

## WEEKDAY & EVENING MASSES

It is not often we handle these masses. If we are asked to handle or assist, set up will be the same. The number attending is less and you will need to adjust the hosts and wine accordingly. Communicating with the priest or deacon on this is important.

Opening and closing is the same. Check for notes in the Sacristan's room.

Check the Tabernacle for hosts.

Check the headcount book for numbers in prior years if applicable.

Check with the Priest for any special instructions.

If there is a collection, several ushers will be needed. Recruit if necessary.

In Closing, check the bathrooms and turn off the lights. Lock the outside doors.

Secure any collection in the Sacristan's Closet unless some is there from the office to take it.

# MASS OF CHRISTIAN BURIAL

Follow the normal procedures for a mass. Listed below are additional responsibilities. The Parish Care Funeral Coordinator will be arriving about the same time. Assist them and coordinate your efforts. The Funeral coordinator will have programs, song sheets, etc. The times will vary depending on how many people will be attending. Communicate with Pat Henderson in advance.

## **OPENING & GATHERING SPACE:**

Open church doors 1.5 hours before. Flowers, casket, family arrive early.  
Open Library door, family will gather here.  
Move music racks to side halls & items of distraction from the Gathering Space.  
Bring easels out of Coat Closet if necessary for picture displays.  
Put Book of Prayers in the Sacristy. Put the Guest Book on the pedestal.  
Set out tray for programs and song sheets. Place it off center & back from the Guest Book stand.

## **SETTING UP FOR COMMUNION:**

Set up like a 'weekday' mass. Coordinate with the priest or deacon.

### **EXTRAORDINARY MINISTERS –**

If there are enough people present, there will be two cup ministers.

Communicate with the priest or deacon and set up accordingly.

### **GIFT BEARERS -**

The family or persons they select will bring the gifts down during Mass. Inform them to come to the Baptismal Font following the readings.

### **CELEBRANT MICROPHONE –**

Set out on counter in Sacristy.

## **SETTING UP FOR FUNERAL:**

### **PASCAL CANDLE –**

Move the Pascal Candle done front. When you are facing the Altar, place it to the left where the steps begin.

### **CASKET –**

Place the funeral **pall** on the **rear center left pew**, neatly. When the casket is brought in, the funeral home staff will drape the pall over the casket. The casket is staged behind the Rear right Center Pew. Place a kneeler in front of the casket.

### **URN –**

We use the **Ossuary** to hold the urn. It is a wooden box with a stand and is stored in the Coat Closet. There is also a **stole** that is draped over the Ossuary. Place the Ossuary stand down front, on the floor, between the Pascal Candle & the center of the Altar. Flowers might be placed on the lower shelf.

Move the small table from in front of the statue of Mary over behind the center right pew. The Ossuary will sit on this table prior to mass. Place a kneeler in front of it.

### **HOLY WATER FONT –**

Clean out & replenish. When throwing out old holy water, use the sequarium in the Sacristy (stainless steel sink) or put in the plants.

# MASS OF CHRISTIAN BURIAL

## INCENSE –

Place incense brickets in container. Incense stand is on the Altar. Incense brickets are in left drawer in Sacristy. Deacon can assist.

## RESERVE SEATS –

Reserve 3-4 pews on the Center Left side for the family. Reserve 2 pews on the Center Right side for the Pallbearers.

If the Knights of Columbus Honor Guard is present, place chairs along the wall behind the rear Center Right pew.

## PROGRAMS – TISSUES –

Place programs & song sheets in the pews for the family & Pallbearers.

Put boxes of tissues at the ends of the family pews.

## FLOWERS –

Assist in setting flowers out. At the Altar, you might have to move the weekend flowers in front of the Lectern. Some flowers may be placed in the Gathering space near the sign in book & around the easels with the picture displays.

## PICTURE DISPLAYS –

Assist the family. The tri-fold picture displays can be set on the benches around the Gathering Space. This way people wont be bunched up.

## ARRIVAL OF THE FAMILY, CELEBRANT, FUNERAL PERSONEL:

Introduce yourself so you may be of assistance. Have your badge on.

## USHERS –

Have Ushers arrive 1 hour before the Mass.

They can assist you, but when the family arrives, have them in position.

Position 2 ushers on either side of the Ossuary if an **urn** is present, or the **casket**.

Position 1 usher at the guest book.

Position ushers to handle the center outside door and both inside doors.

An usher can pass out programs and song sheets.

If the funeral is for a Knight or Columbiette or one of their family members, the Knights the Knights and Columbiettes will wear their Sashes. They are in the Coat Closet.

The Funeral Home personnel will be there to help with doors, **then** have those ushers seat people down the center aisle.

## PROCESSION:

The priest will start the service in the back of the church blessing the casket or urn.

If the Knights of Columbus Honor Guard and/or the Columbiette Honor Guard is present, they will proceed down.

With an **Urn**, the Ossuary will be carried down by either two ushers, Knights, or Columbiettes.

Pallbearers will accompany the **Casket** down.

The family proceeds down and is seated.

The priest, altar server, deacon proceed down.

## RECESSION:

Block open the doors on the Training Room side and the center front doors of the church.

Utilize planters, ushers, or funeral home personnel.

The pallbearers bring the **casket** out followed by the altar servers, priest, and family. If an **urn**, the Ossuary will be carried out. Communicate with the priest or deacon in advance.

## MASS OF CHRISTIAN BURIAL

### END OF MASS:

Put everything back to normal and lock up.

### NOTES:

The Funeral pall for the **casket** is stored in the priest's robe closet.

The Funeral stole for the **urn** is stored in the Coat Closet with the Ossuary.

Boxes of tissues are in the Coat Closet.

Kneelers are in the storage closet next to the Sacristy.

There is normally a reception in Salesian Hall. If so, have a couple ushers take the easels with pictures and any other family display items to Salesian Hall.

## SETTING UP THE ALTAR for Funeral Masses

Communicate with the Deacon and Funeral Team to determine how many people are expected. Usually a 1/3 are not Catholic.

Go to the Sacristy and move the, the large silver tray from the Preparation Table to the counter. This tray is the **16" chrome serving tray**.

Place the glass water pitcher (1/2 full) on the **serving tray**. Place the priest's chalice, purificator, **1 corporal**, and the Tabernacle key (top narrow drawer) on the tray.

The wine is poured into the cups in the Sacristy. A measuring cup is in the refrigerator for this purpose.

For small funerals, pour 1/2 cup. For larger funerals, pour 2/3 cup.

With larger funerals, find out if there will be two stations, thus 2 cups.

With larger funerals, you would need to use both trays.

Place the cup and purificator on the serving tray.

Take the tray to the Preparation Table in the sanctuary. (Bow before stepping onto the altar.) Set the water pitcher next to the finger bowl and towel. If the finger bowl has Holy Water in it, empty it under the Tabernacle onto the earth. There is a trap door under the Tabernacle **or** you can pour the water in the plants.

Cover the cup with a purificator.

**Altar** - Place the priest's chalice, with the purificator and corporal on the chalice, on the pedestal to the right of the Altar.

**At no time do we place anything on the Altar!**

**Tabernacle** - unlock and check the number of hosts in the ciborium's. The large silver one holds 200 full. The smaller gold one, 80 if full. Leave the key in the Tabernacle lock. **Don't forget to genuflect**. Check the Eternal light (candle to side of Tabernacle). Replacement candles are under the Tabernacle.

**Lectern** - The Funeral teams sets up the books.

**Altar candles** - check for fuel and light them. Replacement cans are in the top left cabinet in the Sacristy.

**Sacramentary** - check for the correct page and leave on the stand next to the priest's chair. This red book contains the prayers and ceremonies the priest reads from. The Deacon normally checks this.

**Special Intentions** – check with the Deacon as to the priest's copy. This is on on the stand next to his chair.

Make a mental note of any missing items for your second trip.

Return to the Sacristy.

## **SETTING UP THE ALTAR for Funeral Masses**

**Communion bowl** – based on the number of consecrated hosts in the Tabernacle, count out 30 hosts and place in the silver communion bowl. Place one large host on top of the hosts in the communion bowl.

Hosts are in the refrigerator. We keep a small bag of hosts in the Sacristan's Closet. You can adjust the hosts based on your headcount in the Sacristan's Closet. Surplus hosts are in the bottom right drawer. **DO NOT** put any broken hosts in the bowl. Consume or break up and throw away any broken hosts.

**Silver Pitcher** – pour 1/3 of a measuring cup of wine into the pitcher. Only enough for the priest, deacon, altar servers, and extraordinary ministers. Extra wine is in the refrigerator or in the cabinet over the sink.

**Book Of Gospels** – check with the Funeral Team for the Gospel reading, then place the red ribbon in the page.

Take the communion bowl and pitcher back to the Sacristan's Closet. Cover the pitcher with a cloth. After Mass begins, move these to the table in the rear of the church, next to the Training Room.

## FIRST COMMUNION MASS

This Mass could be one of our weekend masses or even be during the week. Be early to set up. You will want to get the altar ready before the ushers arrive. We will know in advance how many pews to reserve. The families will be arriving early. Check with Marie Kinney or who ever is organizing the First Communion. The Bishop might be in attendance.

### SETTING UP:

**Sanctuary** – prepare for a full house. There are normally 525 – 550 people here. Check the hosts in the Tabernacle and check the headcount book. Make sure you have sufficient hosts and put  $\frac{3}{4}$  cup of wine in the chalices.

If there is an additional priest or Bishop, make sure you have the extra chairs in the sanctuary.

Reserve about rows on both sides of the center aisle down front. Confirm number with person running the First Communion.

Use teenagers or a family to take the gifts up. Sometimes several First Communicatns will take up the gifts.

There will be programs to pass out. Depending on quantity, one per family initially.

Have ushers down the aisles to seat people **early!** Don't worry about holding doors open.

### MASS:

Before Mass starts, you will have to ask people to tighten up the pews for the overflow crowd. **If any of the reserved pews are not used on either side, fill from the side aisles with people standing.**

**Procession** – The first communion class will follow the Cross and candle bearers. *No seating down the center aisle after the procession.* Make sure the ushers on the sides are filling the pews.

**Gospel & Homily** – we don't seat people at this time. Use your discretion as we will have non-Catholics here and standing room only.

**Communion** – the first communion class goes first. The ushers go down the front aisle, but the instructors will release the kids. The ushers on the side go down, but wait. People in the back will probably go to the side stations.

**Recession** – The first communion class will stay behind for pictures. Father and the deacon will come back in after the recession. You can prop these doors open. Have the side aisle ushers check the pews.

### NOTES:

If the Bishop is here, adjust the seating in the sanctuary. The 4<sup>th</sup> Degree Honor Guard will be here and need seats reserved along the back wall next to the Reconciliation Room.

Go over the Usher's assignments before mass.

Get a headcount and enter it in the book.

Make notes and suggestions and share with the Head Sacristan.

## CONFIRMATION MASS

The Bishop's schedule dictates when this mass is. This is normally a 7 PM Mass. Plan on being at the church by 5:30 and help Fr. Joe set up. Then you will want to get the altar set up before the ushers arrive. The conferees and parents arrive early. The Knights of Columbus Honor Guard and the Bishop will use the Library to get ready

### SETTING UP:

*Double check with Priest or Deacon --*

**Sanctuary** - you will need to put 2 large hosts on the 'gold' plate and place it on the Preparation Table along with the 4 cups and 4 purificators.

The Bishop will anoint the candidates with the oil of Chrism. Put 2 white triangular dishes, a large bowl of hot water with soap in it, and 2 cloths to wash his hands on the Preparation Table. The white dishes are for the lemons.

Put charcoal in the incensory. Put the paschal candle one step up, near the altar on the lectern side.

Make sure you have enough chairs on the altar for the additional priests and altar servers. Check the hosts in the Tabernacle. Check the headcount book, but this will be a crowded mass.

Reserve about 10 rows on both sides of the center aisle with long ropes  
Check with those handling the Confirmation group for people to take the gifts up.  
Set up the extra chairs in the back along the wall next to the Sacristy. Reserve these chairs for the Honor Guard.

There will be programs to pass out. Depending on quantity, one per family initially.

### MASS:

**Procession** – make sure the ushers are prepared. Just before the procession, have the ushers remove the ropes and return via the side aisles. The altar servers go first, the Honor Guard, Confirmation class, deacon, priest, then the bishop. Your extra ushers can hold the doors. *No seating down the center aisle after the procession.* Make sure the ushers on the sides are filling the pews.

**Gospel & Homily** – we don't seat people at this time. Use your extra or center ushers to help.

**Communion** – the confirmation class goes first. The ushers go down the front aisle, but the instructors will release the kids. The ushers on the side go down, but wait. People in the back will probably go to the side stations. The Knights go last down the center.

**Recession** – have the center aisle ushers get the doors for the group. You can prop these doors open. Have the side aisle ushers check the pews.

After mass, go back and remove the additional items used in the Sanctuary. Leave the Paschal Candle down front if you are still in the Easter Season.

### NOTES:

Go over the Usher's assignments before mass. You have two extra ushers as greeters. They can help with the Training Room and help in the rear of the church if you have people standing around.

Get a headcount and enter it in the book.

Make notes and suggestions and share with the Head Sacristan.

## **PALM SUNDAY**

A few items that are different at this mass.

### **PRIOR to MASS:**

**5:30** In the box of Palms will be a bundle of 'fan like' palms. Make sure these Palms are taken out and used in a container in front of the altar. This should have been done before the Saturday mass.

Have 2 Ushers stand in the Gathering Space and hand out Palms to all the parishioners coming in.

Unlatch the front doors. Will need these sets of doors open at the beginning of Mass. Father might just start in the Gathering Space – check ahead of time.

Father will take the glass bucket and sprinkler (aspergillum) outside to bless the Palms. He could bless them in the church.

### **BEGINNING of MASS:**

Prop open the inside doors of the church.

Have four USHERS hold open the outside doors. The other two USHERS will continue to pass out Palms.

The PRIEST, from the Gathering Space will announce that everyone should proceed outside and possibly over toward the hillside.

Following the opening ceremony, everyone will proceed back into the church carrying their palms. The Priest, deacon, and altar servers are last.

### **AFTER MASS:**

5:30 – re-latch those outside doors.

**The Paschal Triduum**  
**HOLY THURSDAY**  
**(Mass of the Lord's Supper)**

This is a 7 PM Mass. Plan on being at the church at 5:45. There is a lot to do before the ushers arrive. Two sacristans are helpful, one to work with the ushers, the other to make sure everything is set up **and work with Deacon Gene and Father**. It can get busy... Extra ushers are needed to work the doors and the aisle ushers need to be in their aisles. This is a bilingual mass. Watch for baby bottles & food.

***SILENCE and REVERENCE!!***

**WHAT TO EXPECT:**

Father will speak before Mass explaining what will go on. The Mass begins with a solemn procession with the presentation of the oils that were blessed at the Chrism Mass. The Gloria, which had not been sung during Lent, is sung with the accompaniment of ringing bells. Singing will be solemn. The Gospel speaks of how Jesus washed the disciple's feet. Following the final blessing, the celebrant processes the Eucharist to an altar set up in the old church. There is no formal ending or blessing after this procession. The celebrant incenses the Blessed Sacrament and then prays in silence. The faithful are invited to pray before the Blessed Sacrament all night.

The altar is stripped bare & the tabernacle is left open to remind us that things are not normal. The flame is extinguished.

**SETTING UP:**

*Double check with Priest or Deacon –*

The old church will already be set up. Confirm this with them. Go up and make sure just the 'altar lights' are on in the old building and the both outside doors on the right side are unlocked. The light switches are in the closet - the 'inside' key opens this. There is a set of keys for the old building in the Key Lock Box in the Coat Closet in the Church.

Check the Holy Thursday readings and intentions. Need the English and Spanish Lectionary. Also the English Sacramentary and the Missal Romano..

If Deacon Gene is not there, light the incense at the altar 10 minutes before mass. The incense is in top left cabinet. Put extra charcoal with the incense stand. Make sure a lighter is there.

Place extra ciboriums (with tops) behind the Tabernacle.

Assist our priest in placing his Humeral Veil at the altar. He uses this to cover his head and carry the ciboriums to the old church.

Set up as normal for Mass. Check the hosts in the Tabernacle. If full, put extra 300 or more hosts in the bowl for Good Friday. If fewer hosts in the Tabernacle, put more hosts in the bowl. ***The extra will be needed Good Friday!*** No hosts are consecrated at the Good Friday Service. Check the numbers from last couple years... Check number of ciboriums in the tabernacle, might not need both gold plates. Measure out 2/3 cup of wine for the four cups. 1/3 cup for the pitcher.

Put the new Holy Oils, which our priest brought back from the Chrism Mass in Charlotte, on a silver tray and place on the preparation table in the back of the church next to the Training Room. Put them in this order, left to right, on a tray: **OI, OC, SC**.

Select a family to take the oils up first and another to take the gifts up. Don't forget the red book of prayers.

Unlatch the center front outside door before mass.

Set up 8-9 chairs on the wall by the Reconciliation Room for the Knights Honor Guard.

**MASS:**

**Procession** – solemn with the Altar and all present blessed with the **incense**.

**The Paschal Triduum**  
**HOLY THURSDAY**  
**(Mass of the Lord's Supper)**

**Gospel** – following the Gospel, the Priest will wash the feet of several parishioners.

**Homily – Creed – Special Intentions**

**Collection** – *no collection at this Mass.*

**Oils & Gifts** – a family will take the oils down, bow & return. After they return, send the gifts & Prayer Intentions book down with a family. If a mixed group, have a Hispanic family participate.

**Recession** – following the final blessing, the priest will take the Blessed Sacrament to the old church. The parishioners will follow the cross & candle bearers & the K of C 4<sup>th</sup> Degree Honor Guard. The priest and deacon will follow the parishioners. Have two ushers passing out bulletins.

Prop open the inside doors and have two Ushers open the center outside doors. Right before the Recession begins, the other sacristan, *with a key*, and **two additional ushers will go up to Salesian Hall & open a set of outside doors and hold the inside doors open**. You will have to undo the latches to open the set of doors. They can be held open with the doorstops. Keep the lights off in the halls. There is **no talking!**

***SILENCE and REVERENCE!!***

**CLOSING UP:**

One sacristan will stay behind with the help of several ushers to clear off the altar, folding the cloths. They go back in the Sacristy. If the vessels are still on the preparation table, take them back to the Sacristy and have an extra ordinary minister do the rinsing.

***Make sure the Eternal Flame next to the Tabernacle is extinguished.***

The Tabernacle will be left **OPEN**. Remove any flowers from the church.

Empty the glass bowl of Holy Water in the Baptismal Font into the stainless steel Sequarium in the Sacristy. Dry out the Holy Water bowl and Baptismal Font with a purificator. Put the purificator in the sequarium canister on the counter in the Sacristy.

**Put head count in the book.**

Turn out the lights (including bathrooms) and lock the doors.

Make sure the outside front door is locked with the latches.

[If no one is set up, take the collection bag to Wachovia. The Night Deposit key is hanging on the board between the shelves.]

**NOTES:**

***Go over the Usher's assignments before mass.*** You can assign an Usher to work the Training Room. Use your greeters to help later. Make sure there are 2-3 ushers inside before Mass.

***Remind Deacon Gene to make sure the new Paschal candle fits in the stand!!***

If Deacon Tim is there, have the wheel chair available.

With Hispanics showing up late, make sure they don't go down the center aisle for seats.

Try & keep the 'foot' traffic to a minimum during mass. This applies to unassisted kids going out to the Gathering Space to play... **Those coming in or back in during the Gospel and Homily will have to wait before going back to their seats.**

**If** the Deacon puts just two cups on the altar, then there will be no communion stations on the sides. If that is the case, make sure the side ushers hold these people until last and send them back to the center aisle to receive.

The old church will remain open with people who have volunteered to stay for a vigil watch. Make notes and suggestions and forward to the Head Sacristan.

[The idea of service is exemplified by the collection taken up at this liturgy. This money is for the benefit of the poor as a Lenten penance. **We are not doing at this 'time'**]

[For the washing of the feet - place the white pitcher (1/2 water), glass basin, and 7 towels (**not** purificators) in front of the Altar. **We are not doing at this 'time'**.]

## **The Paschal Triduum GOOD FRIDAY SERVICE**

This is a 7 PM bilingual **SERVICE**. It is not a mass. Plan on being at church by 6:00. Have things taken care of before the ushers arrive. Two sacristans are helpful. Take time to instruct the ushers with their assignments. Should have extra ushers. They can work the doors and then the Training Room. Check on the timing of the collection due to various rites going on. Check with Deacon Gene and the Priest as for changes and to help them.

### **WHAT TO EXPECT:**

There is a somber tone of the commemoration of the Lord's Passion through out this service. The celebrant enters in silence and prostrates in prayer before the altar. This is not a mass and thus the liturgy is the combination of three powerful elements that leave us reflective. The first element is the Liturgy of the Word. Following the Gospel is the Prayer of the Faithful and ten intentions proclaimed. The second element is Veneration of the Cross. We will all genuflect and give reverence to the cross by kissing it. The last element is the reception of Holy Communion.

### **SETTING UP:**

Eternal flame by Tabernacle was extinguisher last night. ***It will be lit during the service.***  
The hosts that will be used were **consecrated** on Holy Thursday and left in the Sacristy. There will be **NO EXTRA HOSTS** and **NO WINE**. No pitcher, no cups.  
You still need the pitcher of water and a hand drying cloth.  
Set up with a folded corporal on the pedestal next to the Altar.  
The Altar is stripped bare, Tabernacle left open. Assist Father with Altar cloth (drape over chair behind Lectern). Go over things with Father and the deacon.  
Use 2 small thick Red Lectionaries (1 in Spanish - put on Altar). Open to Good Friday. Other one is placed on Lectern.  
Rear Preparation Table – small wooden cross, 2 purificators, altar candles, and lighter. Father might use another icon besides the cross.  
The glass bowl of Holy Water in the Baptismal Font was removed last night and put in the Sacristy. The font will be down front for the Vigil Mass and the water blessed.  
Ushers will need Missalette to follow along.

## ***SILENCE and REVERENCE!!***

### **SERVICE:**

**Procession** – silent, no alter candles, Paschal candle. Lights dim. Turn on rest of lights when the Procession gets to the altar.

**Liturgy of the Word** – From Old Testament; Gospel is the account of the Passion

**Homily**

**Prayer of the Faithful** – 10 intentions proclaimed. Standing & this is long.

**Collection** – none.

**Veneration of the Cross** – Priest, Deacon, and altar servers come to the back of the church. Procession with the cross & candles – Priest kisses the Cross and then the parishioners will come down, genuflect and kiss the Cross.

The Center Aisle Ushers will go down front and alternately release each row to **two line**. Front to back, then the sides. The Side Aisle Ushers will go down **and hold the people until the center sections are about gone**, and then send them to the back of the church and down the center aisle. Next will be the Training Room people. Just let them know. The Music group will work in and last the remaining ushers and sacristan. Do watch for disabled parishioners and let the priest know. Have an Usher stand by them.

## **The Paschal Triduum GOOD FRIDAY SERVICE**

**Reception of Holy Communion** – Priest, Deacon, and altar servers will retrieve the Eucharist from the Reconciliation Room. *Make sure this door is unlocked.*

The Center Aisle Ushers go down to release the parishioners from the pews, as normal. There will only be 2 stations down front. There are no extraordinary ministers!

The Side Aisle Ushers will go down **and hold the people until the center sections** have received the Eucharist, and then send them to the back to come down the center aisle. You can signal them when to start sending them back. Then the Training Room, Music Group, Ushers, and Sacristan. Again, watch for disabled parishioners and let the Priest know. Have an Usher stand by them.

**End of Mass** - there is **NO RECESSION**. The Priest will dismiss everyone and they will leave in **SILENCE**.

Prop the hold doors open.

Ushers will pass out bulletins.

### **AFTER the SERVICE:**

Put any empty Ciboriums left in the Sacristy behind the Tabernacle. (Not the priest's.)

Place the Red Lectionaries on the stand next to the Priest's chair.

**Make sure the eternal flame is lit.**

**Put the head count in the book.**

Turn out the lights (including bathrooms) and lock doors.

### **NOTES:**

*Go over the Usher's assignments before the Service with them.* You or the second sacristan can work with the Training Room. They can let those parishioners know what is happening.

Make sure the side ushers hold these people until last and send them back to the center aisle to receive.

**During Communion, an usher on both sides will need to observe those receiving the Body. If not consumed, they stop the person and have the Cup Minister handle.**

With late arriving Hispanics, have them wait their turn to go down the center aisle for the Veneration and Communion.

Try & keep the 'foot' traffic to a minimum during mass. This applies to unassisted kids going out to the Gathering Space to play... Those coming in or back in during the Gospel and Homily will have to wait before going back to their seats.

The extra Side Aisle Ushers can assist in holding the outside sections until it is their turn. Want to prevent people from crossing over and walking through the Center Section to get in line. You will need to stand in the back to 'direct'.

Make any notes and suggestions are forwarded to the Head Sacristan.

## The Paschal Triduum

# THE EASTER VIGIL MASS

This is an 8 PM Mass. Plan on being at the church at 6:00. There are a number of things to do before your ushers come. One sacristan can setup outside and then work with the ushers & the other sacristan can handle the inside setup and any needs the priest or deacon might have. ***Communicate with the Deacon and Priest as they might to things differently.*** This Mass starts outside and involves a procession with candles. Candles handed out **to ADULTS ONLY. NO CHILDREN CAN HAVE CANDLES.** We have had problems with wax on the floors and pews. It can be a long Mass, ushers will want a Missalette to follow the Mass.

### WHAT TO EXPECT:

The climax of the Triduum is the celebration of the Easter Vigil. There is much symbolism of the triumph of life over death, light over darkness, and love over hate. The night vigil is arranged in four parts: the *Service of Light*, the Paschal candle and the candles lit from the fire represent Christ as the light of the world. In the *Liturgy of the Word*, the many readings outline the history of salvation from creation to the first Easter Sunday. Following the Gloria, the Alleluia is proclaimed for the first since the beginning of Lent. Then *Liturgy of Baptism*, when the RCIA participants are baptized and we all renew our baptismal promises. The *Liturgy of the Eucharist* when the whole church is called to the table, which the Lord has prepared for us through his death and resurrection.

### SETTING UP:

*Double check with the Priest and Deacon –*

#### Outside:

Set up the metal fire pit next to the Blessed Mary statue. The fire pit is stored in the outside maintenance closet; side parking lot. Prepare the fire with paper, kindling, and small wooden sticks. You can bring some or collect them in the nearby woods.

Use a 'sheet music tray', and place a lighter, flashlight, candle lighter staff from the altar, brass ring for the **new** Paschal candle, small tray with the Paschal candle red incense plugs, and small red Sacramentary. Check with priest as to the correct book. Should have correct page saved for the Service of Light.

The priest lights the fire to start the Mass.

#### Inside:

**Turn on only the altar lights and the light in the back of the church** as you come in.

Place the Paschal candle STAND on the Lector side of the altar, two steps down.

Place the Baptism Font, no water, on the Lector side of the altar, down front. Make sure water is in the large URN and move next to the Font, one step up. A white plastic tall cup is used to get the Holy Water out of the Urn (might be under the sink).

Place the glass bucket, no water, with the 'sprinkler' (aspergillum) in front of the altar.

Save necessary Center Aisle pews for the Catechumens and their sponsors. Use ropes on outside aisle of pews if a large class.

Assist the priest in preparing the new Paschal candle in the Sacristy. Use a small nail to put pilot holes in the candle for the red incense plugs. **Make sure the candle fits in the stand.** Spray the candle holder on the stand with Pam Cooking spray so it slides in ok.

Put the Book of Gospels on the small table next to the Priest's chair. It is not carried in.

You or the Deacon will normally light the incense candle in back of altar. Incense can be found in left cabinet, top shelf in the Sacristy. This needs to be done 10 minutes before mass.

Arrange for three Catechumens to bring the gifts down. Let them to know when to come back. If no Catechumens, select a family.

***Go over the Usher's assignments before the Service with them.***

## The Paschal Triduum **THE EASTER VIGIL MASS**

### **Right Before Mass:**

The priest will tell everyone what to expect tonight. Then everyone proceeds outside. The ushers will pass out candles to **ADULTS ONLY** in the Gathering Space as they go out. Have candles outside also for those who forgot. **Children are not to get candles!**

Unless the Priest does this; about 10 minutes before mass, announce that the service begins outside. Remind them that **only ADULTS** will carry the candles. Please have someone announce this in Spanish.

Have the inside doors propped opened. Also open both the center and left outside doors with ushers holding these doors open.

### **TURN OUT THE CHURCH LIGHTS!!**

### **MASS:**

**Service of Light** – Mass begins with the parishioners outside around the fire. There is the blessing of the fire; it is lit. Next, preparation of the Paschal Candle with the red incense plugs applied. Then the lighting of the Paschal candle and from it the candles are lit.

**Procession** – procession to the church with the Paschal candle leading. We enter the dark church with lit candles. The Priest and Deacon last. (Have center-side aisle ushers in first to remove ropes from reserved pews as the Catechumens and their sponsors proceed in.) **When Father tells them to extinguish their candles, turn on the lights starting with the remaining altar lights, wall lights, overhead lights, and the entrance light.**

**Liturgy of the Word** – can be up to 7 readings

**Epistle - Gospel – Homily**

**Celebration of Baptism** – the water in the Urn is blessed, and the deacon will put Holy Water in the font and bucket.

**Presentation of the Elect** – Elect and their Godparents go to the Baptismal Font.

**Celebration of Confirmation** – Catechumens with their sponsors are confirmed. Laying on of Hands, then the Anointing with Chrism.

**General Intercessions**

**Offertory**

**Presentation of the Gifts** - have Catechumens bring gifts down.

**Communion** - the Center Aisle ushers go down and the Catechumens first will receive communion, then their sponsors, and then continue as a normal communion.

If only two stations - the Side Aisle ushers will go down the side center aisles and hold the outside pews. Then send the outside rows, front to back, around to the back to come down the center aisle. We do not want people cutting through the pews. The Training Room last.

### **CLOSING UP:**

**Have two ushers move the Baptismal Font to the back of the church.**

Blow out the Paschal candle.

**Put head count in the book.**

Turn out the lights (including bathrooms) and lock the doors.

### **Notes:**

If this is a bi-lingual mass, we will have several Hispanic ushers to help. Try & keep the 'foot' traffic to a minimum during mass. This applies to unassisted kids going out to the Gathering Space to play... **Those coming in or back in during the Gospel and Homily will have to wait before going back to their seats.**

Depending on the priest, changes could be made to the mass. Items might be eliminated. Make any notes and corrections so we can update these instructions.

## EASTER SUNDAY

Check the attendance numbers in preparing the hosts and wine and adjust accordingly. Generally have two bread stations at the back of the church for the 11:15 Mass **and possibly** 8:45 Mass. They will stand, back to back in front of the Baptismal Font to serve those standing, the Training Room, then feed the rear center pews to them.

During the communion, we will need the two ushers not releasing the pews, to stand ½ way down their aisle to observe those receiving communion from the priest and deacon. If some one does not consume the Body, stop them and have the Cup Minister come over. If they are not Catholic, the cup minister will take the Body back, if they are Catholic, they must consume it.

Make sure you have at least 3 or 4 ushers inside the church seating people!

Also, out of respect for the liturgy, people coming in or returning from the bathroom during the Gospel or Homily, they will have to wait in the rear to return to their seats.

### Before Mass:

If it was not put back, move the Baptismal Font to the back of the church before the 8:45 Mass. Place the shallow glass bowl back in and add Holy Water from the Urn at the altar. You can use the tall white plastic cup.

#### **Down front:**

Light the Paschal candle.

Glass bucket with sprinkler should be in front of the altar on the left side.

Place tall white plastic cup for removing Holy Water from urn, next to the urn.

Light the incense at the altar about 10 minutes before Mass.

Check with the Deacon or Priest for any changes.

Some items there from the Vigil Mass.

Due to the large numbers attending the Easter Masses, about 10 minutes before Mass begins, go up front and using the microphone make this announcement: 'Out of respect for the Mass, we do not seat anyone down the center aisle once Mass begins. To accommodate everyone today, those sitting in the two Center Sections, please move over toward the center aisle. This way we will be able to seat additional people easily.' Thank you.

### After Mass:

Extinguish the Paschal candle.

Record the headcount.