

Daily Mass Setup Guidelines

The lights should be on by 8:00 and the front door unlocked. Have set-up complete by 8:20. The key to the sacristy is behind the hymn board.

1. Set-up the credence table. The small cruet with water, the basket of hand towels, the lavabo basin and pitcher of water for washing of hands. The Sacramentary sits on the book rack. The corporal for the altar is placed in front of the book. A cloth to cover the dishes on the end near the servers sacristy. Check the pewter container, to be sure there are at least 20 hosts in it. If Father needs to add to the large host for communion he will add from this container
2. Father's chalice and paten are in the black box. Use one large host. Put the host on Father's silver paten. Place a purificator in the Chalice. Fill the small cruet to the bottom of the handle with wine. Place these items on the credence table.
3. Check the Ambo to be sure the correct day's intercessions are there. During the week the Gospel book is usually to be left on the front of the Ambo. Check the lectionary on the Ambo, see that the correct day's readings are marked. Check the hymn board for the correct numbers, the daily mass music sheet is in the servers sacristy with the numbers.
4. Get out Father's microphone, put a battery in.
5. Place Father's water bottle in the arm of his chair.
6. Put the key in the tabernacle.
7. Check the Ordo (small book open on sacristy counter) to see what color vestment Father needs. Make sure the correct vestment is in the confessional.
8. Turn on speaker in confessional. Unlock the front door of the church, if not already done
9. Turn on all lights from sacristy, light behind the Ambo, and lights in the vestibule.
10. Check votive lights and replace spent candles.
11. Check to see that the lector and cantor are ready. If there is no cantor the lector will read the Psalm response. There is usually a cup minister scheduled, be sure they have arrived and find a bread minister.
12. The altar server will usually look over things to see if set-up is correct. 10 to 15 minutes before time for Mass to begin, they light the candles and wait in the back.

Daily Mass Setup with a Feast Day or Solemnity

1. If a Feast day or Solemnity, there will be presenters of the gifts as on the weekend. Dish of bread should be left on the sacristy counter and covered with a purificator. If a Holy Day of Obligation, use the larger bowl and put two smaller ones on the credence table. The altar servers will bring bread to the back of the church before Mass.
2. If a Feast day or Solemnity (but not a Holy day of Obligation) use the same amount of wine. If a Holy day of Obligation, use the larger flagon. If you use the flagon you will have two cup ministers and will have to make sure there are two chalices on the credence table with purificators. Leave the wine in the refrigerator for the servers to take to the gift table.
3. There should be ministers scheduled. Be sure to check them in. The overseer will ask for presenters of the gifts. If it is a Holy Day of Obligation there will be ushers and a collection.
4. Some Feast days and the Solemnities will have the Gospel in the Book of Gospels, if so it should be on the table in back for the procession.
5. If there are three altar servers the candles from beside the altar, and the processional cross should be brought to the reconciliation room for the procession. If only one server, or two, candles are lighted at altar, and processional cross is used alone.
6. A generic greeting sheet is in the lectern. Use it for Feast days and Solemnities, if one has not been provided otherwise.

Supplement to Mass Overseer Duties

Anointing of the Sick

If there is a scheduled anointing:

Place the Rite book, Pastoral Care of the Sick, on the counter in the sacristy as a reminder for Fr. Bob.

Get out a finger towel from the drawer, and the plastic bottle of holy water. Get out a piece of paper and pen to write the names of the people being anointed so it can be entered into our sacramental records. Place the key (the gold key in the cupboard next to the tabernacle key) in the ambry (oil case behind lectern).

You will use the bottle marked OI (remember as Oil for the Infirm). Take stopper out and place it on the self.

Add an announcement at the end of mass "There will be an anointing after mass, if anyone is interested in receiving this sacrament please come to the front pew after mass and have a seat."

Assisting for the Rite:

Get the holy water, towel, and pen with paper. Place stand near front pew, place Holy Water on it. Set paper nearby so to remember.

Father will get the book himself and hold it, try to follow along and say the responses. Hand him water to sprinkle the people. He will leave the book on the rail. When he asks for the oil hand it to him at an angle so he can insert his thumb. Follow him with the bottle and the towel. He will use the towel when finished, take the towel and return the oil to the ambry. Replace the stopper, use the towel to wipe any oil off the shelf.

Continue to follow along with the rite. After the final blessing write all the names and date on the paper, leave it in the sacristy to be picked up. Return ambry key to the sacristy.

If someone asks for an anointing after mass Father will say yes if he can. Get key for ambry and the OI oil. Follow directions for assisting with the rite.