

Mass Steward

Please be in the Sacristy 30 minutes before Mass Time.

Before Mass:

- Please read the white board in the Sacristy for instructions and information on what's happening at Mass this week.
- Please ensure that the dishes have been washed prior to Mass. This usually only applies to the 10:45 mass

• **Put out:**

On the Credence Table:

- 4 Chalices (if needed)
- Father's Chalice
- 4 Purificators and 2 Corporals (one for the Celebrant's Chalice and the second for the other 4 chalices)
- 1 crystal bowls for consecrated hosts (Note: one may already be in the tabernacle) see below for details
- water cruet (by chalices)
- bowl with warm water & 1 towel (left end of table) for hand washing. Please put one or two drops of bleach in the hand washing bowl. (bleach is in the brown stopper bottle in the cupboard where the hand washing bowls are kept)
- water pitcher with cold water (centre of table)
- **9:00 Mass only** - 2 pyx for Bethany (approximately 15 small hosts per pyx)

On Altar:

- There must be nothing on the Altar before Mass

On table at Front Entrance: (for offertory)

- 1 (large) crystal bowl of hosts - **determine the number of hosts in the tabernacle** so that you know how many to put out for consecration (the ciborium holds \approx 200 when full, each bag of hosts holds 100). It may be helpful to take a bag of hosts to the back of the Church so that you can add some if there is a larger than usual crowd.
- One Large Celebrant's host is needed for each Mass.
- Crystal pitcher of wine
- Small basket for collection (please put cash only in the basket for the offertory)

Check the white board in the Sacristy for any special instructions.

10 Minutes before Mass:

- Determine if Lectors, Altar Servers, Ushers, Communion Assistants & Offertory Family have arrived. Please find replacements (delegate responsibility or ask from pulpit).
- Have altar servers light the Paschal candle & candle of remembrance, if necessary.
- The altar candles will not be lit at the beginning of mass.
- Call all the Liturgical Ministers to gather together to pray in the Sacristy (Lectors, Communion Assistants, Altar Servers, Mass Steward but not the Ushers as they are working)

Deacons, when present, will:

- Carry in the Lectionary in procession
- Read the Prayers of the Faithful

When the Deacon will carry the lectionary in the entrance procession

- The order of procession is:
 1. Altar Servers (with Candles if there are 2, with the Processional Cross if there is just 1, there should never be just one candle in procession)
 2. 2 children from Children's liturgy carrying candles
 3. Deacon
 4. Celebrant

If the Deacon is not present, then Lector A will carry the lectionary in the entrance procession

- The order of procession is:
 1. Altar Servers
 2. **Lector A**
 3. 2 children from Children's liturgy carrying candles (at 9:00 and 10:45 am only)
 4. Celebrant

Lectors. If a deacon is present he will carry in the Lectionary and read the Prayers of the Faithful. Only 2 Lectors have been scheduled. If the Deacon is not present, Lector A will carry in the lectionary and read the Prayers of the Faithful.

Distribution of the Eucharist. If a deacon is present he will distribute communion as well as the priest. Only 5 Eucharistic ministers have been scheduled. If the Deacon is not present, an extra Eucharistic minister will be required to distribute the Body of Christ in his place.

During Mass:

- Start the offertory procession as soon as the ushers have placed a nominal cash offering in the gift basket. **It is not necessary to wait for the priest to come and stand in front of the altar or to wait until the offertory hymn is finished to proceed.** Begin as soon as the priest stands up.
- The altar servers do not go to the back to lead the offertory procession.
- It is useful if the Mass Steward helps the procession get started up the aisle.
- The altar candles will be lit by an altar server when the ushers begin to take up the collection.

After Mass:

- Have the altar servers snuff the Altar Candles using the candle snuffer – blowing out these candles leaves ash on the Altar Cloth. If a snuffer is not available, ask them to place their hand behind the flame to avoid spreading ashes.
- **Bring to the Sacristy** - 4 chalices and Father's chalice, 4 used purificators, empty wine pitcher, Crystal bowls. The Altar Servers should help you to clear the credence table.
- If the vessels have not been purified by the Eucharistic Ministers, swirl a small amount of water in vessels to remove any remaining Precious Blood or Body & consume or pour down the sacrarium (special sink). Please read the instructions on the Sacrament cover.
- Wash all vessels (chalices, crystal bowls, wine pitchers) in warm soapy water, rinse and dry. Special instructions for washing the new chalices are on the door above the sink. Leave on counter by sink in preparation for following Mass or if there is no Mass, put away.
- Hang used purificators on the towel racks on the side of the altar server's cupboard. Take 4 fresh purificators from the top drawer and place them on the counter by the chalices. Please don't hang damp linens from the dirty linen drawer.
- Bring small collection basket from front of altar to offertory table by the main entrance.

Thank you for your Service!