

Weekday Mass Set-Up Procedure

Lights

On wall – Pre-set #1

Inside panel – panels and switch for lights over the Altar; inside/outside Baptistry, Narthex, windows, and portal as needed, heat as needed

Sound System

Inside panel – switch

Vessels

In cabinet to the left of sink – 1 glass cruet
glass lavo bowl

In cabinet to the right of sink – Silver Chalice and paten (on Thursdays one additional cup & Fridays two additional cups)

In draws to the right of sink – large ceramic plate, small Nambé plate (on Fridays one additional plate), and tongs

Bread, Wine, & Water

Fill the ceramic plate with unconsecrated hosts from the container in the refrigerator

Place one large host on the paten

Fill the Chalice with wine from the refrigerator; use enough for the number of people expected (and fill the other cups on Thursdays & Fridays)

Cover the Chalice (and the other cups) with pall(s); place the paten on the pall on the Chalice

Half fill the cruet with water

Fill the lave bowl with warm water

Linens

Corporal, towel, and purificator(s) (2 on Thursdays & 3 on Fridays)

Placement of Vessels

Place the unconsecrated hosts, one small Nambé plate, and tongs on the offertory table

Place the Chalice, the other cups, the other Nambé plate when used, cruet, lavo bowl, purificator(s), and towel on the credence table beside the Altar

Place the corporal on the Altar

Books

Place the Sacramentry on the Altar, open to the Mass for the day; make sure the Mass intentions are on the Altar

Place the Lectionary on the ambo, open to the Mass for the day

Place the small Sacramentry on the table by Father's chair marked for the Mass of the day

Miscellaneous

Light the candles on the Altar about 3 to 5 minutes before Mass begins – do not leave the match books or used matches visible on the Altar

Make sure the door between the main Church and the Chapel is open before Mass and closed just before Mass starts

Place the Tabernacle key in the Tabernacle lock

Additional Items for Weddings

Change Altar cloth, ambo cover, and offertory table cover to white
Place Paschal candle to the right of the Altar; light the candle no later than 45 minutes before Mass begins
Place a small table near the ambo if the couple has a unity candle
Mark reading in Vol. 4 of Lectionary and place it on Ambo
Ensure the marriage license is on the Altar. It is signed at the Altar and then given to Amanda who records marriage and send the license to the County Clerk. Clerk then mails to couple
Place prie-dieu and 4 chairs in front of Altar with Heritage Missals
Use only Father's gold Chalice and paten and a small amount of wine (only Father, the Deacon, and the couple receive from the Cup)
Place the large Nambé plate instead of a small one on the offertory table
Place a number of small Nambé plates on the credence table depending on the expected size of the congregation and Communion stations needed
Turn on Ambry light

Additional Items for Funerals

If deceased is a veteran, flag is lowered to half mast while body/cremains are in the Church or Church grounds
Change Altar cloth, ambo cover, and offertory table cover to white
Place Paschal candle to the right of the Altar; light the candle as soon as the casket/cremains arrive but no later than 45 minutes before Mass begins
Place a small table near the Pascal candle for the cremains
Place the Holy Water on the offertory table
Place the incense stand to the right of the casket/cremains
Place the pall on the offertory table for a casket
Place one Funeral Rite book on the offertory table for Father and one at the Deacon's chairs along with a program
Mark reading in Vol. 4 of Lectionary and place it on Ambo – show book and explain microphone to readers before Mass
Find Gift Bearers before Mass and explain you will get them at the proper time
Use only Father's gold Chalice and paten and a small amount of wine (only Father and the Deacon receive from the Cup)
Place the large Nambé plate instead of a small one on the offertory table
Place a number of small Nambé plates on the credence table depending on the expected size of the congregation and Communion stations needed
Place reserved signs on the first group of pews – enough for the immediate family (usually 3 or 4)
Place small packages of tissues in the reserved pews
Light the charcoal after the presentation of the gifts or, if there is a remembrance, at the Our Father
Add a small amount of incense and bring the thurible and incense cup up to the stand after Communion
Unlock the cabinet before Mass and have someone set the bells to toll after Mass

Additional Items for Baptisms

On the small table in the Sacristy, place the following items:

- metal tray of oils
- towel
- Baptism gown & Rosary
- Baptism candle
- Baptism certificate (be sure it is signed)
- Book with the Baptism rite

Just before the Baptism, place the table next to the Baptismal font and light the Paschal candle