

<b><i>Weekend Mass Coordinator Duties Checklist</i></b>	<b><i>Notes on what this means</i></b>
1. Arrive approximately 45 minutes before the Saturday and Sunday Masses.	
2. Turn on the sound system; be sure the microphones for the ambo, lectern, presider, and deacon are working by physically testing them, if possible. Test the microphones for the musicians and then turn off.	
3. Unlock the storage cabinets in the sacristy.	
4. Set-up the items needed for Mass on the counter in the sacristy (e.g., Sacramentary; required number of chalices, patens, and purificators; the cruet of water, bowl, and hand towel; etc.). Ensure the altar servers take them to the credence table.	
5. Ensure the tabernacle key is positioned in the locking device of the tabernacle.	
6. Check to see how many hosts are in the tabernacle. Depending on the number of hosts already reserved in the tabernacle, place the appropriate number of unconsecrated hosts in the ciborium on the credence table. Check with the presider.	
7. Ensure the altar servers have lit all of the required candles at least 10 minutes before the Mass.	
8. Prepare the wine cruet and ciborium for the Presentation of the Gifts portion of the Mass. Ensure a large (Father Hai) or medium (Father Marty) presider's host is placed in the ciborium and enough wine has been placed in the cruet for the priest, deacon, EMHCs, and the assembly.	
9. Get the Book of the Gospels out and place it on the sacristy countertop. Looking at the Ordo, determine and mark (using a colored ribbon) the appropriate page denoting the appropriate Gospel of the day.	
10. Get the appropriate Lectionary out and place it on the sacristy countertop. Looking at the Ordo, determine and mark (using a colored ribbon) the appropriate page denoting the scripture readings for the day. Once marked, place the Lectionary (opened to the appropriate page) on the ambo, in preparation for the proclaimers' arrival. Note: The colored ribbon should be placed across the page opposite the first reading.	
11. Get the Sacramentary out and place it on the sacristy countertop. Looking at the Ordo, determine and mark (using the colored ribbons) the appropriate pages denoting the appropriate prayers for the day. Leave the Sacramentary on the counter top for the presiding priest to confirm, before placing it under the credence table at St. Paul's or on the radiator opposite the credence table at	

St. John's.	
12. Ensure that the Prayers of the Faithful are on the sacristy countertop. If they are not present, notify the clergy, as soon as possible, before the liturgy begins.	
13. If there is a sprinkling rite, ensure the water bucket and sprinkler are prepared and placed on the credence table for use during the Mass.	
14. <b>Always make sure you have sufficient altar servers, EMHCs, lectors, and ushers for each Mass (BEFORE the Mass starts). This includes finding last minute substitutes for absent ministers, if/as needed.</b>	
15. After the last Saturday and Sunday Mass, please put everything (chalices, patens, etc.) away and lock the cabinets. Place soiled/used purificators in the laundry bin for later cleaning.	
16. Lock the tabernacle and secure its key in the sacristy cabinet.	
<b>17.</b> Wash the vessels after Mass.	
18. Ensure all candles are appropriately extinguished and all interior exit doors are closed, before shutting off the interior church electrical lighting and the PA system.	