

Sacristan for weekend Masses

Thank you for being our sacristan this weekend. Just a few notes for changes for the weekend Mass.

1. Ushers/Greeters and Proclaimers will check in with you outside of the sacristy door
2. Make sure you are wearing your mask/face covering. Have hand sanitizer for yourself and/or wash hands for 20 sec. We will not have hand sanitizer available.
3. Please take a look at how the pews are marked off for seating and the floors. We have prepared them for social distancing for communion. See number 10 for how ushers will release pews for communion.
4. Be aware that all hymnals, all children's books and Mass boards have been removed.
5. Set up changes: (please wash hands before bringing the tray up to the Credence table and again when you bring the tray back after mass.)
 - a. On Credence table, leaving all on tray: Two ciboria: one with 1-5/8" hosts (enough for Mass) and the other with just one of smaller 2 1/2" host for priest; one small pitcher with just enough wine for the priest; other small pitcher half full of water; black plastic bowl filled with water; priest chalice; one purificator; smaller corporal; a small towel for the priests.
 - b. No large basket on ledge
 - c. No extra cups/plates needed
 - d. Light the six altar candles and put the tabernacle key up by the tabernacle
6. Greeters will make sure ALL entering the Church will be requested to have a face covering. Signs are posted on the main Church doors.
 - a. Bishop Folda released an updated memo June 12, 2020. On the mask issue he stated: "Masks are still highly recommended as a measure to protect others, but they may not be required."
 - b. Fr. Bill has stated in the bulletin: "I request all to wear a mask, as a sign of charity, since the U.S. Centers for Disease Control and Prevention states: "a cloth face covering may not protect the wearer, but it may keep the wearer from spreading the virus to others." Knowledge that all present will be wearing masks may serve to help encourage the return to Mass of which the bishop speaks in his memo to us priests' referenced above."
 - c. **With that being said; you may ask a person to wear a mask, however, if they say no, you cannot make them leave.**
7. When the entrance song begins, leave the doors open.
8. The collection will be collected with the long arm baskets. Usher will pick them up by the sacristy.
9. No gifts/collection will be brought to the altar. Ushers will bring the collection to the sacristy. One usher will stand at the sacristy door to assure that the sacristan places the collection into the bag and puts it into the safe.
10. At communion time:
 - a. The Presider will be the only one distributing communion.
 - b. The center pews will be the first to receive the Body.
 - i. Start at the front, one row at a time considering the 6 ft. distance
 - ii. The Presider will then move to the side pews. The ushers on that side will release 1 pew at a time as well.
 - iii. The Presider will then move to the musicians (ushers need not assist with this)
11. Ushers will dismiss the pews from the back of the church to the front.
12. No bulletins will be handed out after the Mass. They will be available for the parishioners to pick up by the doors or on the small table (that was used for the worship aids).
13. All greeters and ushers are asked to help do a quick spray down and wipe of the pews. They will come to the table by the sacristy after Mass to pick up what is needed. Cleaning items are on the counter by the sink to give to greeters and ushers.
14. Please spray and wipe off Ambo.

Thank you again for your time and talent you give to Nativity Church.