

SET-UP PERSON

The Set-Up Person (Liturgy Coordinator) is the first person to arrive to “set up” the Sanctuary for worship, for our faith family.

When you are scheduled to set up:

- Arrive at least 45 minutes before Mass and make sure all the outer doors and Sacristy are open. Unlock the kitchen and turn the light on, in case of emergencies.
- Verify the sacred books are open to the correct readings for the day.

In the Sacristy, you will find all the cups, the chalice, the patens and linen needed to set the table.

- Pour wine and count hosts.
- Set up the Credence Table with the necessary utensils and cloths.
- Prepare a glass of fresh, cold water for Father, and set in the holder on his chair on the altar.

As people enter the church, stand in the Narthex with the schedule, to verify the arrival of those scheduled to serve at Mass. Most will know to check-in with you. If someone is absent, ask someone else to fill-in the job(s).

After Mass, return the items to their original places. The EM's, Servers and Ushers should assist in this duty. Remain until everyone leaves and turn off the lights. Lock all the outside doors of the Church before you leave.

There is a pamphlet available to assist you in all types of set-up procedures.

The whole process on weekends should only take 1 ½ hours and you are finished for the month. For daily Masses, the process takes about ¾ of an hour from start to finish.

We need your help in serving the Lord's House in this way.