



Christ the  
King Parish  
Reading, MA

## Mass Lay Volunteer Coordinator

06/26/25

### MINISTRY PURPOSE:

- This ministry supports the pastoral staff by coordinating the various Mass lay ministry volunteers, such as the Lectors, Extraordinary Ministers of the Eucharist, Greeters, and Ushers

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- As a Mass Lay Volunteer Coordinator, one is responsible for assisting the presider by ensuring all the Mass Lay volunteer ministry positions are filled and the individuals participating in those positions understand their roles and responsibilities.
- Ministers should only serve one ministry position per mass unless there is no one else available to serve one or other essential positions.

### QUALIFICATIONS:

- Prior to serving - In our ongoing efforts to provide a Safe Environment for all and to comply with Archdiocesan requirements, all volunteers must complete an annual CORI (Criminal Offender Record Information) form. In addition, all those in Liturgical ministries, must complete a one-time "Protecting God's Children (PGC) Training.
- Good organizational skills
- Must be a prompt individual
- Good communicator
- An individual with a joyful attitude
- Desire to make sure the presider doesn't have to recruit any "volunteers"



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### PHYSICAL PERFORMANCE ELEMENTS:

#### Before Mass:

- Check the Ministry Schedule on the *Christ the King* website to review who is assigned to the different Lay Ministry positions for the Mass you are coordinating
- Arrive 30 – 45 minutes before Mass to prepare the Church for the celebration:
  - Unlock doors if needed
  - Turn on the lights and heat/air conditioner if needed
  - Turn on the sound system if needed
- Check if there are any announcements for the lector to include in the welcoming greeting
- Ensure the Lectionary is at the ambo
- Ensure the Prayers of the Faithful are at the ambo
- Put any reminder notes by the presider's chair for announcements at the end of Mass
- Put out the lanyards for the volunteers
- Check in Lay Ministers as they arrive for Mass and assign specific roles if appropriate (i.e., assign an Extraordinary Minister of the Eucharist to give Communion to the congregants in the handicapped section, etc.)
- Identify possible Lay Minister substitutes in case one of the assigned ministers can't attend the Mass
  - Recruit substitutes from the congregation if five (5) minutes before the Mass starts one or more of the Lay Ministers hasn't arrived and checked in

#### After Mass:

- Ensure the sacred vessels are cleansed and placed back in the appropriate cabinet
- Return lanyards to the basket in the sacristy
- Turn off the lights and adjust the heat/air conditioner
- St. Athanasius – lock the rear door, but leave the front door unlocked

*The duties and requirements described above represent those encountered during the performance of the essential functions of this ministry. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.*