

Volunteer Mass Coordinator Duties

Phase One - Before Mass

Assist ministers (lectors, emHCs, sacristans, altar servers) with sign in if they need help. This is mostly so we can greet each other as we arrive to minister and celebrate together. Get to know the ministers at your Mass by greeting them and being present if they need assistance.

Assist emHCs with signing in on the board. They may not need any assistance; as above, your presence means assistance is available if they require it.

Before the bells ring (they begin ringing five minutes before Mass), if there are empty emHC slots or a missing lector, see if you can find ministers in the pews. Invite them to minister.

When the bells stop ringing (which happens two minutes before Mass begins), if emHCs are needed, be standing with the appropriate yellow sign just outside the sacristy (in the church), and make sure you get the attention of the person making the announcements. They will begin announcements as the bells stop ringing and will be looking for the sign.

Assist last minute sign-ins with their ministry as needed.

Phase Two- During Mass (ONLY if NO DEACON is present)

When emHCs approach the steps during the Agnus Dei, the VMC will go up and stand next to the altar servers nearest to the ambo.

When the priest picks up the chalice, and emHCs are coming to the top step, the VMC approaches the priest, who will give you the Body and Blood of Christ.

The Priest will then distribute the Body of Christ to ministers beginning on the Holy Family side.

The VMC goes behind the priest with two Communion cups and purificators, distributing the Precious Blood to two of the four ministers. Return to the altar, get two more cups and purificators, and distribute to the middle group. Return to the altar, get to more cups and purificators, and distribute to the Sacred Heart side group.

If you are ministering in one of the groups, take only one cup and purificator to that group, and then join the group with your cup and purificator when you have distributed the other cups. (This point is the one that is most likely to need some “ironing out” as we experience how things work. As with everything here, we may need to amend these procedures – thanks for being patient as we all learn together!)

When you are finished in your section, return to the altar unless it is obvious your help is needed in another section. From the altar you might:

1. Guide other ministers who are finished with their section to other areas.
2. Assist with the return of the vessels.
3. Ask cup ministers returning with Precious Blood remaining to help consume. Take their cup and present it back to them, saying “The Blood of Christ”. They may also present the cup to you for help in consuming, saying again “The Blood of Christ”.