**Daily Mass**

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* For all Masses:Pleasecheck the Tabernacle and estimate the amount of the Blessed Sacrament that have been placed in repose from the previous Mass.
* Please check the Clergy’s monthly schedule to determine who will be celebrating the particular Mass. Please ensure the altar linens match the color of the day; this may be determined from the Clergy’s calendar or the Ordo kept in the Sacristy.
* Make sure the linens are clean, if not they may be replaced with new linens.

**Monday-Thursday**

 *Set Up: 2/2*

* **On the Credence Table:**
	1. Celebrants Chalice *(check the schedule to see who the Celebrant will be for that day).* Include a medium (2 ¾) priest’s host on the Paten, along with the Chalice Pall, small Corporal, and Priest’s Purificator †. \*The more traditional chalice set up includes the chalice veil and burse *(appropriate color for the day),* the order is as follows: chalice, purificator †, paten and host, chalice pall, chalice veil, place the corporal inside the burse and place on top of the chalice veil).
	2. Cruet Set containing water and wine, you may optionally place a purificator under the cruets.
	3. 2 Gold Common Cups w/ 2 purificators *(please use the gold common cups, they may be found in the Gold Cabinet).*
	4. Finger Bowl (lavabo) w/ Finger Towel.
	5. 2 Ciboria [Note: these Masses normally have an attendance of approximately 150 people and are served with a total of two ciboria. The 7:00 AM Mass is also now generally served using two cups and two ciboria.

The Wednesday Evening Mass, Anointing of the Sick, or other Daily Masses celebrated on holidays or days of devotion may have slightly higher attendance.

* **On the Altar:**

1. Please place the Tabernacle Key in Tabernacle before Mass *(you may place this preferably toward the end of your set up).*

2. Light the Altar Candles. (Any other candles appropriate to the season may also be lit).

3. Place the Sacramentary and optionally the Missal Stand on the Altar.

 *Please ensure a Missalette is always present on the Sanctuary of the Daily Chapel.*

* + - The Blessed Sacrament will be reposed in the Daily Chapel Tabernacle during the week (Mon-Sat). The exception to this will occur on Fridays and during Lent, when the Blessed Sacrament will be moved from the Daily Chapel Tabernacle to serve the 9:00 am Mass in the Church. The Daily Chapel tabernacle key (this is the smaller of the two keys) will be kept in the gold cabinet in the Sacristy. Please place the key in Tabernacle before Mass (the Tabernacle should remain locked). After Mass please return the tabernacle key to the Sacristy.
		- A Memorial Mass will be celebrated on the fourth Wednesday of each month for those who have died throughout the month. The set up for these Masses is as for a standard Daily Mass.
		- Masses that are part of or precede retreats will normally be celebrated in the Church.

* During Lent:

*Place the Blessed Sacrament in the appropriate Tabernacle for the Mass. Please remember to leave the vacant Tabernacle door(s) open. Ensure the proper Sanctuary Lights are lit. The tabernacle key may be placed on the Credence table for all Daily Masses celebrated in the Church during Lent.*

* 7:00 am Mass will be celebrated in the Daily Chapel.
* 9:00 am Mass will be celebrated in the Church.
* 7:30 am Mass (Wednesday) will be celebrated in the Church.

*The set up for the 9:00 am/Wed 7:30 pm Masses during Lent will be 4 Cups/4 Ciboria*

*Please pre-fill the Cups approximately half way and place on a Gold Tray.*

**Friday**

* Mass will be celebrated in the Church using a set up of 4 Cups and 4 Ciboria. The Blessed Sacrament should be reserved in the Blessed Sacrament Chapel Tabernacle before Mass as part of your set up.
* The Missal and Lectionary from the Daily Chapel may be brought to the Church along with the Binder containing the Commentary and General Intercessions.
* Please ensure the colors for the altar frontal are proper for the day. *(Please reference the Ordo)*

**† Benediction and Exposition**

* The usual requisites for Mass along with the following:
	1. Humeral Veil *(place on the Altar Chair to the right of the Celebrant’s Chair).*
	2. Place two medium (2 ¾) priest’s hosts on the Paten in the Priest’s Chalice set up. The second host will be placed in the Monstrance for the Benediction and Exposition *(Adoration of the Faithful).*
	3. Censer *(please prepare approximately 10-15 minutes before Mass, ensure the boat has ample incense).*
	4. Monstrance *(place on the Credence table).*

*It is suggested that following communion; the Blessed Sacrament be reposed in the Daily Chapel Tabernacle.*

*The curtain which covers the portal in the Blessed Sacrament Chapel may now be closed following the reposition.*

* Following the Benediction; Exposition of the Blessed Sacrament will take place in the Blessed Sacrament Chapel. On the Adoration Table please place the following before Mass: one small corporal, two candles along with their gold wire enclosures *(please use the 8 Day Sanctuary Lights, you may light the candles before Mass begins)*. Please ensure the Sanctuary Light is lit in the Blessed Sacrament Chapel. The Sanctuary Light in the Church may be lit immediately following Mass.

**Saturday**

* The Celebrant will conclude Adoration before Mass begins. To facilitate this place a small Bowl Paten in the Tabernacle *(except during Lent)* and then place the Key in the Tabernacle door. During Lent; the tabernacle key may be removed and placed on the Credence table after the Celebrant has concluded Adoration. Finally if requested please have the Humeral Veil available in the Blessed Sacrament Chapel so that the Priest may be able to complete the benediction.
* Normal Daily Mass Set Up:
* The Sacrament of Anointing of the Sick will be offered during Daily Mass on the first Saturday of each quarter throughout the calendar year. The Oil of the Sick or Oleum Infirmorum; is kept in one of the three Chrismals (OI) in the Gold Cabinet. Please place several cotton balls (3 or 4) in a small glass bowl. You may then pour the Oil of the Sick over the cotton balls (saturate well), and place on the Credence Table. Now prepare the Ewer and Basin; fill the ewer (pitcher) with water then place a quartered lemon in the basin. Place these and an additional finger towel on the Credence Table as part of your set up. The Celebrant will use these to cleanse his hands after the sacrament has been conferred.

Note: For all Masses, please check the Altar Candles to ensure they have been filled with paraffin oil. The refill bottle is kept on top of the cabinets in the Sacristy. The Altar Candles may be lit approximately 20-25 minutes before Mass.

*During Advent be sure to light the appropriate Advent Candle(s) on the wreath before Mass.*

*The Paschal Candle is lit for Baptisms, Funerals, and the fifty days following Easter until Pentecost.*

 *Revised: February 2012*