

Set-Up for Mass

Unlock sacristy and back door. Unlock front doors if still unlocked.

Turn on sound system. Place hearing devices in back of church.

Check battery in microphone, replace if needed.

Check operation of podium and alter mikes.

Put key in tabernacle. Check quantity of hosts.

Fill one ciborium with hosts as needed. Fill wine and water cruets and place on tray. Place tray and ciborium on the Offertory Table.

Fill silver pitcher with small amount of water. Place pitcher, bowl, small purificator and hand towel on credence table – or – leave existing towel & purificator on table if not soiled. Soiled items in laundry drawer.

Set up Chalice – put purificator over chalice. Place paten with a large host on top of purificator. Cover with pall, folded corporal and veil (appropriate color) and set on credence table.

Set Roman Missal on server chair (or table next to chair) and place stand on altar.

Funeral

Place the Easter Candle.

Place Folded Pall in back pew or table.

Light Charcoal, instruct servers if necessary.

Fill Holy Water pot.

Readings for lectors & funeral rites book.

After Mass

Turn off sound system* and stow microphone in drawer (make sure switches are in “off” position. Move hearing devices to sacristy and plug in for charging.

Make sure tabernacle is locked, remove key, stow in cabinet.

Remove veil from chalice, fold and place in drawer with appropriate colored items. Remove purificator & place in place in soiled linen box.

Put ciborium(s) in cabinet.

Empty water from bowl and pitcher and place on rack. (OK to share water in pitcher between two weekend masses.)

Put wine and water cruets in refrigerator and put tray on top of refrigerator.

Leave hand towel and purificator on credence table unless they are badly soiled – then replace.

Make certain ushers have picked up money basket.

Lock back and sacristy doors.

Funeral

Move Easter Candle back to vestibule

Pick up and fold the funeral pall.

**Note: If mortuary has recorded funeral, leave sound system on until they remove their equipment.*