

St. Augustine's Mass Coordinator Checklist

(November 2007)

Before Mass

- Unlock doors
 - Front
 - Side door
 - Commons door
- Turn on lights in Commons and Hallway
- Unlock classrooms for Children's Liturgy
- Turn on heat/air conditioning (Classroom #18/19)
- Unlock doors to sacristy and hospitality room
- Turn on lights in church
- Turn on ceiling fans
- Turn on church sound system
- Unlock cabinet in sacristy
- Prepare items for altar**
 - 1 wine pitcher (brought to altar with gifts at the Offetory)
 - 4 plates (3 for altar; 1 brought to altar with gifts at the Offetory)
 - 8 cups (place in wooden carrier)
 - 10 purificators (8 for cups/1 for chalice/1 for hand washing)
 - 2 water cruets/1 glass basin for hand washing (fill cruets with water)
 - Chalice (ceramic during Ordinary time, gold for special occasions/Easter/Christmas)
 - Altar cloth and Pall board for chalice
 - Empty ciborium (for overflow of consecrated hosts after Communion)
- Prepare for Eucharist** (estimate hosts based on attendance and Tabernacle)
 - Cut bread (when available): cut slices in back of the large host
 - 1 plate with hosts and 1 large host
 - brought to altar with gifts at the Offetory
 - Note: if attendance is light, return excess hosts to refrigerator
 - Fill pitcher of wine (measure to fill 8 cups @ 3/4 full)
 - Note: if attendance is light, pour excess back into wine bottle
- Take out 2 microphones for Priest and Deacon
- Take items to altar; place on credence table (shelf on left side of the altar)
- Light Pascal Candle (if necessary; not during Ordinary Time)
- Light other candles (as directed: example Advent, Lent)
- Check the tabernacle for ciborium(s) containing consecrated hosts
 - Note: take only one to the altar at Communion
- Check for any special instructions for Mass that day
- Start charcoal (if necessary)
- Check/fill Holy water bowls (if necessary)
- Check/fill altar server candles with oil (if necessary)
- Check in Liturgical Ministers:** (replace at 8:55 if not present)
 - 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

St. Augustine's Mass Coordinator Checklist

(November 2007)

- Check for children's liturgy** (none if Baptisms during Mass)
- 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
- Receive host containers for the sick (pyx) (from Eucharistic Ministers). See note for procedures. Place pyx on credence table with info sheet for each.

During Mass

- After Consecration, retrieve ciborium with consecrated Hosts from tabernacle
- After Our Father/sign of peace and before music starts, bring ciborium to altar
 - Arrive before Priest raises the consecrated host
 - Place ciborium from right-side of altar; remove cover
 - Take position with EM
- 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
- Communion: (if First Communion, see note below)**
 - Monitor Eucharist lines (from altar)
 - Check the Priest and Deacon to ensure they have enough Hosts (refill from ciborium)
 - MC (or altar server) moves the pyx containers and information sheets from the credence table to the altar
 - When station#1 is complete:
 - MC takes wine pitcher from credence table and moves to station #1
 - 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
 - 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 takes pitcher to sacristy.

St. Augustine's Mass Coordinator Checklist

(November 2007)

- 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
 - The other EM returns them to the sacristy
 - Note to EM: if they arrive at credence table before the MC, start cleansing the cups (pour small amount of water from cruet in one cup, and use this water to rinse all other cups)
 - 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 all the other cups for cleansing (remember the priest/deacon has to drink all of it, so keep the amount small)
 - Note: if the activity is too busy, receives cups and places them on the credence table; pours water after EM depart
 - Arranges the cups on the credence table
 - Pours water from the last cup into the chalice.
 - Priest and Deacon transfer consecrated hosts from patens to the ciborium and consecrated bread crumbs to the chalice.
 - MC note: ensure that the purificator remains on the 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.
 - MC note: if a ciborium is not available, use a paten plate for the remaining consecrated hosts.
 - MC moves to the altar to receive ciborium(s) with consecrated hosts from the priest/deacon
 - MC takes the ciborium to the tabernacle in the chapel
 - MC returns to the sacristy
 - Priest/Deacon performs purification of the vessels at the credence table (consumes remaining consecrated wine and cleansing water)
- Priest/deacon calls ministers of the sick to the altar.
 - Note: this may occur while MC is cleansing the cups
 - Announces each minister and distributes the pyx container to each
 - Says a blessing
 - Sends the ministers forth

St. Augustine's Mass Coordinator Checklist

(November 2007)

After Mass

- Clear items from altar (chalice; 8 cups, 4 patens; 2 cruets/water basin; 2 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

Key Locations

- Cabinet key: Nail on inside of closet door
- Tabernacle: In first cabinet on left, lower shelf
- Front door: on stick by door
- Side doors: on stick by doors

Names and Numbers

Mass	Name	Phone	E-mail
5:30 PM			
	Bob Corcoran	768-9381	corcoranrp@aol.com
	Bill Burnett	222-7514	bburnett@nutri-blend.com
	Jean Christy	763-2667	rjnc86@comcast.net
	Carolyn Peilecke	271-1763	
	Linda Spainer	739-8276	lindaspainer@yahoo.com
**	Al Hallatt		aahallatt@netzero.net
9:00 AM			
**	Laura Craig	748-8904	lbc8653@hotmail.com
**	Jeanne Scott	276-7471	njscott@vcu.edu
	Paul Bedard	751-0007 H 706-2468 W	Paulbedard42@verizon.net Paul.bedard@ngc.com
	David Ellena	796-6981 (H) 651-0725 (C)	David_Ellena@ccpsnet.net
11.00 AM			
**	Dottie Deaner	379-1377	deejaydee41@comcast.net
	Barbra Mueller-Wood	748-4499	woodb@chesterfield.gov
	Cathy Stage	796-5637	dstage7192@aol.com
	Bill Ells	745-2550	turnmill1816@hotmail.com
	Chris Klaer	748-0526	
Worship Committee	Bunny Fitzpatrick		Frances_Fitzpatrick@chs.net FSFINCHESTER@aol.com
	Angy Acosta		msangy76@hotmail.com
	Al Hallatt		aahallatt@netzero.net
	Chris Corrigan		cs_corrigan@Comcast.net
	Sandy Corrigan		sandy_corrigan@comcast.net
	Paul Bedard	751-0007 H 706-2468 W	Paulbedard42@verizon.net Paul.bedard@ngc.com

** Prepares Schedule for Mass Ministers

St. Augustine's Mass Coordinator Checklist

(November 2007)

Briefing Notes for Eucharistic Ministers:

First Communion

- Before Mass:**
 - Mass Coordinator (MC) identifies whether any parents or family etc. will be Eucharistic Ministers (MC)
 - 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

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

(Use of pyx containers for carrying the Eucharist)

- Before Mass:**
 - Eucharistic Ministers give pyx (host containers) for the sick to the Mass Coordinator
 - Eucharistic Ministers complete information form (top left drawer)
 - Name
 - Purpose: (e.g. St. Mary's hospital; nursing home, etc.)
 - How many Hosts needed?
 - MC places pyx on credence table with info sheet for each
- After Communion:**
 - MC moves pyx and information sheets from credence table to the altar
 - Priest/deacon calls the ministers of the sick to the altar
 - Announces each minister and gives the pyx container to each minister
 - Says a blessing
 - Sends the ministers forth