***St. Thomas the Apostle Parish***

***Weekend Sacristans***

1. When you arrive for mass (an hour before it starts) open the front door, unlock back door, the door to the church by the choir of the Church, and the Sacristy doors.
2. Turn on the lights in the narthex and the Church (lights A).
3. Make sure baskets are on the back tables (and side table by the choir door) for weekly collection.
4. Turn on the red light in the sacristy for the sound system at least 15 minutes before mass.
5. Go into the confessional and turn on the lights for the Stations of the Cross (left side).
6. Go into the Library/Resource room and turn on lights for that room and for the Stations of the Cross (right side).
7. Be sure the Lectionary is properly set the readings at the podium.

Currently 2020 – Year A; beginning Advent 2020 through 2021—Year B; beginning Advent 2021 through 2022—Year C.

1. Set out chalice for presiding priest with purificator, corporal, and pall. Place on credence table.
2. ***Hosts:*** 5:00 pm Sat., 9:30 am and 11:30 am = 4 bowls (50 hosts each / includes priest ciborium), plus large host in priest ciborium. 7:30 am Sun., 5:00 pm = 3 bowls (50 hosts each / includes priest ciborium), plus large host in priest ciborium.
3. Put wine and water in cruets and place on credence table.
4. Place clear bowl and hand towel on credence table for washing of hands.
5. Place key in tabernacle, which is kept in sacristy cabinet marked “sacred vessels.”
6. About 15 minutes before mass, change lights to B, make sure sound is on, and light altar candles.
7. About 5 minutes before mass turn on the ***Livestream***, which is located in the kitchen “prep” room. Turn on the screen (last button on back of screen) and then push the button that says, ***Live.*** When the recessional hymn is completed, press ***Live*** again and the livestreaming will stop.
8. Check ***sign-in sheet*** for Lectors, Eucharistic Ministers, and Servers. Make sure we have appropriate ministers. This sheet is kept on a clipboard on center gray table in the narthex.
9. Collect money from baskets during the homily and check again after mass, and then place in “collection bag marked for that mass date and time,” and place in the safe.
10. Use counter to get a head count of all present for the mass and write that number on the sign-in sheet.
11. ***Doors:*** Keep center doors of vestibule open at all times. Close the doors into the church when mass begins. When mass is over open all the doors from the church to the narthex and both of the outside middle doors. Keep one door into church from narthex open on both sides before and after mass.
12. ***Bulletins:*** Place bulletins before and after mass on gray tables in the narthex. During COVID-19, do not hand out any bulletins, just place them on tables for people to take.
13. At the end of mass, open both doors to the narthex, blow out candles, turn off the microphone system, put lights back to A between masses, close the outside doors, and prepare for next mass: clean chalice, purificators, corporal, appropriate number of hosts, cruets, etc., and place everything on credence table.
14. After last morning mass or evening mass, clean sacred vessels, put everything away, blow out candles, turn off lights, lock all doors except middle door after the 11:30 AM mass, but lock all doors after the 5:00 PM masses.
15. Ministry of Lector
* # 1 (proclaims the first reading and processes in with Gospel book – when COVID-19 is over), # 2 (proclaims second reading and intercessions – when there is no deacon at mass).
* First reader (Old Testament reading) comes up to the front of the altar with mask on, bows to the altar, goes to the podium, takes off mask, proclaims the reading, places mask back on, returns to center aisle, bows to the altar together with the cantor, and returns to his or her seat.
* Second reader (New Testament reading) comes up to the front of the altar after the cantor finishes with the responsorial psalm, bows to the altar together with the cantor wearing a mask, goes to the podium, takes off mask, proclaims the reading, places mask back on, returns to center aisle, bows to the altar alone, and returns to his or her seat.
* Reader of the intercessions or Universal Prayer comes up to the center aisle immediately after the homily with mask on, bows to the altar, goes to the podium, takes off the mask, waits for priest to give the introduction, reads the intercessions with “Lord, hear our prayer” as communal response to each petition, waits for priest to give the conclusion, puts mask back on, return to the center aisle, bows to the altar, and return to his or her seat.
1. Extraordinary Ministers of Holy Communion
* #1 (right baptism side), # 2 (presiding priest/center), # 3 (center w/ priest), # 4 (left music side), # 5 (back of church)
* The # 1 EM comes forward with mask on during the singing of “Lamb of God,” goes to the tabernacle, brings over the ciborium, and places it on the altar.
* EM receives communion, takes off mask, sanitizes his or her hands, receives a ciborium from the priest, and distributes communion at their designated assignment.
* EM returns ciborium to the priest who will combine all hosts into one bowl, EM # 1 takes the ciborium to the tabernacle, sanitizes hands, and then returns to his or her seat.
1. ***Emergency***: In case of an emergency, call 911 if necessary, go to the ambo and ask if there is a doctor present, direct the ambulance as needed, know where First Aid kit is kept in priest sacristy, and make sure everything runs smoothly.