

Mass overseer duties
MASS IN THE CHURCH

Arrive at least 30 minutes before Mass time.

1. Set up of credence table; Father's chalice (the metal one), covered with a purificator, water cruet, the basket of hand towels, the lavabo basin, and pitcher of water for washing of hands, the corporal for the altar. The Sacramentary goes on the stand. Fr. Bob will take care of marking the correct pages himself. The tray with with 5 chalices, 5 purificators on top of them; the other bread bowl to serve from; and another large cloth, left folded.
2. Altar breads in the dish for this Mass (should be 100 plus the large one equaling 120) and empty smallest bread bowl (so the overseer may count into it the number of hosts needed for handicappers and choir loft) ready on counter in priest sacristy. Decanter of wine from the 'fridge, filled to taper of neck.
3. How many hosts (consecrated) left in tabernacle? (check sheet on Sacristy counter.)
4. Put the key in the tabernacle.
5. Key in ambry if there is to be a baptism at this Mass. Also, if a baptism, set large pitcher, (from top shelf in sacristy cupboard) on edge of font. Holy water bucket and sprinkler on lower edge of font. Towel for Father (like the ones for the hand-washing) on edge of font with pitcher. If there is to be an anointing during or after Mass the ambry key should be in the ambry, holy water available and Father's ritual for Sacrament of the Sick out.
6. Fr. Bob's water bottle in the left arm pocket of his chair-on his left as he is sitting down. If a special blessing is to take place during Mass the Book of Blessings should be in the opposite arm of Father's chair.
7. Folder for this Mass on lectern containing Greeting sheet and Announcement sheet.
8. Lectionary on front shelf of Ambo, Intercession sheet on top of ambo.
9. Book of Gospels on the gift table in rear of church next to candle rack.
10. Turn on PA system in Reconciliation Room.
11. Candles and Processional cross in Reconciliation Room (If only two altar servers are on, or only two show up, the candles are not carried. They may be left in the Rec. Room or taken back to the front and placed on the stands, lighted.)

12. Paschal Candle lit if it is during Easter Season or if there is a Baptism scheduled.
13. During Advent, Advent wreath candles lit? Does Father have the one outdoors lit?
14. Replace vigil candles that are out with fresh ones (in the Usher's closet)
15. Rope across bottom of stairway to choir loft.
16. All lights should be on except in the Sanctuary.
17. Book of Intercessions on stand in vestibule turned to correct page.

Stand in back with clipboard to be recognized as overseer:

1. Check in **all ministers** as they come in. Be sure we have three 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 sub for a third, they carry only the processional cross. If only two servers are present the Cross bearer leads and the other person walks directly behind, (with hands folded, unless they are carrying their worship aid to sing.) ***The processional cross always leads.*** (The only exception to this is if incense is carried in the procession, then the thurifer leads.)
 - b. Be aware of any special happenings that the servers need to be aware of, i.e. incense, hold book for Father for blessing of water, where to sit in case of extra priest, a deacon or MC present.
 - c. Any special instructions for ushers, i.e. family presenting gifts in case of baptism, special celebration as a wedding anniversary, etc.
 - d. Any special instructions for cantor or organist. (If a baptism is to be celebrated, extra music and instruction are needed; someone will be scheduled to assist Father).
 - e. Try very hard not to have lectors and EMHC's doing double duty, look around for a sub.
2. Be sure that Altar Servers bring wine and altar bread to the Gift table from the sacristy, also that they light the candles at the altar.
3. Write names of presenters on slip of paper for Lector 1 to read.
4. Check if there are people in the rear of the Church who will need Communion at their seat. The EMHC's going to the choir loft come to them, after serving the entire front pew on the right side if there are handicappers there, as well as the cantor upstairs and organist. If there are other people upstairs, count them to be served also.
5. Watch for young ushers in case they need guidance. Be sure they know that no more than **30 people** are allowed upstairs. This means people-adults, choir, cantor, organist, babies, youngsters! (If you have babies or toddlers, this does not necessarily mean that every chair is filled. ***Count the bodies!*** And remember the cantor(s) is/are still downstairs at this time, as well as sometimes the lector(s).)

6. Be diligent to observe 5 minutes of quiet before mass begins. Make sure everyone is in place for the procession.
7. When mass begins count for the number of people to receive communion—upstairs and down—try to have as close as possible the correct number of altar breads in the dish, allowing 20 from the large host after it is broken. If the person setting out the bread gave you 100, you have enough for 120 people. If you have 100 people in church, 20 of which are too young to receive, take 20 of them out and put them in the Ziploc baggie in the Reconciliation Room. Extra hosts are kept there. I also bring a bottle of wine to the Reconciliation Room for adding wine to flagon,. (We try very hard to have the correct number of hosts for communion-everyone is entitled to receive what is consecrated at the Mass they attend!) Count into the small dish the correct number needed for upstairs, front pew if needed, plus any handicappers in the back of church; send this dish to Father separately. **NOTE: If people have requested gluten free hosts**-they are in individual tiny baggies in a box (labeled) in front of the little trunk of regular hosts in the drawer, place them on top of the big bowl (under the large host).
8. When the ushers go forward for the collection get the presenters ready with the gifts, be sure they know the order to give the gifts to Father in ; food, money, wine, bread bowls.
9. During communion direct the EMHC to all the handicapped and then to loft.

After Mass:

1. EMHC's and lectors set up for next Mass if not the last of the weekend or holy day—if they don't know the procedure talk them through it. A sheet of 'how-to' is posted in both sacristies.
2. Have ushers take any extra food stuffs to sacristy.
3. Be sure all candles (except vigil candles and sanctuary light) are extinguished. Do not forget the Advent wreath candles.
4. Key from tabernacle put away (except after 8:00 Mass. In summer put the key away after 8:00 also, if Mass is to be celebrated in the Hall at 10:00.)
5. If oils used from Ambry, Ambry key put away
6. Lectionary and Book of Gospels in correct places (Ambo and table) for next Mass. After the last Mass the Book of Gospels is placed on the shelf on the front of the Ambo, lectionary on shelf in back side of Ambo.

7. Is correct folder out for lectors for next Mass?
8. Fans turned off in choir loft? (Fans in ridge of ceiling in body of church are left on at all times.) Exhaust fan turned off (switch for this one is in priest's sacristy)
9. Fr. Bob's water back in fridge after 5:00 and 10:00 Masses—leave out after 8:00 for the 10:00 (in the summer it goes to the Hall when Mass is there, to the table by his chair.)
10. Lights off after 5:00 and 10:00 Masses, left on after 8:00, unless Mass is in Hall for 10:00
11. PA system off, except after 8:00 Mass
12. Be sure Fr. Bob has the collection; he will take care of getting it to the vault.
13. Saturday p.m. and Sunday last Mass—lock church if ushers do not take care of it. Front door is just a deadbolt. DO NOT LOCK SIDE DOOR.