

NOTES/DUTIES

LITURGY MANUAL

ST. CHARLES PARISH, KINGSLAND

OUR LADY OF THE LAKE, SUNRISE BEACH



2019

REVEREND FATHER EVARISTUS UCHE OBIKWELU

Sacristans

🌀 Audio

- Before Mass
 - 🌀 Turn ON the Audio in Father's sacristy, check batteries in Father's headset, turn on mike at the Ambo (light should be green)
- After Mass
 - 🌀 Turn OFF the Audio in Father's sacristy and the mike at the Ambo (light should not be on at all)

🌀 Lights

- Before Mass
 - 🌀 Turn ON all lights in the Church proper, including the sacristies.
 - 🌀 Turn ON lights in the narthex as appropriate
- After Mass
 - 🌀 Turn OFF all lights
 - Check sacristies and restroom

🌀 A/C or Heat

- Before Mass
 - 🌀 Check the thermostat by the side door of the sacristy – ideal temperature for Father is around 68°
 - 🌀 Turn on overhead fans as necessary – don't forget Father's fans.
 - 🌀 DO NOT change the thermostat unless you have been given permission to do so. It is preset to maintain the correct temperature for the week.
- After Mass
 - 🌀 Be sure turn all the fans off.
 - 🌀 IF you made an adjustment to the thermostat, return it to the preset function.

🌀 Holy Water

- Check all holy water fonts
 - 🌀 Clean and refill as necessary
- Check the large Holy Water container
 - 🌀 If the water is "scummy" or otherwise inappropriate
 - Empty the water on the grass outside
 - Clean container
 - Refill with clean water
 - Put a note on the container that says "Father, please bless the water."
 - Check with Father to make sure he has seen the note.
 - Remove the note once the water is blessed.

☯ Solemnities and Feast Days

- Even if they fall on a week day, the Sunday 6 candles on the altar are lit instead of the side daily candles
- If the readings for the day are found in the Sunday Lectionary instead of the Daily Lectionary- light the 6 candles on the altar

☯ Adoration

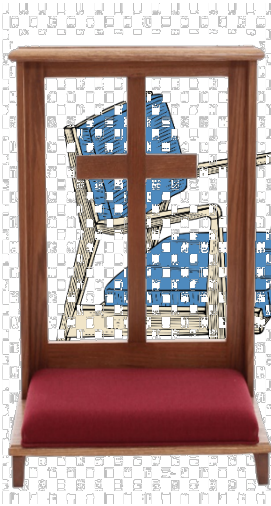
- Light the 6 candles on the altar

☯ Stations of the Cross

- Will be led by lay person
- Ministry scheduler should solicit volunteers for both reader and cross bearer.
- A Leader's book is provided in the box of books for the congregation.

☪ Set up for Advent and Lenten Penance Service

- 3 stations for the priests
 - Each should have a fresh box of tissues and a bottle of water
 - Father's sacristy and the regular confessional will have both anonymous and face-to-face set ups.
 - The back sacristy will only have anonymous
- See diagrams for set ups



Back sacristy-Father's chair should back up to the side door wall.

Father's Sacristy--- Father's chair should face the window.

