

Weekend Mass Set Up for the Hill

The following are the procedures for Saturday and Sunday Mass set up at Immaculate Heart of Mary main church. The following topics are covered in these procedures:

1. Keys
2. Opening the building and comfort
3. Setting up Offertory table in the foyer
4. Setting the Credence table
5. Candles
6. Offertory collection
7. Offertory family
8. Closing the building
9. Hospitality

1. Keys

- a) The key to the main doors to church is the C33.13 key. Each double door has one lock on one door. The remaining door is unlocked mechanically by the levers in the door edge near the top and bottom of the door.
- b) The master key for all the drawers and cupboards in the Sacristy is hung in the top, second drawer on the west wall (near light panels).
- c) The key to the tabernacle in the main church is in the cupboard next to the closet in which the deacons hang their vestments. This closet is to your left as you face north. Place the tabernacle key in the tabernacle.

Note: It is a good idea to check the level of hosts in the ciborium in the tabernacle. If the ciborium is less than half full it is a good idea to put additional hosts in the large Nambe offertory plate, **not** the ciborium. **NEVER** place hosts in the ciborium in the tabernacle. Only consecrated hosts are placed in the tabernacle (Father or one of the deacons will do this).

2. Opening the building and comfort

Arrive at the church one hour to 45 minutes before Mass. It is important to have the church ready as the first people arrive for Mass.

- a) Unlock both of the main front doors to the church. Open the door to the Chapel of Divine Mercy and unlock exterior door to the Chapel of Divine Mercy (currently this door must be blocked open as it cannot be permanently unlocked).

Note: The liturgist or custodian will normally unlock the main front doors about an hour before Mass if you don't have a key.

- b) Check the bulletin board in the usher's closet and the counter top near Father's closet for special events that require the usher's attention. Some examples are the need for reserved seating or a baptismal set up.

Weekend Mass Set Up for the Hill

- c) Turn on the holy water fountain—remember to turn it off as Mass begins and to turn it on again at the dismissal of the Mass. Often Father or the Deacon will turn the fountain off prior to the processional.
- d) Turn the lights on in the main area of the church when you arrive. The switch is on the light control panel on the south wall in the Sacristy next to the door.
 - i) *One* is the preset for full lighting of the main church area and is used for Saturday and Sunday Masses
 - ii) *Two* is the preset for daily Mass
 - iii) *Manual* is the preset for Stations of the Cross
 - iv) Other settings might be indicated at the panel
- e) Turn the lights on for the other areas of the church: the Narthex and Baptistry. Controls for these areas are in the old power panel on the south wall next to the door. Turn on the switches in the upper left quarter of the panel.
 - i) Portal (only if it is dark outside)
 - ii) Panels (always on)
 - iii) Windows
 - iv) Narthex
 - v) Inside Baptistry
 - vi) Outside Baptistry

The parking lot lights are on a weekly astronomical timer and should come on at the appropriate times. If manual control is necessary the controls and timers are located in the usher's closet.

- f) Turn the light on in the Ambry, the cabinet containing the Holy Oils, which is located on the right side of the Baptistry as you face the Naive. The light switch is a push button on the right side near the top of the Ambry.
- g) Turn on the PA system and the Altar lights. These are turned on with switches under the light switches in the old power panel mentioned above.

Test the microphone at the Ambo (remember the Ambo microphone also has an off/on switch). The choir members will let you know if they are having trouble with their part of the sound system. The mixer for the choir's microphones is in the musicians' area. Check the main power switch is under their mixer, make sure it is on. Also check that the microphone cables are connected to the mixer, the mute switches are off, the "Phantom Power" switch is on and the switches on the microphones are on.

- h) Heating and A/C. The heating and A/C controls are under the hymnal board in the Naive on the right as you face the Altar. The heating and cooling system is automatic and it should not be necessary to touch the system.

Weekend Mass Set Up for the Hill

3. Setting up the Offertory table in the back of the Naive.
 - a) Wine and the small and large hosts are in the refrigerator in the Sacristy. If there isn't enough wine in the refrigerator, get a fresh bottle from the locked cabinet opposite the refrigerator. The combination for this lock is 5-6-7.
 - b) Fill four (4) gold dishes with **unconsecrated** hosts and place a set of tongs with each plate. **Do not use broken or partial hosts.** These partial/broken hosts are to be discarded. **Never remove any hosts or broken/partial hosts from the tabernacle.** The gold dishes and the large Nambe dish can be found in the second drawer down on the right side of the sink.
 - c) Place the four (4) gold dishes on the Offertory table with the large Nambe dish. The Nambe dish is centered on the table. Arrange the gold plates around the large Nambe dish.
 - d) Pour wine in a cruet. There is a plastic funnel for this purpose in the cabinet with the chalices. Fill it to the level appropriate for the Mass and attendance. Place the cruet on the Offertory table above the large Nambe dish. The cruets can be found in the cupboard above and to the left of the sink.



The Offertory Table Setup

- e) Place five collection baskets and the one large offertory basket near the Offertory table. They are stored in the ushers' closet.

Weekend Mass Set Up for the Hill

4. Set up of the Credence table.

Place the following items on the small table near the tabernacle.

- a) For the 9:00AM and 11:30AM Mass fill four (4) chalices to the appropriate level for the Mass attendance. Place them with four (4) purificators on the tray and place the tray on the Credence table. For the 6:00PM Mass use three (3) chalices and three (3) purificators. The chalices can be found in the cupboard above and to the right of the sink. The purificators can be found in the drawer above and immediately to the left of the sink.

Note: there is a plastic container in the cabinet with the chalices that has markings for the nominal amount of wine to use for Saturday and Sunday Masses. It can be filled to the appropriate level and then used to fill the chalices.

- b) Setup the priest's chalice which is also in the cupboard above and to the right of the sink. Drape a purificator over the chalice, set the corresponding paten on top of the chalice and place a large **unconsecrated** host on the paten. Cover with a pall (a piece of cardboard, covered with linen and embroidered on one side) and place a **large** corporal on top of pall. Put the entire stack on the tray on the Credence table. The large corporals can be found in the fourth drawer above and to the far left of the sink. The smaller corporals are for daily Mass, weekend Masses require the **largest** corporals.



The Chalice “Stack”

Weekend Mass Set Up for the Hill

- c) For the 9:00AM and 11:30AM Mass put five (5) small Nambe dishes on the Credence table. For the 6:00PM Mass use four (4) small Nambe dishes. The small Nambe dish can be found in the top drawer to the right side of the sink. Fill the lavabo bowl about half full of warm water and place it and a terry cloth towel on the Credence table. **Do not** put soap in the water.
- d) Place the small gold dish on top of the Nambe dishes. This will be use to hold the low-gluten hosts during communion.
- e) Fill a glass cruet completely full with water and place it on the Credence table. The lavabo bowl and the glass cruet can be found in the cupboard above and to the left of the sink.



Credence Table Setup

5. Candles

- a) During the Easter season or when there is a Baptism during Mass, the Paschal candle should be next to the Altar and should be lit before Mass begins. Check with Father or the deacon if you have questions.
- b) Bring the two small candles next to the Altar back to the Sacristy. They are carried by the Altar servers in the processional. If for some reason there are too few Altar servers for the Mass these candle should be left at the Altar and lit by the usher about five (5) minutes before Mass starts.
- c) Advent candles. During Advent one unlit Advent candle will be carried in procession to the Advent wreath at the beginning of Mass. The other candles (depending on the week) should be lit about 20 minutes before Mass. During the Christmas season all the white candles on the wreath should be lit about 20 minutes before Mass.

Weekend Mass Set Up for the Hill

6. Offertory collection
 - a) Take the plastic security bag(s) from the counter top in the Sacristy, write your name on it and record your name next to its serial number in the log notebook. **Two signatures/initials are required. Also required is the time of the Mass. ALWAYS FOLLOW THE TWO (2) PERSON RULE.**
 - b) Recruit five people to help pass the baskets for the collection. Assign each recruit a seating section for his/her basket.
 - c) Instruct the recruits to start the collection after the prayers of the faithful. Note: at some Masses the prayers of the faithful are presented in an unusual way, for example when a scrutiny is presented to RCIA candidates.
 - d) The money from all the baskets is placed in the security bag immediately upon arriving at the Offertory table at the end of the collection. The security bag is sealed and placed in the large basket to be carried forward in the offertory procession.
 - e) After Mass the offertory basket is immediately retrieved by an usher and taken to the ushers' closet where the security bag is dropped into the safe in the ushers' closet.

7. Offertory family
 - a) Choose an offertory family. The family can be with or without children, can be a single parent with children, a married couple without children, a more mature couple (make sure they can walk down the aisle comfortably), etc. The idea is to give everyone in the community the opportunity to process with and present the gifts at a Mass. If a first communion or baptism or other special event is to occur, ask some of the participants to serve as Offertory Family.
 - b) The offertory family sits in the center section, front pew.
 - c) Summon the family to the Offertory table in the back of the Nave near the completion of the collection.
 - i) One family member carries the large Nambe dish with small hosts.
 - ii) A second family member carries the cruet filled with wine.
 - iii) A third family member or the usher can carry the collection basket.
 - d) Have the offertory family start to process down when Father comes to the edge of the Sanctuary to receive the gifts.
 - e) After Father has received the gifts and the monetary offering, the offertory family returns to their pew.

Weekend Mass Set Up for the Hill

8. Closing of the building

- a) Clean the pews of tissues, bulletins, etc. Place, rearrange, hymnals such that the spines of the books are up. There should be at least one Peoples Mass Book per section.
- b) Take the medium-sized gold dishes with the unused, **unconsecrated** host to the Sacristy and put them back with the other hosts in the refrigerator.
- c) Return the collection baskets to the usher's closet.
- d) Extinguish the candles on the Altar, including the Paschal Candle when it is lit.
- e) If you have the last Mass of the day and no other events are planned in the church, then close the building in reverse order used to open it. Make sure all lights are turned off (don't forget the Ambry). Please insure the exterior door by the Chapel and the inner door between the Chapel and worship space are both closed and locked.

9. Hospitality

Remember, the primary function of the ushers is hospitality not simply setting up for the Mass.

- a) Be friendly and greet people as they arrive.
- b) Please seat people for Mass pro-actively, by walking the aisles, finding seats and offering them to the people.
- c) Before Mass starts, close the door to the Chapel of Divine Mercy to stop people from using that door to enter during Mass.
- d) Watch for special needs and help as appropriate. There is a wheel chair and walkers in the vestibule by the Chapel of Divine Mercy. It is acceptable to move chairs from the reconciliation room and/or the library to provide overflow seating.
- e) Do **NOT** chat with fellow ushers or parishioners during the Mass. The ushers can and do present an example of proper Catholic worship to those around them, make it a positive one.