

THE PARISH COMMUNITY OF ST. MAURICE

Rev. Wojciech Pelczarski, S.D.S., Administrator

Mrs. Theresa Ciscon, Secretary

Office Hours: Tuesday, Thursday, Friday ~ 9:30 a.m. to 3:30 p.m.

MASS CHECKLIST

Dear Altar Server:

Please look your best. For example, please comb your hair, wear nice pants and shoes. Put on a well-sized robe (which will cover you from neck to ankle), a cinch (belt) and a cross. Make sure the robe reaches your ankles, is clean, not torn and not wrinkled. (No sneakers or sandals; remember only the Pope is allowed to wear white shoes on the altar.)

At Least 15 Minutes Before Mass:

1. Light the candles: two on the altar and two by the Tabernacle.
2. Return to the Sacristy and take out two altar server patens with handles.
3. Take out one chalice and place a linen inside the cup.
4. Fill the water cruet, and place stopper in cruet.
5. Place items 2, 3 and 4 on the side table near the altar
6. Check that the bowl and towel for hand washing are on the side table near the altar.
7. Return to the Sacristy, and ask an Extraordinary Minister of Holy Communion (or an adult) to fill the wine decanter about 1/8 of an inch full (very little), and cover.
8. Ask an Extraordinary Minister of Holy Communion for assistance to fill the Ciborium (gold cup with cover) $\frac{3}{4}$ full with wafers.
9. Ask an Extraordinary Minister of Holy Communion for assistance to place a medium-sized wafer on the paten, and cover the wafer with a linen.
10. Place items 7, 8 and 9 on the back table near the organist/choir.
11. Check that the key is by the Tabernacle or in the Tabernacle lock.
12. Check that the sound system is on – all three buttons are lit up.

After Mass:

1. Extinguish candles on the altar and in front of Tabernacle.
2. Empty water in the washing bowl and in the cruet in flowers near altar; if there are no flowers, then empty the water in the “regular” sink in the Sacristy.
3. Leave the washing bowl and towel on the side table near the altar.
4. Place the chalice, paten, Ciborium and altar server patens in cabinet. (You may need the assistance of the Extraordinary Minister of Holy Communion.)
5. Place all cloths in side drawer for cleaning; if there are any crumbs, then empty the crumbs in the “special” sink.
6. Rinse out the wine carafe, and place it on drying rack.
7. Place the water cruet and stopper on the drying rack.
8. Return the Tabernacle key in closet in Sacristy.
9. Turn off sound system.
10. Say the Altar Server prayer out loud before you take off your robe
11. Hang your robe neatly on a hangar. If the robe is dirty, please take it home to be laundered.

32 Hebron Road – Bolton, Connecticut 06043

Rectory: 860-643-4466 ~ Parish Center: 860-643-8374 ~ e-mail: saintmauricechurch@att.net