

## **Mass overseer duties and checklist**

### **MASS IN THE HALL**

Arrive at least 30 minutes before Mass time.

1. Unlock doors.
2. Do the dishes of Holy Water need water added—a decanter of Holy Water will be in the Sacristy room cupboard.
3. On the large round table—Sacramentary, Hand washing basin, towel, and pitcher, with water in it, priest's chalice covered with purificator, four bread bowls, tray with seven wine cups with enough purificators, one for each cup, small cruet of water for consecration, metal pix and lid for use if too many hosts are left that cannot be consumed after communion, large cover cloth (folded) for after the vessels are purified, and altar corporal (unless it placed on the altar ahead of time). (Refer to photos of 'set up for Mass in Hall'.)
4. Fr. Bob's water bottle out on the stand next to his chair.
5. Lectionary on Ambo marked for correct Sunday
6. Folder for this Mass on lectern (stand near kitchen) containing Greeting sheet and Announcement sheet, Intercessions sheet in Ambo (if 10:00 Mass see that the choir has their copy from the folder)
7. Intercession Book on stand between double doors in rear of hall, turned to correct page for today's date.
8. Book of Gospels (marked to correct Sunday) on table in rear of hall to use in procession.
9. Dish for altar breads and wine on table in K of C room. How many altar breads are in the dish for this Mass—it works best if the overseer fills the bread dish themselves, one large host equals 20 after broken. Fill wine decanter to taper of neck. Are there more altar breads and wine in closet if needed.
10. Small glass dish to be used for hosts for disabled who need communion brought to them (Know who and where these people are-assign to a minister to take care of them, usually the mass overseer. First cup follows bread minister to the disabled in back and returns to the choir area after.)
11. Turn PA system on. Put battery in Fathers microphone and put in K of C room. Need key for Media room.
12. Processional cross in place at end of row of servers chairs (Server should bring it back to begin procession when they light the altar candles)

13. Air conditioning on. Lights on
14. Greeters in place.
15. Is Paschal Candle lit if it is during Easter Season
16. If incense is to be used is the censer stand, censer with charcoal and incense ready.
17. If a special blessing is to take place during Mass the Book of Blessings should be on the table by Father's water bottle. (Need to bring it from the church-we only have one.)

Now we are ready for Mass except for all ministers:

1. Check in **all ministers** as they come in. Be sure we have servers, two lectors (if not, be sure the remaining one knows they are reading alone), the requisite number of EMHC's, ushers, and greeters.
  - a. If you are short on servers: if you have two and no third, one should carry the Cross, the other walk with hands folded *behind* cross bearer.
  - b. Be aware of any special happenings that the servers need to be aware of, i.e. incense, where to sit in case of extra priest, a deacon or MC present.
  - c. Advise the altar servers not bearing the cross to escort the designated EMC back to the tabernacle with reserve Eucharist after mass.
  - d. Any special instructions for ushers, i.e. family presenting gifts in case of special celebration as a baptism, wedding anniversary, etc. Ushers ask someone to present gifts. They need to give them instructions and give their names to the first reader. Remind ushers not to seat people during readings.
  - e. Any special instructions for cantor or organist.
  - f. Be sure bread minister knows to serve handicap in front if necessary.
  - g. Make sure first cup minister follows EMHC to back of hall, when finished with disabled cup minister takes their place by choir.
2. Try very hard not to have lectors and EMHC's doing double duty, look around for a sub EME, but double if you absolutely have to.
3. Be sure that Altar Servers light the candles all four candles at the altar.
4. Check if there are people in the rear of the room or in the gathering area who will need Communion at their seat. keep a list of who so you don't miss anyone.
5. Know the choreography for taking up the collection and for the communion procession. (Eight ushers are needed for the collection, but only four for communion.)

6. Count (or estimate) for the number of people to receive communion—try to have as close as possible the correct number of altar breads in the dish, allowing 20 for the large host after it is broken. Our standard setup in the Hall is outside sections are 6 chairs across, center sections are 7 chairs across. The number of rows may vary, count them before Mass. If extra chairs are brought in try to keep track of how many are added. If the hall is full it is easier to estimate empty chairs and subtract from the total. Subtract 5-10% from the total for non communicants. Record the total number of people for record keeping. (This is probably the hardest part!)

As the final song starts mass is over. When the priest and servers start out. Have designated EMHC go forward and pick up the pix, walk down the side aisle. Meet the altar server at the back door and have him/her escort the EMHC back to the tabernacle in church. Place reserve Eucharist in ciborium in tabernacle recording the number and adding it to the “sheet” in the sacristy.

#### After Mass:

1. EMHC’s and lectors should attend to their duties before leaving. All dishes are to be washed, dried and put away in the sacristy cupboard in the K of C room. Lectors should return lectionary, Gospel book, the intercessions and folder with greeting page and announcements to the K of C room. Linens may be left by the dishwasher return for the laundry person to pick up .
2. Have ushers take any food stuffs to the conference room. Be sure money is placed in the envelope and given to Father.
3. Be sure all candles are extinguished. Crucifix is back on stand near altar. Altar is covered with tablecloth. Credence table is cleared.
4. Fr. Bob’s water back in **fridge in the church** after Mass.
5. If incense was used return the censer, incense boat, and stand to the server’s sacristy in the church.
6. Sacramentary and Intercession Book are to be returned to the church.
7. Bulletins left on table in Gathering Area and church vestibule after Mass.
8. Leave clipboard and worship aids (for recycling) in the K of C room.
9. Empty holy water into plants in foyer, wash dishes and return to closet.
10. PA system off (the media control room should be locked at all times) Fr.’s mic and battery replaced.
11. Lights off and all exterior doors locked. If a staff person is not available to do this, an allen wrench for the exterior double doors is in the drawer under the microwave in the Conference Room (next to the Liturgy Office.)