

OPENING

The changes created by the New Liturgical Norms are reflected in these guidelines. The Norms were presented to insure the worthy and prayerful celebration of Mass, to ensure reverence for the Eucharist, and to preserve the unity of the Catholic Church. Norm #8 says, "Silence can foster reverence and reflection. Before Mass begins, a time of silence is commendable in the church, the sacristy, and adjacent areas (Gathering Space)..." We need to keep conversations low. Going outside or using the library for conversations before mass would be recommended.

Other changes affect the altar and how it is set up. The raised area the altar sits on comprises the 'sanctuary'. The area behind the tabernacle is not part of the sanctuary. Thus the processional cross is placed back by the window. The parishioners sit in the 'nave'.

Allow yourself 1¼ hours to set up. If you follow the order of the items, things will flow smoother and you will be less apt to forget something. You want to have the altar set up and the nave checked before your ushers arrive.

Church:

Unlock the front and side doors.

8:45 – unlock the 3 extra center doors!! Fire regulation due to numbers.

11:15 – lock these 3 extra doors after Mass.

For the first Mass on Sunday, bring the newspapers in, cut strings & put in the Newspaper rack.

Turn on the Gathering Space and Hall lights. Make sure the Music Racks are positioned over the 'green tile' strip.

5:30 – place the Youth Bulletins in the Music Racks.

Unlock the Sacristan's Closet, Library; and Sacristy. **Do not** unlock the Coat Closet.

Check the bathrooms for problems before and after mass.

Check the Sacristan's Closet for Lector Announcements, notes, and assignments.

Put your badge on.

5:30 – place the Lector Announcements in the black holder, next to the microphone on the Priest's side of the altar.

All announcements are made from that microphone now.

Do not turn on the 'blue' switch for the microphones!!

Turn on the lights in the church as now prescribed. Please read the instructions over the switch panel. **Do not turn on the any extra lights.**

Check the Holy Water level in the Baptismal Font. Additional Holy Water is in a water bottle in the hall near the Sacristy.

No tables will be blocking the halls or front entrance Fire Exits.

As you enter the Sacristy, **unlock** the priest's closet.

SETTING UP THE ALTAR

Go to the Sacristy and move the, the 2 silver trays from the Preparation Table to the counter. One tray is about **12” with a raised side**, the other a **16” chrome serving tray**.

Place the glass water pitcher (2/3 full) on the **serving tray**. Place the priest’s chalice, purificator, **1 corporal** , 2 gold bread baskets, and the tabernacle key (top narrow drawer) on the chrome tray.

Take the chrome tray to the Credence Table on the altar. (**Bow before stepping into the sanctuary.**) Set the pitcher next to the finger bowl and towel. If the finger bowl has Holy Water in it, empty it under the tabernacle onto the earth. There is a trap door under the tabernacle or you can pour the water in the plants.

Altar - Place the priest’s chalice, with the purificator and 1 corporal, on top of the chalice; on the pedestal to the right of the Altar.

At no time do we place anything on the Altar!

Tabernacle - unlock and check the number of hosts in the ciborium’s. The large silver one holds 200 full. The smaller one, 80 if full. Leave the key in the tabernacle lock. **Don’t forget to genuflect.** Check the Eternal light (candle to side of Tabernacle). Replacement candles are under the Tabernacle.

Processional Cross Stand – make sure the stand is behind the Tabernacle, in the right corner, next to the window.

Lectern - Lector Announcements should be at microphone next to steps on the Priest’s side of the altar. Check the Lector Announcements and line out the previous Mass items. Open the special intentions for the correct day. Put a ribbon on the proper page of the Lectionary for the readings. Check the Missalette if not sure.

5:30 Saturday – bring the Lectionary to the Lectern.

11:15 Sunday – return the Lectionary to the Sacristy.

Altar candles - check for fuel and light them. Replacement cans are in the top left cabinet in the Sacristy.

Sacramentary - check for the correct page and leave on the stand next to the priest’s chair. This red book contains the prayers and ceremonies the priest reads from.

5:30 Saturday – bring to the Priest’s chair.

11:15 Sunday – return it to Sacristy.

Special Intentions – open priest’s copy to the correct page. On stand next to his chair.

Each time you pass the tabernacle, you must genuflect.

Make a mental note of any missing items for your second trip.

Return to the Sacristy.

The wine is now poured into the cups in the Sacristy. A measuring cup is in the refrigerator for this purpose. Pour $\frac{2}{3}$ of a measuring cup into each silver cup. For 11:15 mass you might want to pour $\frac{3}{4}$ cup.

Take the **12” tray with sides**, with the 4 'wine' cups, 4 purificators, and **second corporal**, to the Credence Table in the sanctuary, remembering to bow. Cover the 4 cups with the second corporal. Bring anything else that was missing before along.

Double check the altar area again.

Return to the Sacristy.

Communion bowl – count out 100 to 200 hosts depending on how many are in the tabernacle. The square plastic container holds 300 hosts. You might need more for the 11:15 Mass. If in doubt, can check previous headcounts. Place one large host on top of the hosts in the communion bowl.

Hosts are in the refrigerator. We keep a small bag of hosts in the Sacristan's Closet. You can adjust the hosts based on your headcount in the Sacristan's Closet. Surplus hosts are in the bottom right drawer. **DO NOT** put any broken hosts in the bowl. Consume or break up and throw away any broken hosts.

Silver Pitcher – pour $\frac{1}{3}$ of a measuring cup of wine into the pitcher. Only enough for the priest, deacon, altar servers, and extraordinary ministers. Extra wine is in the refrigerator or in the cabinet over the sink.

Book Of Gospels – 5:30 - Place the ribbon in the correct page. This is the red leather bound Bible the Deacon carries to the Altar.

Take the communion bowl and pitcher back to the Sacristan's Closet. Cover the pitcher with a cloth.

SETTING UP THE CHURCH

Do a quick inspection of the pews. Straighten out the chairs if necessary.

Set out (or check) Reserved Signs in the **very last pew** in the center sections. Place one sign on the center aisle side and one on the end of the pew. Make sure the Ushers don't seat people in the reserved pews. This section is also for **late arrivals**.

5:30 sets out Reserve Signs

8:45 checks them

11:15 puts them away after Mass.

If the Ropes are to be used to reserve more space, they are kept in the Coat Closet. In the Coat Closet, the Long Ropes ones on the left, Medium ones in the center, and the Short ones on the right. Please put them away correctly.

Offertory Baskets are put out next by the **5:30** sacristan. Two are placed behind the two outside pew sections on each side. Baskets are placed in the rear pews of the Center section for the ushers handling the Center Aisle. A last basket is placed on the table next to the Training Room.

Leave the baskets out after the 5:30 and 8:30 Masses.

If any seats are **reserved for special occasions**, we will have been notified by the office in advance. For Baptisms, we place the family either in the second to the last row of the Center Right Section or a down front. Ask the family for their preference. For First Communion, Confirmation, & RCIA, they need rows in front. Leave the first two rows for Handicap (physically or hearing impaired) if necessary.

PRIOR TO MASS

Priest & Deacon:

Check if any special needs. Introduce yourself to any visiting priest. Help any visiting priest with the microphone. Share with any visiting priest where we start Mass (at the rear door). Some visiting priest might have handouts.

Ushers: REVERANCE AND QUIET IN THE CHURCH!

Ushers should arrive **20** minutes before Mass. If ushers will be absent, they need to find their replacement and notify the appropriate Sacristan of the replacement's name. Check the Usher Assignments and their locations on the bulletin board. Their positions are on the note.

Remind them of the headcount, seating latecomers, and second collections.

Position an usher ½ way down the 3 center aisles to assist seating parishioners. Have the Ushers identify any one needing communion brought back to them.

We no longer prop the doors open, per the Fire Marshall.

The two far Aisle Ushers will stand by the inside doors to the church, greeting and opening doors for older parishioners or families with children. The first Center Aisle Usher to arrive will be positioned outside the church to greet and help with the door. Make sure these ushers return to their inside positions when the priest come out of the Sacristy or the Procession.

KEEP DOORS CLOSED TO REDUCE NOISE.

Usher Positions:

Make sure Ushers are aware of their positions and responsibilities.

Center Aisle – 2 will handle this aisle and sit in the rear pew. Once the Procession begins; they will direct parishioners to the side aisles. They also hand out the bulletins.

Side Center Aisle – these ushers will sit behind their sections. They will assist seating people. Then watch for and seat late parishioners. They are also responsible for the Center section headcount at the start of mass.

Outside Sections – these ushers will also sit at the rear of their section. Assist seating people and handle their headcount. Remind these ushers to watch for people coming right after mass begins and to direct them to seats.

Altar Servers:

If you don't have 3, recruit or have one take the cross to the altar prior to the start of Mass. If an elderly priest, assign an altar server to standby to assist him. Remind the altar server on Deacon Gene's side to be mindful of his going up and down the steps.

Gift Bearers:

Select a family prior to Mass to take the gifts. Suggest they come back as the offertory basket passes them. Brief them as to bowing, handing the pitcher, then hosts to the priest and deacon, then place the money basket at foot of the altar.

Lector:

There are now 2 Lectors for each Mass. One will make the announcements. Introduce the Lectors to the priest. Go over the Lector announcements and remind the Lector that announcements are made from the lower step on the priest's side of the sanctuary.

There is a microphone there. Lector carries the *Book of the Gospels* **if no deacon**.

Reconciliation:

Any one waiting should sit near the room. Let the priest know.

Additional Speakers:

These speakers **MUST** have first made arrangements with the Church Office before Mass to speak. The priest will approve any announcements the week prior to Mass! **YOU CAN MAKE EXECPTIONS**, check with the priest!

PROCESSIONAL & THE MASS

Prior to the Processional, the Altar Servers retrieve the candles from the altar.

Remind them to walk together, slowly, and bow going on to and leaving the altar.

The Cross is hanging to the left of the right rear door to the church. The Lector makes the announcements and sits down, unless there is no Deacon.

Open the doors for the priest. Turn on the overhead lights IF NECESSARY.

DO NOT SEAT ANYONE DOWN THE CENTER AISLE ONCE THE PROCESSION STARTS!

The Center Aisle Ushers will be positioned to direct people to the side aisles. The side aisle Ushers will direct and seat the late comers. Please try to seat them in the last center pews.

Headcount:

After the Processional, gather the headcounts, including the Training Room, those on the Altar, Ushers and late arrivals. Adjust your hosts as necessary and don't forget to record the number.

Liturgy of the Word – Children:

Open the door after the Opening Prayer for exiting children.

During the Creed, remind the teachers it is time to return.

Late Arrivals:

Mass etiquette and respect for the deacon and priest, during the reading of the Gospel and the Homily, we do not seat anyone! This includes those who went out to the bathroom.

The Sacristan or a Center Aisle Usher will make sure these people wait until the Gospel has been read or until the Homily is over before sending them to the side aisles for a seat. **The Side Ushers are not to sit these people just direct them.**

This is one reason we reserve the last pew. If someone has difficulty standing while they wait, they can sit in the last pew or in the Training Room..

Collection:

After the Creed, (you notify the Liturgy of the Word class), the Ushers should stand and be ready with their baskets. Right after the Special Intentions and people sit down, send the Ushers down together – they will **bow** then start collection, and you handle the Training Room. Place the **Red Book of Prayers** on the money basket that goes to the altar. The Ushers will return the offertory to the Sacristan's Closet. Secure the collection in the bag and seal it. The Ushers return their baskets to their seats.

Gifts:

Select a family prior to Mass to take up the gifts.

Pitcher on the Left, Hosts on the Right. Money basket with Book of Prayers in the rear. Remind them the offertory is the last item and THEY place it in front of the altar. Remind them to **bow** before returning.

Bulletins:

Set out bulletins on the benches on either side of the Gathering Space after securing the offertory.

Eucharist:

Send the Ushers down their aisles **when the priest returns to the Altar**, having served the ministers and altar servers. We release from the front pews to the rear. The **Sacristan** opens the door for the Training Room families, and directs them to the Choir side. If there are a number of Choir members you can send the Training Room families to the LEFT side.

The Ushers releasing rows will be the last ones served, taking up the rear.

Signal the Secondary Bread Ministers if any handicap parishioners need to be brought communion. Have an Usher stand next to the individual.

The Bread Ministers will take the trays from the altar and return them to the Sacristy. Open the rear door so they may exit to the Sacristy.

Second Collection:

Send the Ushers down their aisles **after the hosts are returned to the Tabernacle by the priest and the priest has sat down**. Don't forget to **bow**.

RECESSIONAL

...“The Mass is ended, go in peace...” When the Priest comes off the altar, the Ushers on the two side sections will move down to the front of the church. When the recessional song ends, then they secure the pews – raise kneelers, pick up trash, put books back, note any damage, etc. The **two Left Side Ushers will also bring back the Collection Basket/Red Book of Prayers and the Book of Gospels**. The Book of Gospels goes in the Sacristy.

The **Center Aisle Ushers will hand out bulletins**. At times you will have young helpers. They can be recruited before Mass.

Hold open the door nearest the Sacristy for the Altar Servers to exit through. The priest will either stay in the Church or come out to the Gathering Space.

After mass:

Put the headcount in the book in the Sacristy.

Put any extra bulletins back in the Sacristan’s Closet

5:30 Mass – close and lock all outside **and** inside doors. Turn off lights.

5:30 and **8:45** Masses, leave the Reserve Signs and collection baskets out.

11:15 Mass - return the Reserve Signs to the Sacristan’s Closet. Bring the Lectionary and the Sacramentary books to the Sacristy. Lock the extra section of the front doors.

Put the newspaper money in the Sacristan’s Closet.

Check the bathrooms and turn off the lights if an evening Mass. Report any damage.

REPORTS

A blue Lost & Found bin is in the Library. Anything of value, place in the collection bag.

Note any damaged pews (ID locations) or any other repairs needed.

Report any other items that need attention or parishioners problems or complaints.

Report any problems with the heating or air. They are set on timers. **WE ARE NOT TO TOUCH THEM!!** Deacon Gene can adjust them for you.

E-mail these reports to Bernadette Goodman and copy in Herb Pennington. You can also turn them into the Church Office Monday. It is important you report these items. As in any organization, it can take numerous reminders...

ADDITIONAL NOTES

EUCCHARIST – HOMEBOUND

There are rare occasions a parishioner will request a host for their pique prior to mass. If they went to mass the night before **and are not staying**, then the following can apply. They minister to the homebound and the sick. If you are not an Extraordinary Minister, have the Deacon or Priest handle this request. If neither is there, and you are an Extraordinary Minister, take their pique and go to the Tabernacle, bowing before the Altar and genuflecting at the Tabernacle. Retrieve the consecrated host. After placing it in the pique and closing the Tabernacle, dip your fingers in the bowl to the right of the Tabernacle, to remove any crumbs. Use the towel to dry your fingers. Genuflect at the Tabernacle before leaving. You DO NOT need to genuflect when leaving the altar as you are carrying the Body of Christ. Fr Sam Weaver was nice enough to provide these instructions.

Holy Water

There is a stainless steel container in the hallway near the Sacristy. If it runs low, fill it about 2/3 and have the priest bless it.

During the Easter Season, once that container runs out or Holy Water in the Baptismal font, either will need to be replenished with Holy Water from the clay jar on the steps to the Altar. Once the jar is empty, we will be back to the priest blessing additional water.

LOST & FOUND

Place items in the blue plastic box in the Library. It is clearly marked. Items of value should be sent to the Church Office via the collection envelope. Make sure the Library is unlocked before mass.

NEW MEMBERS

New Member Kits are in the Sacristans Closet. Give out a New Member Kit and have them complete a registration card right then. Then put it in the collection envelope. The card can be returned to the office by the member, if they have further questions.

PARISHIONERS WITH SPECIAL NEEDS

Have the Ushers identify these individuals to you.

The second two pews in the Center Sections are set up for the Hearing Impaired. Jacks are mounted on the pews and the ear phones are in the cabinet in the Choir Corral. Wheel chair spaces are located where the pews are indented.

ADDITIONAL NOTES

SPECIAL, WEEKDAY, & HOLIDAY MASSES

Arrive early.

Check with the Deacon and Priest for any special instructions.

Check for notes in the Sacristan's room.

Opening and closing is the same. Remember the Fire doors if heavily attended Mass.

Check the Tabernacle for hosts.

Check the headcount book for numbers in prior years.

Double check the ushers and altar servers – recruit if necessary.

This manual has sections for Special Masses, Holy Week Masses, and Funeral Masses.

MISCELLANEOUS

If an ACCIDENT occurs, complete Accident/Injury Report and turn into the office.

We must be aware of the Church Rules and enforce them the best we can.

We are **not authorized** to add announcements or permit anyone else to speak without being setup through the Church Office or the priest approves it.

Check refrigerator for wine. Excess in cabinet over sink **or** in the closet in the Reconciliation Room.

Candle fuel cans in top left cabinet.

Surplus hosts in bottom right cabinet.

Holy Water in water jug in the hall.

There is a container of incense under the Tabernacle.

Blank envelopes for offertory are in the Sacristan's closet if someone needs one.

A wheel chair, if not in the hall, is in the storage closet next to the Sacristy.

People desiring to sign up for altar flowers, there is a bulletin board outside the Sacristy.

Revised: April 2009

Addendum to Sacristan Manual LIGHT SWITCHES

Due to the rising cost of energy, Holy Cross's electric bill has grown. Efforts are being made to conserve electricity, eliminate unnecessary use of lights where possible. The church consumes a large amount of electricity when all the lights are on. The large spotlights and the overhead lights are high wattage. They are the biggest consumers of electricity and produce a lot of heat. After testing various lighting configurations for different occasions, we have been asked to control the light switches for the Masses.

Some of this is just common sense. But not to bring back memories of our dads telling us to turn off the lights when we left a room; and of course we have told our kids; well our 'Father' Tustin is asking us to mind the switches.

The old labels have been removed and new functional labels have been put on the switches. The switches we no longer use have 'NO' on a **pinkish-red** label. Simple. Now when we come into the church initially, usually no one else is there. We will turn on the 'ALTAR' switches with the **blue** labels. They will focus light on the crucifix, altar, lectern, tabernacle, steps, and priest chair. The **Baptism** switch is white and lights up the entrance. The **Choir** switches are **gray** and can be turned on.

At 5:30, as people arrive, go ahead and turn on the two **Wall** switches with the **green** label (they are fluorescent). When the priest gets ready for the procession, go ahead and turn on the two **Main** switches that have a **white** label. *Depending on the weather, amount of sunlight, Daylight Savings, you might not need the Main lights at all.*

At 8:45 & 11:15, as the priest gets ready for the procession, turn on the two **Wall** switches with the **green** label (they are fluorescent). **If** it is overcast and you need additional lighting, then turn on the **Main** switches that have a white label.

We are not to use any other lights at this point. We have included Fr Kelleher's spotlight on the right side. This does light up the steps and his chair.

No one else should touch the switches. Instructions over the panel indicate that. If you get feed back as to the lighting, please tell the individual you will pass that on. I am a messenger also and will see that the appropriate person learns of a concern or suggestion.

Following Mass, if people or a group is staying, go ahead and turn off the two Main switches, right and left Altar spots, and Choir lights. At 5:30, if no one is staying, turn them all off. The same would be true of 11:15 Mass. If Agape is attending 11:15, go ahead and leave the Choir lights on. They arrive early.

The label covers other occasions such as choir practice and adoration. We just need to use the light that is necessary for the occasion.

If there are problems, the 'NO' switches will be disconnected and if necessary a keyed plastic cover will be put over the switches. I am optimistic that these instructions will suffice. A note will be in the bulletin and the Lector notes will include an announcement.

Vivat Jesus
Herb Pennington

BAPTISMS

Baptisms are back up front.

Move the Paschal Candle up front. Place it to the left of the Altar, down front (Lectern side). The **sanctuary** is the raised platform area. The nave is where we sit.

Place a white baptism stole, towel (without crosses), Holy Oils, gold shell, and candle on the edge of the altar next to the Baptismal Font. The stoles, candle, and towels are located in the Sacristy in a drawer on the right side. The Holy Oils are in a small gray box in the overhead cabinet where the ciboriums are kept.

Put the green Baptism Mass book and sheet with the names of the participants with the other items. Remind the priest or deacon of the family name and child's name.

We no longer use the white pitcher or white bowl. We use the GLASS BOWL that is shaped like a shell. Put about a pint of warm water in it and place it on the edge of the altar, in front of the Altar..

Light the Pascal Candle before Mass.

Seat the Baptism family in the front two pews Center, Left. Send an usher to bring them back to the rear just before Mass starts. The 'baptism family' will be part of the Procession and Recession.

Remind the priest of the Baptism. Introduce the family to the priest.

The family can use the Library to gather before mass begins.

JUST BEFORE THE PROCESSION (after the Lector reads the announcements), remove the glass bowl from the Baptismal Font and set it in one of the 'basket tables' or the on the table next to the Training Room. Then, move the Baptismal Font down front, placing it to the right of the Paschal Candle. It has furniture gliders under it. Move it back AFTER mass.

The Knights of Columbus will video tape the Baptism. If you are a Knight, take a rose and vase over and present it as the Baptism is ending down front.

“On behalf of the Knights of Columbus, we thank you for your choice of life, and present you with this rose and video.”

After Mass, pour the Holy Water from the white bowl back into the glass bowl and place it back in the font. The remaining Holy Water in the glass bowl is poured in the font or in the Sequareium. The glass bowl and the gold shell will need to be rinsed out in the Sequareium and dried with a purificator.

Note: The vases & roses are stored in the closet in the Reconciliation Room for the Knights of Columbus to use. Bent the stem of the Rose and stick it in the vase. This keeps it from coming out.

The Celebrant or Deacon might do things a little differently. Please check to see who is doing the Baptism before mass. If a visiting priest or deacon is there, SHARE with them how we do it.

BAPTISMS

IF, the Baptism is performed at the back of the church:

Move one of the 'metal basket tables' out from the wall two feet, as well as the Pascal Candle.

Place a white baptism stole, cloth (without crosses), Holy Oils, gold shell, and candle in the 'basket table'. The stoles, candle, and cloths are located in the Sacristy in a drawer on the right side. The Holy Oils are in a small gray box in the cabinet where the ciboriums are kept.

Put the green Baptism Mass book and sheet with the names of the participants in the 'basket table'.

Fill the white pitcher $\frac{1}{4}$ with warm to hot water and place it the 'basket table'. Light the Pascal Candle before Mass.

Seat the Baptism family in the last two pews in the center right. Inform them to come back to the font just before Mass starts. The couple and child are also to go down the aisle at the end of mass and be part of the Recessional.

Remind the priest of the Baptism. Introduce the family to the priest.

Just before Mass, remove the glass bowl from the Baptismal Font and set in the other 'basket table'. Set the white pitcher in the font with the gold shell on the edge.

See the instructions on the previous page for the remainder of the information as to the Knights of Columbus Rose and 'after mass'.