



MINISTRY OF MASS MINISTRY COORDINATOR

Thank you for volunteering to be a Mass Ministry Coordinator (MMC). This ministry is central to the preparation of Holy Mass as it helps streamline the ministers who are registered and those who are replacements. You are also a point of reference for visitors who may have questions. This ministry will be available on the Ministry Scheduler Program, so that we can be sure to have someone at the desk for each Mass. Below are some bullet points that will help you fulfill the role of Mass Ministry Coordinator.

- ◇ Please arrive 15-20 minutes prior to Mass. This will allow you to get settled and set up. There will be the list of those who are scheduled to be Eucharistic Ministers of Holy Communion as well as a binder listing those who are updated in their training. As being up to date on training is a requirement to be scheduled, you will only need to check the names of the replacements. If they are not on the roster, they may not assist. Please direct them to contact the office to inquire about dates for training sessions.
- ◇ As the EMHC check in, please give them a cross. Only those with crosses may assist at Mass. Checking in is of the utmost importance as we are contacting those who are “no-shows” to see if they still want to be in the ministry.
- ◇ Five minutes prior to Mass, if there are still crosses available, please attempt to locate any congregants who have the necessary training and commissioning. If you are unable to locate anyone to fill in, please let the priest and sacristan know; and that many Communion stations will be removed.
- ◇ Please note, that it is being stressed to the EMHC to arrive at Mass early. Once you hit the five-minute mark, and you obtain a replacement, that person is the EMHC even if the scheduled EMHC arrives late.
- ◇ Once all the crosses have been handed out, or Communion stations have been removed, feel free to join your family for Mass.
- ◇ The EMHC will place their crosses in a basket on the credence table after they are finished distributing Holy Communion.

If an EMHC has any issues with this procedure, please direct them to the parish office. You are graciously providing a ministry to the Mass and the Church as a whole. It is not fair for you to be debating with parishioners prior to or following Mass.



Again, I want to thank you for your willingness to assist your parish in this manner. If you have any questions, or need clarifications, please do not hesitate to contact me.

Thank you,

Andrew T. Burson

Andrew T. Burson, M.A.
Director of Pastoral Ministry, RCIA & Liturgy

FREQUENTLY ASKED QUESTIONS

- ◇ **LOW-GLUTEN HOSTS**- these are available. Please check with the sacristan.
- ◇ **REGISTERING**- registration forms are on the desk shelf – they can return them through the collection basket or drop off at the parish office.
- ◇ **DONATION ENVELOPE**- blank envelopes are in the desk drawer. Past dated envelopes are still usable.
- ◇ **BECOMING CATHOLIC**- refer them to the RCIA program and provide them with Andrew Burson's business card (in the desk drawer).
- ◇ **SAINTS ON THE MURAL**- a handout with their names is in the front of the desk.

Feel free to ask an usher, sacristan or deacon if you have any immediate questions. If you are unable to answer a question, please direct anyone to the parish office.