**Sunday Mass Set Up Guide**

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*Please check the Clergy’s monthly schedule to determine who will be celebrating the particular Mass.*

*Check the tabernacle and estimate the amount of the Consecrated Hosts that have been placed in repose from the previous Mass.*

*Verify that the colors displayed on the altar (altar frontal) are proper for the Mass or Season.*

**On the Credence Table:**

* Celebrants Chalice: (Purificator †, Paten, Chalice Pall, Corporal)
* Gold Common Cups: Specific to your Mass with wine pre-distributed evenly among the cups, along with an equal number of Purificators; placed on two Gold Trays

*The guidance provided below is intended as a reference, and will normally be adequate for Masses celebrated during the year. Seasonal adjustments (Advent, Christmas, and Easter) may be necessary to correct for higher than average attendance. Additional unconsecrated hosts are kept in the Clergy’s Vesting Room for this purpose. Guidance may be alternately lowered during periods of lower attendance (summer months) at the discretion of the Sacristan.*

*\*On dates where Confirmation Preparation is scheduled; please refer to the Confirmation Planner for your particular Mass.*

**Host Guidance - Cups/Ciboria**

|  |  |  |  |
| --- | --- | --- | --- |
| Mass | Sat 5:30 PM | Sun 7:30 AM | Sun 9:00 AM |
| Hosts | 1650 | 1250 | 1650 |
| Cups/Ciboria | 9 Cups/12 Ciboria | 9 Cups/12 Ciboria | 10 Cups/12 Ciboria |

|  |  |  |  |
| --- | --- | --- | --- |
| Mass | Sat 10:45 AM | Sun 12:30 PM | Sun 5:30 PM |
| Hosts | 1750 | 1750\* | 1650\* |
| Cups/Ciboria | 10 Cups/12 Ciboria | 9 Cups/12 Ciboria | 9 Cups/12 Ciboria |

*(The official capacity of St. Matthew Catholic Church is 1666 people; an additional 400 people may stand in the Narthex)*

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* Finger Bowl (Lavabo)
* Finger Towel (Lavabo Towel)
* Cruet: with Water
* Ciboria: (please evenly pre-distribute the total recommended amount of hosts in all ciboria for the particular Mass; [three or four of these may be taken for use during the offertory] place the remaining ciboria on the Credence Table in one or two stacks, covers are not required and are at the sacristans discretion).
* Tabernacle Key: (placed in the small crystal dish)

*Please ensure the Sacramentary along with selected Readings (Lectionary, Book of the Gospels)/Mass Propers are set.*

**On the Altar:**

* Stand for the Book of the Gospels
* Place two Side Corporals: one the right side of the Altar for the Cups and one on the left side of the altar for the Ciboria *(the corporals should be fully opened when placed on the Altar)*
* Light the Altar Candles
  + Light any other candles appropriate to the season (Paschal Candle, Advent Wreath Candles, etc.)

**On the Offertory Table:**

* Cruet: with Wine (this will be used for the Celebrants Chalice only)
* Ciboria: three or four ciboria containing unconsecrated hosts (place one large host in one of the Ciborium)
* Intention Basket: (optional and may be placed on or near the Offertory Table after Mass begins)
* Pyx Tray: (Sunday 7:30 am Mass only)

**In the Sacristy:**

* Please place a Cruet with water on the work table; this to be designated for Extraordinary Minister use following Mass.

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**When scheduled; meet your Presenter Family in the Narthex approximately 15 minutes before Mass.**

*Following the conclusion of Mass please ensure that all the sacred vessels have been washed and placed properly in the Sacristy.*