

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 K13 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 albs. 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 to 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, using the hex key hanging on the chain next to the door.

Note: The custodian will normally unlock the main front doors about an hour before Mass.

- 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 again turn it on at the dismissal of the Mass. Often Father or the Deacon will turn the fountain off prior to the processional.
- d) If it is not excessively warm inside the church and it is cool or cold outside, turn the lights on in the main area of the church when you arrive. If it is warm in the church and there is adequate lighting, wait until five or ten minutes before Mass to turn the lights on. The switch is on the new light panel on the south wall in the sacristy next to the door. The lights generate a considerable amount of heat, keep this in mind when considering comfort.
 - 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, for example, the entry area. 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) Panels
 - ii) Portal (only if it is dark outside)
 - iii) Narthex
 - iv) Inside Baptistery
 - v) Outside Baptistery
 - vi) Windows

The parking lot lights should be turned on for the 6:00PM Mass if it is dark outside. The controls for the parking lot lights are in the usher's closet.
- f) The PA system is always on. Test the microphone at the ambo to test for power (remember the ambo microphone also has an off/on switch). The choir members will let you know if they are having trouble with their system. The following actions might be able to help them. The control panel for the choir's microphones is at the musicians' area. Check the main power switch, check the gain settings (an instruction sheet or diagram is present at the panel), check that the microphone cables are connected to the amplifiers that are on, check that the "Phantom Power" switch is on and check that the switches on the microphones are on.
- g) Heat and A/C. In the cold and cooler months flipping the *Occupied/Unoccupied* switch to the Occupied position turns on the heat. This switch is located in the lower right of the old lighting panel. Because it takes several hours to heat the church, Father usually comes over early to turn the heat on. **If you have the last Mass of the day and there are no further activities scheduled in the church, turn the heat off at the end of Mass.** In the warm and summer months turn the A/C on. **Do not change any of the**

Weekend Mass Set Up for the Hill

settings! The A/C control is under the hymnal board on the right as you face the altar. Because it takes several hours to cool the building Father usually turns the system on. **If you have the last Mass of the day and no further activities scheduled in the church after Mass, turn the A/C off after dismissal.** If the A/C is operating do not prop open the entrance doors during Mass.

3. Setting up the Offertory table in the foyer
 - a) Wine and the small and large hosts are in the refrigerator. 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) ceramic 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 crushed completely and given to the birds outside. **Never remove any hosts or broken/partial hosts from the tabernacle.** The ceramic 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) ceramic dishes on the Offertory table with the large Nambe dish. The Nambe dish is centered on the table. Arrange the ceramic plates around the large Nambe dish.
 - d) Pour wine in the celebrant's chalice. Do not overfill it with wine. Fill it to the level appropriate for the Mass and attendance. Place the chalice on the Offertory table and cover it with the chalice pall (a piece of cardboard, covered with linen and embroidered on one side). The chalices can be found in the cupboard above and to the right of the sink.
 - e) Place five collection baskets near the Offertory table. They are stored in the ushers' closet.
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 five (5) purificators on the tray and place the tray on the Credence table. For the 6:00PM Mass use three (3) chalices and four (4) 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 to the left of the sink.

Note: there is a plastic container in the cabinet above and to the right of the sink that has marking for the nominal amount of wine to use for Saturday and

Weekend Mass Set Up for the Hill

Sunday Masses. It can be filled to the appropriate level and then used to fill the chalices.

- b) 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.
- c) Place a large corporal on the Credence table. The large corporals can be found in the fourth drawer above and to the left of the sink. The smaller corporals are for daily Mass, weekend Masses require the larger corporals.
- d) Fill the lave 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.
- e) Fill a glass cruet about half full and place it on the Credence table. The lave bowl and the glass cruet can be found in the cupboard above and to the left of the sink.
- f) Take one large **unconsecrated** host, place it on the brass paten, and place the paten on the Credence table. The paten can be found in the cupboard above and to the right of the sink.

Note: The celebrant's chalice is the only chalice carried in offertory procession. No water is to be carried in the offertory procession.

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.

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.
- b) Recruit five people to help pass the baskets for the collection. Assign each recruit a seating section for his/her basket.
- c) Let the recruits know when, or what signal you will give, to start the collection.

Weekend Mass Set Up for the Hill

- d) 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.
 - e) The money from all the baskets is placed in one or two baskets and is carried forward in the offertory procession.
 - f) After Mass the offertory collection is placed in the security bag(s) and the bags are sealed, signed, initialed and dated. **Two signatures/initials are required. Also required is the time of the Mass. ALWAYS FOLLOW THE TWO (2) PERSON RULE.**
 - g) Drop the security bag(s) in the safe in the ushers' closet. Sometimes the 11:30 Mass collection is taken directly to the counters rather than be carried forward in the procession. When in doubt, check with counters working in the parish office.
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 foyer near the completion of the collection.
 - i) One family member carries the large Nambe dish containing the small hosts.
 - ii) A second family member carries the chalice **covered** with the pall.
 - iii) A third family member or the usher can carry the collection.
 - d) Have the offertory family start to process down when Father come to the edge of the sanctuary to receive the gifts.
 - e) After Father has received the gifts, the offertory family returns to their pew, the monetary offering is placed on the floor in front of the altar. Instruct the person placing the collection at the altar to reverence the altar with a bow.
 - f) After the dismissal at the end of Mass the head usher joins the offertory family at the front pew. The usher retrieves the collection. The usher should indicate to the offertory family to follow the altar servers as part of the recessional. The usher follows the offertory family and is followed by Father and the deacon.

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 one Heritage Missile and one Peoples Mass Book per section.
- b) Take the medium-sized ceramic 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 the heat, A/C, and lights are turned off (including the parking lot lights). Please insure the exterior door by the Chapel and the inner door between the Chapel and worship space are both closed and locked. (Note: at St. Joseph's the thermostat in the hallway near the restroom is lowered, never turn it off – some heat is needed to prevent freezing.)

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 there during Mass
- d) Watch for special needs and help as appropriate. There is a wheel chair and walkers in the restroom across from 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 Catholic worship to those around them, make it a positive one