



# Mass Coordinator Roles & Responsibilities

The Mass Coordinator is responsible for ensuring everyone (Eucharistic Ministers, Lectors, Altar Servers, Music Ministry, Deacons and Priest) are ready for Mass.

Updated July 28, 2021.

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## General Information

- The Liturgy Coordinator will provide an instruction sheet listing any special requirements for the Liturgy (i.e., Second Collection, Special Blessings, Special Rites, etc.)
- The Liturgy Coordinator will be available to the Mass Coordinator via phone for any issues that arise. (916-303-3312)

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## Sacristan Responsibilities Performed by Mass Coordinator

- Set up the altar following the instructions for Sacristans.
- Receive the mass count from the Lead Usher and if necessary add or remove hosts to be consecrated.
- After Mass, transfer all vessels to the sacristy for the EM Lead to purify.
- Be available to priest and deacon with hand sanitizer during communion.

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## Ensure all Ministries are Ready

- Check with the EM Lead to confirm they are ready and there are no questions or issues.
- Check the sign-in sheet to confirm all lectors have arrived.
- If a lector does not show up, work with the other lectors to cover for the missing lector
- Check in with the Usher Lead to confirm there are enough ushers for the Mass (assigned or unassigned).
- Remind the lead usher if there is a 2<sup>nd</sup> collection or a special collection (with envelopes in the pews).
- Check with Altar Server lead to confirm there are enough altar servers for the Mass (assigned or unassigned). Need a minimum of 2 altar servers.
- Be available for any questions or issues from the Music Director.
- Provide a reminder to Music Director of any special requirements for the Mass.

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## Deacon & Priest

- Remind clergy about any special rites, special blessings, announcements, second collections, etc.
- Follow-up on any special requests from the president.
- Check wireless battery and change if low (Sat 5:00 only).

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## All

- Ensure all ministry volunteers have been checked in on the MSP sign-in Kiosk.

