

## LITURGICAL COORDINATORS

Arrive 40 minutes early. Turn lights on in Gathering Area.

Get the key under the credenza and unlock the Tabernacle. Check to see how many consecrated hosts are in the Ciborium. Return key to credenza. Check the Missal for the correct date.

\*Table near the altar:

4 Chalices on silver tray; Add wine to 3 (Sunday 5:30 Mass—3 chalices, add wine to 2)

1 Corporal on top of the empty chalice

4 Purificators placed on tray (Sunday 5:30 Mass—3 Purificators)

1 Towel

2 Silver Patens

Water in Glass Cruet; set in bowl

Usher Table in back of church:

Wine in small glass cruet

Large paten with hosts; 1 large host on top

Cards to be handed out to those needing Communion in the pew

Food basket out by table in Gathering Area

Return bulletins from previous Mass to Sacristy

15 MINUTES BEFORE MASS GET KEY FROM SACRISTY AND TURN ON LIGHTS AND P.A. SYSTEM

(30 MINUTES BEFORE THE 8:30 MASS for the Rosary)

Check to see if all assigned liturgical ministers are present. **Please mark those that do not show for their scheduled time on the schedule hanging in the Gathering Area.** Check off names. If absent, cross off name. Seek ministers to fill vacancies if necessary. CHECK AT THE BOTTOM OF THIS PAGE (OR CHURCH CALENDAR) TO SEE WHAT COLOR GINCTURE THE SERVERS SHOULD WEAR

Make sure the 2<sup>nd</sup> Lector has read over the announcements and is prepared to present them at the beginning of Mass.

5 Minutes before Mass all ministers gather for prayer in the Gathering Area. Pass out prayer cards.

**\*NOTE: Remind the Deacon (or CI in absence of a Deacon) to take the silver tray with chalices and place on the altar when the Ushers are taking up the collection.**

### AFTER MASS

Lock Tabernacle. (Put key under credenza.)

Blow out candles.

Collect baskets. Food to sound closet and money to sacristy (two people need to help secure the money).

Drop collection bags in the wall safe.

Return Book of Gospels (red one) to Sacristy.

IF there is a baptism, do not turn off lights. IF there is NO baptism, make sure all lights and P.A. system are turned off.

Close and lock the Sacristy door if there is a visiting priest or if you are the last to leave the church.

**Read instructions posted for purifying chalices.**

### YOU ARE FINISHED AND GOD BLESS YOU!

Advent

Purple

Christmas

White & Gold

Ordinary Time

Green

Lent

Purple

Palm Sunday, Good Friday, Pentecost

Red

Easter

White

Revised: September 2017