

QUICK CHECKLIST FOR LITURGICAL MINISTRIES

Lector – Proclaimer of the Word

Before Mass

1. Ensure the following seven (7) items are in place: (1) Book of the Gospels, (2) Lectionary, (3) Roman Missal, (4) Prayers of the Faithful, (5) Announcements, (6) Community Prayer Petitions, and (7) Collection Basket.
2. Determine whether choir will chant the Responsorial Psalm and that Opening Hymn is shown.
3. Ensure all interior Church lights and PA system are turned on

After Mass

1. (Vigil & 10:30am) Return liturgical books back to sacristy. (7:30am) Position books for next mass.
2. Return Community Prayer Petitions (black binder) & empty collection basket back to entrance area
3. Pick up all church bulletins at main entrance and store in Minister's room.

Head Extraordinary Minister of Holy Communion

Before Mass

1. Set up Offertory gifts; Large 10" Paten with small host/ one large host and wine decanter.
2. At credence table, three (3) chalices, three (3) purificators, one (1) ciborium, and water cruet.
3. Ensure that Community Prayer Petition (black binder) is located on the podium at entrance
4. Ensure that Offertory basket is located at entrance of Church
5. Ensure that the Tabernacle key is at the tabernacle.

After Mass

1. Wash all vessels for next use, put all used purificators in (blue) container for soaking
2. Return wine flagon and water to small refrigerator, fill if necessary
3. If it is the last Mass of the day, retrieve the tabernacle key place it with sacred vessel in cabinet
4. Check the altar candles to insure that they have been extinguished.
5. Ensure any shortage of supplies are brought to the attention of the Church Office.

Lead Usher

Before Mass

1. Turn on all lights (celebrants chair, sanctuary lights, and ceiling lights in nave) & PA System
2. Ensure Offertory basket and bulletins are in place for liturgy
3. Identify a family willing to bring the community's offering to the altar
4. Check the restrooms

After Mass

1. Turn off all lights (celebrants chair, sanctuary lights, and ceiling lights in nave) & PA System
2. Ensure Offertory basket and bulletins returned to Minister's Room for next liturgy
3. If last Mass of the day, retrieve the key to lock all exterior doors of the Church