

## **Guidelines for Mass Coordinator** **Updated August 8<sup>th</sup>, 2017**

### **Compliance: Level One (High Risk)**

#### **Scheduling:**

- Mass Coordinators will be scheduled using Ministry Scheduling Pro (MSP). You can access the schedule by going to [stmarkov.org](http://stmarkov.org). Click on the “Stewardship” panel, then click on MSP. You may also bookmark this link: <http://www.rotundasoftware.com/ministry/>. If you are able, please check in with the Mass Coordinator to see if last minute volunteers are needed.

#### **Primary Responsibility:**

- The Mass Coordinator’s primary responsibility is to coordinate all liturgical ministers for the Mass and to act as the main point of contact for any necessary communication. Make sure to always wear your name tag.

#### **Procedures:**

- Arrive 30 minutes prior to Mass and unlock Liturgical Room Door.
- Keep Liturgical Room Door locked when not in the room.
- Check in and assign positions as necessary for the following:
  - Ushers
  - Greeters
  - EMEs
  - Lectors
  - Altar Servers
  - Substitutes
- Arrange for substitutes in any of the above ministries as needed.
- Coordinator with Sacristan as necessary.
- Monitor collections in order to be available to the ushers for deposits into the safe after regular and special collections.
- Maintain records regarding Mass attendance, liturgical minister attendance, emergencies, anomalies, etc.

#### **Emergency Procedures:**

- Document any incidents and give report to any staff member.
- Notify any staff member if the first-aid kit needs to be restocked.
- If a fire extinguisher is deployed, advise any staff member of the location.
- Call 911 if needed. Give address:
  - St. Mark Catholic Church  
2727 W. Tangerine Road  
Oro Valley, AZ 85737  
520-469-7835  
(Also provide location on property; church, parish hall, office, etc.)

**NOTE: Please remind Ushers and Greeters to keep outside doors closed at all times to conserve on utilities.**