

Corpus Christi Parish

Set-up, Clean-up, Usher and Greeter Duties

Father Michael Troy School

Before Mass

- ❖ Arrive by 10:30 am and set the stacked chairs into rows of 12 chairs
- ❖ Place a large table or two of the square tables at the side near the entrance doors.
- ❖ Take out the bookstand cabinet that goes behind the Altar. Remove papers and place on the table. Remove the boxes of song books and place them on the chairs.
- ❖ Put the bookstand in its place on the back wall behind where the Altar will be placed.
- ❖ Distribute song books, 3 or 4 books on each row.
- ❖ Place the boxes under the table(s) at the side of the church by the entrance doors.
- ❖ Set the Altar in place and lift and secure the sides.
- ❖ Place the small table for Father at an angle to the right of the Altar with a chair taken from the end of the first row on that side. In the space where the chair was, place the small folding table for the Adult Server.
- ❖ Put a songbook up front where Father sits and one for the Adult Server.
- ❖ Put the base for the cross beside the Altar on the right side.
- ❖ Place the small collection basket at the base of the cross and the metal Brent Amero Memorial table in front of the Altar on the left side.
- ❖ Distribute the cards with the Stewardship Prayer and place one on every other chair.
- ❖ Place a table on the left side of the bookstand for the communion vessels.
- ❖ Greet the parishioners as they come for Mass; have someone watch closely to see that the parishioners are placing their Altar breads into the ciborium.
- ❖ Before Mass starts ask someone to bring up the offertory; this can be a family, group of people or several individuals together. They should come back to stand by the table when the collection is taken up. The 2nd Adult Server will come from the front to lead them up.
- ❖ When Father arrives, take the bulletins from the bin and ready them on the table.
- ❖ Take the deposit envelope and collection receipt from the bin and place on top.

During Mass

- ❖ Once Father finishes his homily place any extra Altar breads in the ciborium according to the number of parishioners and remove the basket, place in the room where Father gets ready for Mass (Sacristy), the left as you walk out of the gym.
- ❖ Before Mass ask two people to do the collection (right after the Stewardship Prayer); this can be members of your "family" or someone else.
- ❖ Go to the family picked to take up the gifts and have them stand by the table to wait for the Adult Server to lead them up to the Altar.
- ❖ Money from the collection goes into the dark basket with the lid. It goes up to the front with one of the Ushers. The Usher will walk beside Second Adult Server and the Offertory Family follows behind. Father will take the basket from the Usher, turn and say a small prayer and then place the basket on the metal table. After Communion two ushers come up to the front, bow together and then take the basket back to the Chapel (Sacristy) and put the money in the beige bag in the blue container on the table in the Sacristy. The bag

has Father Michael Troy written on it in blue thread. Following this one person should always be stationed by the door into the gym which is closest to the Sacristy for security reasons.

- ❖ After communion move the papers on the back table to one side to have room for placing the songbooks back in the boxes.
- ❖ Place some of the bulletins on the table the ciborium and wine cruet was on.

After Mass

- ❖ After Mass people will bring the songbooks to the back table. Fan each book to remove the cards with the Stewardship Prayer and place the books in the boxes (one person does this).
- ❖ The second person should hand out bulletins. When most people have left, place the rest of the bulletins with the others on the table and bring down the bookstand from behind the Altar to load the boxes of songbooks and other papers.
- ❖ Ensure that the remaining bulletins and donations for the food bank are put into the bin before Father leaves
- ❖ Help put the rest of the tables away.

If you have any questions, ask the other stewards and don't worry if you're not sure – do the best you can. Your contribution supports the congregation's value of stewardship.

You're done, Thanks. May God bless the rest of your day!