification of the vessels at the credence table (consumes remaining consecrated wine and cleansing water).

Liturgical Minister Training- Mass Coordinator



Sink in Sacristy



Vessels
for rinsing

Chalice
Plates
Pitcher
Cups

Cup Holder

Purificators



Storage cabinet & drawers

12/1/2007

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After Mass

Clear items from altar (chalice; 8 cups, 4 patens; 2 cruets/water basin; 2 or more purificators; lector books/announcements, etc) (use cup carrier)

Rinse chalice, plates, cups and pitcher in special sink

Note: Wash cups with soap and hot water in Sacristy restroom (as needed during cold and flu season)

Return all items to cabinets

Check all locks on cabinets

Replace keys to proper locations After Mass

Rinse vessels plates in the sacristy sink.

- a. Place purificators in the laundry hamper.
- b. Rinse the Chalice, wine pitcher, wine cups, and bread plates in the sink.

Return all items to their storage locations.

- a. Wine pitcher, wine cups, and bread plates (left-side cabinet) and the Chalice (right-side) cabinet.
- b. Microphone's to tray in cabinet (top right), (if priest/deacon) no longer needs it.
- c. Return the wooden cup holder next to the refrigerator.
- d. Return Tabernacle key to cabinet
- e. Check to ensure all cabinet doors are locked. Return cabinet key to closet.

Liturgical Minister Training- Mass Coordinator

First Communion

Before Mass:

Identify whether any parents or family etc. will be Eucharistic Ministers
Brief all EM and ushers on procedures at Communion

At Communion:

2 designated EM (2C and 3C) come to altar
Receive Communion on the altar;
EM receive cup and purificator from Priest/Deacon
2C and 3C take positions on each side of the Priest/Deacon;
2C and 3C give First Communion to children and their families;
remain on station.
At Communion, all other EM move to the vestibule;
EM meet the MC to line up for Communion as a group
EM come down the center aisle as a group
(behind the First Communion families and ahead of the ushers);
EM receive Communion
EM move to the altar to get paten or cup; take assigned stations.
MC follows EM to Communion; takes position on the altar

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First Communion

Before Mass:

Mass Coordinator (MC) identifies whether any parents or family etc. will be Eucharistic Ministers (EM)

MC briefs all EM and ushers on procedures at Communion

At Communion:

2 designated EM (2C and 3C) come to altar and receive Communion on the altar; receive cup and purificator from Priest/Deacon

Designated 2C and 3C take positions on each side of the Priest/Deacon; give First Communion to children and their families; remain on station.

At Communion, all other EM move to the vestibule; meet the MC to line up for Communion as a group

Remaining EM come down the center aisle as a group (behind the First Communion families and ahead of the ushers); receive Communion; move to the altar to get paten or cup; and move to assigned stations.

MC follows EM to Communion; takes position on the altar

Liturgical Minister Training- Mass Coordinator

Communion for delivery to the homebound

Before Mass:

- Receive host containers for the sick (pyx) (from Eucharistic Ministers)
- Eucharistic Ministers complete information form (top left drawer)
 - Name
 - Purpose: (e.g. St. Mary's hospital; nursing home, etc.)
 - How many Hosts needed?
- Place pyx on credence table with info sheet for each

After Communion:

- Priest/deacon calls ministers of the sick to the altar
- Announces each minister and distributes the pyx container to each
- Says a blessing
- Sends the ministers forth

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Communion for delivery to the homebound, hospital, nursing homes, etc.

(Use of pyx containers for carrying the Eucharist)

Before Mass:

- Receive host containers for the sick (pyx) (from Eucharistic Ministers)
- Eucharistic Ministers complete information form (top left drawer)
 - Name
 - Purpose: (e.g. St. Mary's hospital; nursing home, etc.)
 - How many Hosts needed?
- Place pyx on credence table with info sheet for each

After Communion:

- Priest/deacon calls ministers of the sick to the altar
- Announces each minister and distributes the pyx container to each
- Says a blessing
- Sends the ministers forth