

Roles and Responsibilities

Rector Responsibilities

Ongoing

- Contact and communication with Presiders
- Effective delegation and communication with Liturgical Commissioner, musicians and other student ministers
- Upkeep of sacristy and chapel (with Liturgical Commissioner and housekeeping staff)

Before Mass each Sunday

- Be present in chapel before Mass begins
- Greet/welcome presider, esp. if a visitor (not in-residence)
- Greet/welcome students
- Formally welcome everyone to start the Mass and introduce the presider

Liturgical Commissioner Responsibilities

Ongoing

- Schedule student ministers – ideally, an entire semester at a time
 - Lectors (need three per week)
 - Eucharistic Ministers (need ___ per week)
 - Sacristans (a rotation of at least two)
- Coordinate communication with ministers, especially reminders of service dates and a system for finding substitutes if needed
- Post schedule in a common location, electronically distribute
- Communicate with rector regularly
- Ensure upkeep of sacristy and chapel and supplies (with rector and housekeeping staff)

Before Mass each Sunday

- Check in with sacristan and/or rector as needed

Sacristan Responsibilities

Ongoing

- Alert Liturgical Commissioner if you notice shortages of any sacristy supplies

Before Mass each Sunday

- Prepare hosts and wine; linens; lighting; liturgical books
- Confirm presence of all ministers; enlist help if people are missing

Music Commissioner Responsibilities

Ongoing

- Plan, with liturgy committee and others as dictated by your hall custom, music for each week's Mass, as well as special seasonal changes for Advent, Lent and Easter

Before Mass each Sunday

- Rehearse with ensemble; communicate any special information to rector and/or presider

Presider Responsibilities

Before Mass each Sunday

- Together with Rector and Sacristan, review any “unique” elements of this hall’s Mass, particularly at beginning of year or if the presider is new to the hall (What do you sing here? Do you/when do you have announcements? How many EMs do you have and how do you distribute the Eucharist?)