May 2017

MC Quick Checklist for the Weekend Masses

Note: *Paper copies of this document are found in the white binders in the credenza drawer and on the book shelf in the Work Sacristy.*[1]

BEFORE MASS:

1. Unlock doors
2. Lights (nave #2, ambry, audiovisual room), sound (music room and narthex), and fan (audiovisual)
3. Check with greeters: count, reserved signs, collection, CLOW
4. **Put tabernacle key in tabernacle**
5. Prepare credence tables, be sure corporal and **Gospel stand** are on the altar.
6. Make sure Roman Missal and Lectionary are set to today's Mass
7. Get gospel book for procession. Bring to narthex for lector or Vesting Room for Deacon.
8. **Place Breaking Bread hymnal on the Presider's (and Deacon's) chair**
9. Place celebrants' water on the second shelf of font-side credence table and next to Deacon's chair
10. Be sure wax is in candle lighter, candles get lit (altar servers) and ambo candles are properly placed.
11. Place pitcher of ice water in Vesting Sacristy for celebrants
12. Make sure Roman Missal (large red book with readings) is on the altar server chair and lectionary is on the ambo
13. **Place lavaliere mics (Mic 1) in the Vesting Sacristy/check battery**
14. Get gift family for the Offertory procession
15. 8:30: give Buckingham Choice parishioners Communion, put out Blessings binder for homebound EMs
16. **Make sure all positions assigned and go over procedures so that everyone knows what to do.**

DURING MASS:

1. Nave light #3 at start of announcements
2. Close doors before readings and adjust host count
3. Assist gift family and CLOW during Offertory Procession
4. Close doors after procession.

AFTER MASS:

1. Supervise purification and clean up in Work Sacristy
2. Have altar servers use snuffer to put out altar candles
3. Set up for the next Mass/store for last Mass
4. **Put tabernacle key back in right-hand Sacred Vessel cabinet, lock cabinets and Work Sacristy**
5. Pews: adjust kneelers, put hymnals in holders, and clean up worship space.
6. Make sure ambo candles are properly placed.
7. Check altar server albs and make sure they are hung up correctly
8. Turn off lights, sound, fans, mikes, and check bathrooms. Last Mass: clear narthex tables, water. After 10:30 setup for Daily Mass. After the last Mass of the day: lock doors.

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[1] *This is not a tutorial on how to be a Mass Coordinator. Refer to the training slides at: http://www.stjoesbuckeystown.org/wp-content/uploads/2011/03/MC-TRAININGv1.pdf for more information on Mass Coordinator tasks or contact Janet Cugini at liturgy@sjcmmd.org . Check the date of this document: this file gets updated as Church procedures are refined.*

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Detailed Checklist

BEFORE MASS

Arrive at least 45 minutes before Mass:

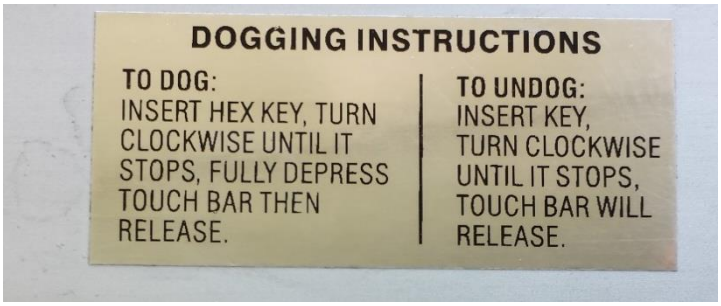
- **Put on Badge:** located in the top drawer of the credenza:

- **Unlock Doors:**
  - **Keys:** Get key from James. If you **don't** have a master key you should have the following keys:
    - Key to unlock Parish Center from passageway: small gold key
    - Key #1 to unlock exterior doors to narthex
    - Key #2 to unlock interior doors like Work Sacristy door
    - Key #4 to unlock audiovisual room for fans
    - Small Allen Wrench key that fits on key chain
  - **Unlock Narthex Doors:**
    - Use master or key #1 to unlock man narthex doors from the outside.
    - Unlock all remaining narthex and nave doors from the inside by pushing in the Panic Bars so the doors remain unlocked:
      - If you don't have your own get an Allen Wrench from the second drawer of Narthex credenza to the left[2]:

- Put the Allen Wrench in the little hole on the push bar (located in middle of push bar)

[2] You can also get an Allen Wrench that attaches to your keychain from James Mannarino in the Parish Office

- Turn clockwise until you can't turn anymore and then push panic bar in as per instructions:



- **Lights:** Controller for the lights is next to narthex front doors and in the passageway by the Work Sacristy. Press "2" for pre and post Mass, "3" for the Mass **at the start of the Announcements**. The light controller shown below is found by the narthex front door, by the side doors, and outside the music sacristy room.

By the front door: light controller, fire alarm, monitoring control panel, fire/exit diagram.

See the Appendices for a close-up of monitoring control panel and how to adjust the temperature in the nave (main body of the Church), narthex and balcony.

- **Turn on Ambry/Gospel Stand Lights:** regular-looking light switch is found in the passageway behind the choir by the Work Sacristy door.
- **Interior Doors:**

- Check and keep loft door locked when not using.
- Unlock the door to the Parish Center by passageway: use the small gold key.
- Unlock the door to the Work Sacristy using master or key 2

- **Fans:** Controller for the fans is in the Audiovisual room (back of nave, on opposite side from Reconciliation Room). Use master or key 4 to open door. The fan knob when clicked on is fast. Turn it to the right to make the fan speed lower. Do NOT turn on the tower fans:

- **Window Sill Lights:** during Advent and the Christmas/Easter seasons the Window Sill lights should turn on via timer. If not the outlet for this is also in the Audiovisual Room:

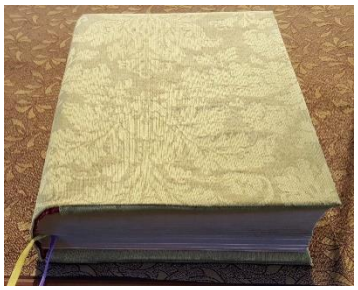
- **Count:** Make sure a greeter is doing the count. The Counters and the red binder to write the count in are in the middle drawer of the credenza

- **Reserved Signs:** Greeters should put out reserved signs on two or three of the last-center pews for any latecomers and in the front for any Baptisms/special occasions.

- **Hearing Impaired:** Hearing impaired microphones is in the long narthex table to the right as you're looking towards the outside of the narthex front door. Put the hearing-impaired equipment by the sign:
- **Gospel Book:** make sure it is set to the correct reading. Put it on the cabinet in the Vesting Sacristy Room when Deacon Greg is carrying it in or on the credenza when the lector is carrying it in. Take the book from the Gospel shrine by the choir area or from the Gospel stand on the altar if there was a previous Mass:

- **Roman Missal:** (below) for the weekend Masses it is the large red book. Get it from the book shelf (see appendix) in the Work Sacristy. Make sure the Roman Missal (GIRM) is set to the correct readings for the day (use Ordo – see Daily Mass setup - in Work Sacristy) and place the Roman Missal on the altar server chair:

- **Lectionary:** make sure lectionary (above, gold cloth cover: on second ambo shelf) is set to correct reading.



- **8:30 Mass Buckingham Choice Parishioners:** have one of the EMs distribute Communion to all Buckingham Choice parishioners **before** the Mass.
- **8:30 Mass Homebound EMs:** if they put their pyx in the Offertory paten and are to receive a blessing put the blessing binder on the table behind the Presider's chair.
- **Procession:** If there are 3 altar servers they will be processing in with crucifix and ambo candles (During the Easter Season no ambo candle procession). If there are fewer than 3, only the crucifix gets carried in so make sure the candles are placed by the ambo. ***If processing in with the candles, make sure the candles are not by the ambo and have been placed in the narthex stand***:

- **Where to Stand:** Before Mass do not stand in front of credenza. Stand by other side of narthex by the coat closet to assign positions and greet parishioners. If needed assist greeters in opening any doors.
- **Gifts:** ***Select a family to bring up the gifts; if there is a Baptism that family usually brings up the gifts***
- **REMINDERS FOR OTHER MINISTRIES:** *****Go over procedures with other ministries so that everyone knows what to do**:***
    - **EMs:** bow and go up to the altar after Sign of Peace; stand on either side of the tabernacle and step up to the altar in unison after Father receives Communion to get their Body/Blood vessels for Communion; if Deacon Greg is not there the center Body EM bows and gets the ciborium out of the tabernacle; after distributing to their sides the side-aisles EMs assist the center aisles until everyone receives; after Communion the choir EMs return to the choir side credence table, the font side EMs to the font side credence table. All consume Precious Blood at appropriate credence table **before** going to their seats. The center Body EM puts the Ciborium back in the tabernacle when Deacon Greg is not there. **N**o purification during the Mass**.** All purification is done after the Mass at the credence tables.
    - **Lector:** does announcements **at** Mass time, not before; participates in entrance procession, sits behind cantor during the singing of the psalm.

- **Altar Servers:** One carries Crucifix, one does the book, one rings bells. **Crucifer should go to narthex during the start of the collection hymn for the Offertory procession.** An altar server should get ready to ring bells at "Holy, Holy, Holy" and should ring it vigorously 3 times during the elevation/Consecration. When Father distributes Communion an altar server puts a water cruet on the altar. Altar servers assist with putting vessels on font-side credence table after Communion. **Remind the altar servers to light candles before Mass, not tip the ambo candles, and snuff out the candles (NOT blow them out) after Mass.**
- **Greeters:** does count and closes doors at the start of readings. Doors should be opened for the Offertory procession and when Father processes out. Latecomers can enter the nave by the side doors. Before Mass the greeters should put out reserved signs (found in bottom drawer of credenza) in the back pews for latecomer seating. **Greeters should check with the seniors in their section to see if Communion needs to be brought to them and inform EMs during Communion**. They should also assist in giving out the bulletins in the narthex and breezeway. One greeter should call the CLOW minister (if there is CLOW) at the Prayers of the Faithful (at the Creed if there is a Baptism). After Mass they should check the pews for trash, arrange hymnals, put up kneelers, and put wheelchairs back in clothes closet and straighten up the narthex.

- **Sound:** Usually done by the organist: go to the Music Liturgy Room by going around the back of the choir seats through the passageway to the music room. Turn on sound. Green light indicates it's on:

- **Sound in Narthex:** The sound controller for the Narthex is by outside wall opposite the coat closet. It should already be set but can be adjusted if too loud/soft.

- **Wood table in Coat Closet:** collection baskets are inside, MC/greeter notes on top or on bulletin board, bulletins (both children's (not shown) and regular on top). Pencils for children's bulletins are inside/on top of the cabinet:

- Put out **children's bulletins and pencils** at the start of Mass on the long table by front narthex door to the left as you're looking towards the outside. After the start of Mass after doors are closed put out bulletins on both long tables:

- **Candles:** check the candle lighter/sniffer to see if there is enough wax. Note that it should be checked each week because the liquid evaporates. The instructions on how to refill the candle lighter can be found in Appendix J. The altar servers should light the candles by the altar and tabernacle. If it is the Easter season light the Paschal candle.
- **Sprinkling Rite during the Easter Season:** The ceremonial binder with the rite is found with the other sacred books in the Work Sacristy cabinet or on the counter. Put the ceremonial binder on the wood table behind the Presider's chair. Fill the **Holy Water bucket (aspersorium) with Holy Water**. Put it also on the wood table.
- **Holy Water for the Holy Water Fonts:** At 4:30 check the Holy Water fonts to make sure they have fresh Holy Water for the week. *When the Holy Water gets low in the Work Sacristy refill the container and have Deacon Greg or Father bless the new Holy Water.*
- **MC-Greeter Notes:** check this before Mass for specific Mass instructions. A paper copy is in the coat closet and in the Work Sacristy.

- **Water for Purificator Rinsing after Mass in Work Sacristy:** prefill 2 containers with water and leave by the Sacrarium in the Work Sacristy so that the EMs have water available for the first rinse of the Sacred Vessels and the purificator rinse. Put Shout for the purificators by the Sacrarium or the towel rack. Shout is found in the cabinet above the sink.
- **Water in Vesting Sacristy:** At the 4:30 and 8:30: Get a container from the kitchen/Vesting Sacristy and add water and ice. Put it on a paper towel in the Vesting Sacristy. Make sure there are cups for the presiders (found in the kitchen and the Work Sacristy above sink).
- **TABERNACLE KEY:** *****MAKE SURE YOU PUT THE TABERNACLE KEY IN THE TABERNACLE***** Go to the Work Sacristy. In the Vestment closet is the Sacred Vessel/ambry cabinet key on the door. Get the key and unlock the Sacred Vessel cabinets. In the cabinet to the right you will find the tabernacle key. Place it in the tabernacle.
- **Counting Hosts for Mass:** Hosts are kept in the cabinet by the books (see appendix). Extra hosts can be found in the box in the bottom corner cabinet to the right of the books. When filling the large paten for a Mass, all host counts should include the hosts in the tabernacle. Genuflect at the open tabernacle and see how many hosts are in large ciborium. When full the ciborium holds approximately 250 hosts. **Do not handle the hosts in the large ciborium – just guesstimate the amount.** In the large paten start the host count with these numbers: For the 4:30 Mass, start with 200. For the 8:30, start with 250. For the 10:30 Mass: 320. All these are **in total (including hosts in the large ciborium in the tabernacle)**. Let the Liturgy Chairperson know if the supply of hosts is getting low.
    - **Large Paten:** Fill the large paten with the difference. E.g., if the large ciborium has about 200 hosts, put 150 hosts in the large paten for the 10:30 Mass.
    - **Low Gluten Hosts:** In the tabernacle **make sure there is a pyx with at least 6 consecrated low gluten hosts** – these are held in reserve in case someone does not get a consecrated low gluten host during Communion (an EM can offer to give a consecrated low gluten host to any parishioner after the Mass if he/she didn't receive one during the Mass) or if an EM needs to bring a low gluten consecrated host to the sick. If low gluten hosts need to be consecrated, we use the Jerusalem Cross pyx (see picture below) for the tabernacle. Get the pyx from the tabernacle (keeping consecrated hosts in a different pyx in the tabernacle) or from the large drawer under the Sacrarium in the Work Sacristy and place the unconsecrated low gluten hosts in the pyx. For the congregation, parishioners should inform the Mass Coordinators before Mass

if they need a low gluten host. If a parishioner requests a low gluten host, place them in a non-Jerusalem Cross pyx so we know which pyx is for the tabernacle and which for the parishioners.

All closed pyxes get placed on top of the regular hosts in the large paten to be brought up with the Offertory gifts. There should always be a small amount of low gluten hosts in the credenza in a small clear plastic bag next to the regular hosts. If it is not there or we're running low, the box of low gluten hosts can be found in the freezer in the kitchen. If the pyx is missing additional ones can be found in the large drawer by the Sacrarium in the Work Sacristy. Let the Liturgy Chairperson know if our supply of low gluten hosts is getting low. Before Mass make sure the priest, deacon, and Extraordinary Ministers know who will be receiving consecrated low gluten

hosts at their Communion station. Also before Mass let Father know if there is a low gluten pyx for the tabernacle and which Extraordinary Ministers will need to have the low gluten consecrated hosts given to them on the altar before Communion.

- **Presider Host:** For Father Frazier the presider host gets put on top of the paten over his red chalice (see picture below). For Father Leo and visiting presiders, a presider host gets placed over the Offertory hosts in the large paten which will be brought forward during the Offertory procession.
- **Hospital Hosts:** For those in the hospital, sick, or homebound we have smaller hosts that are consecrated and stored in the tabernacle in the Historic Church. A supply of unconsecrated smaller hosts is found on the top shelf of the book cabinet (see Appendix B). When the amount of consecrated hospital hosts are running low, the gold large-stemmed ciborium (see Appendix B) can be refilled so that more hospital hosts can be consecrated during the Mass. To do so, empty the large-stemmed ciborium and place any consecrated small hosts in the small bronze chalice that you'll find in the Work Sacristy Sacred Vessel cabinet to the left. Purify and consume the consecrated crumbs in the long-stemmed ciborium by following the instructions in the Appendix for cleaning out a ciborium. Completely fill the ciborium with the smaller hospital hosts found in the Work Sacristy next to the Holy Water bucket; these are the smaller hosts. Put this ciborium next to the large paten on the Offertory table so that both can be carried up during the Offertory procession. After Mass, transfer the saved consecrated hosts from the small bronze chalice to the ciborium. Lock the tabernacle, purify and clean the temporary chalice and store. Let the Liturgy Chairperson know when we are running low of hospital hosts.

- **Wine:** Open bottles of wine are stored in the little refrigerator in the Work Sacristy. For the 4:30 and 8:30 Mass, fill the four small pewter chalices with wine about half way full. For the 10:30 and larger Masses, the wine chalices should be almost full. Since the carafe will be used only for the presider, only a small amount of wine gets poured into it. Father Leo uses non-alcoholic red wine called Fre. (See Appendix B). It is in a small wine bottle. Extra wine can be found in the bottom corner cabinet to the left of the holy water in the Work Sacristy. If you take a new bottle of wine, write the date on it with a Sharpie that you'll find in the cabinet where the extra wine is stored. Let the Liturgy Chairperson know if the supply of wine is getting low (when there are 3 bottles of the larger wine left, two of the Fre bottles).
- **Offertory Tables for the Bread and the Wine:** Put the carafe with wine and the hosts can be placed on the same Offertory table, or on separate Offertory tables as shown below. Make sure that those carrying up the gifts carry the carafe on the ambo side and the hosts on the font-side. This makes it easier for the presider to hand over the gifts to the proper altar server.

- **Credence Table on Font-Side:** We will always use 5 chalices (Father Frazier's chalice is shown below; Father Leo and visiting priests use the large silver chalice). The presider always gets a separate chalice. If Father Leo is serving, the large silver chalice does not have a purificator/paten/large host over it. If Father Frazier is presiding, put a purificator on top of his chalice (pushed in a little bit, red-cross side down), then the matching paten on top with a large presider host. Both the presider chalice and the 4 smaller pewter chalices get placed on the font-side credence table. When not being used, Father's and the more valuable chalices are in the locked Sacred Vessel cabinet to the right. Use a large glass cruet for the water. The pewter chalices are on the left locked cabinet. See the Appendix of this document to see pictures of where the Sacred Vessels are located. There should be 5 purificators on the credence table for the small chalices and an extra purificator (shown on the second shelf) in case of spills. The large chrome lavabo and container are used for the washing of hands:

- **Water cups for Presiders:** On the lower shelf of the Credence Table on the font-side put out water cups for all the presiders (may need 3 cups if Father Frazier, Father Leo, and Deacon Greg are presiding) on top of a small white towel/paper towel to catch drips. The plastic cups are above the sink in Work Sacristy. Get ice from the PC kitchen. Deacon Greg gets a cup placed on the floor next to his chair on the altar towards the front.
- **Credence Table on Choir-Side:** on this table is hand sanitizer, another cruet with water that will be used for purification, the small crystal bowl and a hand towel in case Father wants to clean his hands after Communion, and an extra purificator. In summer, you may turn on the fan below the credence table.

- **Corporal:** Make sure a corporal is on the altar.
- **Gospel Stand:** ****Put the stand on the altar so the Gospel book can be placed in the stand when it gets carried in during the Entrance Procession.**** The stand is located on one of the credence tables. The stand should be placed on the altar in the front-center so that when the lector/Deacon Greg carries in the Gospel book during the entrance procession the stand is already there and reachable.

- **Breaking Bread Missals:** put one on the Presider's and Deacon's chair.
- **Baptisms:** Baptism Ministry sets up. If the Baptism team is not there 15 minutes before Mass then set up for Baptism. Move the larger of the wood tables found behind the presider's chair to the side of the font. Wipe out font with a wet paper towel, get warm water from Work Sacristy and pour into font (include a bit of Holy Water from the Work Sacristy), set out a Baptism candle, certificate, garment, and unlock the ambry. Paschal candle should be lit.
- **Sacred Rites:** Father would like any binders/documents for special services such as the May crowning to be placed in the Work Sacristy on the counter under his locked sacred vessel cabinet to the right. Caitlin should have put them there before the weekend Masses. If there is a special binder, it gets placed on the wood table behind the presider's chair.
- **Microphone:** Lavaliere microphones for the Mass are found in the Vesting Sacristy. Father Frazier has his own microphone labeled with his name (mic 1). **Put the presider's and second lavaliere mic (if anyone assisting) on the Vesting Sacristy counter before the Mass.** If the battery level shows only 1 or 2 bars, then insert a new battery. There are extra batteries in the top drawer in the Vesting Sacristy.

DURING MASS

- **Entrance Procession:** one MC should stand by the crucifer in the nave to signal him/her when Father is ready to process in. Hand Father a hymnal opened to the correct hymn. The other MC should stand by the front door to turn on the light setting to 3 – the normal Mass setting – at the beginning of the announcements.
- ***Adjust hosts in the large paten based on parishioner count.*** A greeter will be counting the number of parishioners as they enter the Church. If the count of those in attendance means you have to adjust the host count in the large paten before the Offertory procession, additional hosts and low gluten hosts can be found in the middle drawer of the credenza. ***If you notice that the supply of hosts in the credenza is low, after the Mass get another bag of hosts from the Work Sacristy and place it in the credenza. Get additional low gluten hosts from the freezer in the kitchen.***
- **Offertory Procession:** open the narthex doors to the nave so the doors stay open. Give the carafe and large paten to those bringing up gifts. The carafe gift bearer should be on the choir side; the

host gift bearer on the font side. Prompt the crucifer and family as to when to approach the altar (when Father comes down the steps and waits in front of the altar.)

- **Returning CLOW Children:** One of the greeters will alert the CLOW minister when to return based on whether there is a Baptism. If there is a Baptism, the CLOW minister will be called at the end of the homily. If there is not a Baptism, the CLOW children will be called at the end of the General Intercessions. Assist the CLOW children as to when to return to their seats. ***Make sure the CLOW children are not returning to their seats during the Offertory Procession.*** After the Offertory Procession and the return of the children, close the doors between the nave and the narthex.

AFTER MASS

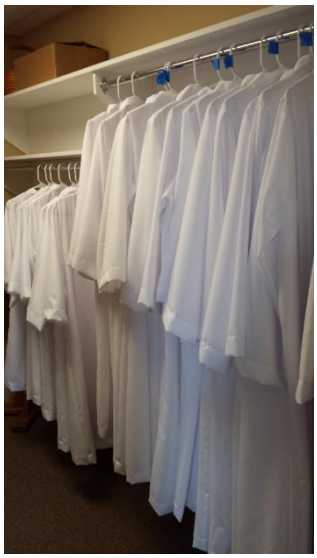
After **all** the Masses:

- Supervise the **EM purification** at both credence tables, then in the Work Sacristy the first rinse of the Sacred Vessels in the Sacrarium, the rinsing out/wringing/using Shout and hanging up of purificators on the drying racks, and the washing and drying of the Sacred Vessels and the storing/set up for the next Mass (if any).
- **Hosts in Credenza:** put another bag of regular and/or low gluten hosts in the credenza if the supply is

low.

- **Mics:** make sure all lavaliere mics are turned off. If setting up for Daily Mass, put a lavalier mic next to the Daily Mass books (mic 1 for Father Frazier, mic 2 for Father Leo).
- **Nave Lights:** There is a light controller in the passageway behind the altar and in the narthex by the front door. The Light controller should be set to “2” the post Mass position until you are ready to leave. When you leave turn the lights off (bottom position):

- **Altar server albs*:*** make sure that each altar server alb is hung up properly. ***This must be done after <u>every</u> Mass (instructions below picture)***:



  - Each should be on hanger properly with collar Velcro closed.
  - They should be all be facing the back of the closet
  - They should be put in size order: sizes 9 to 12 on lower rack with size 9 towards the back of the coat closet. Size 13 to 20 on higher rack with size 13 towards the back of the closet

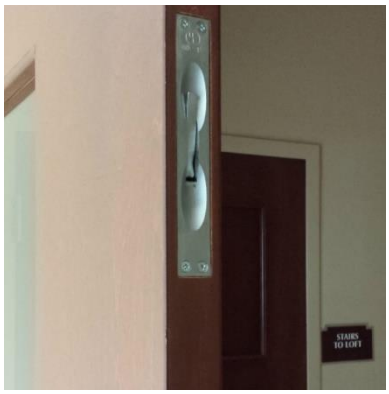
Specific After-Mass Instructions:

- **4:30 Mass:** Put away all vessels. The Roman Missal can be kept on the altar server chair and the lectionary can be kept on the ambo. If the ambo candles are still by the ambo take them from the ambo and place them on the wall in the narthex.
- **8:30 Mass:** set up the credence tables for the next Mass and count out a total of 320 hosts (including hosts in ciborium) for the 10:30 Mass. Put the hosts and the carafe in the narthex. Fill the small chalices with wine, make them fairly full but not up to the brim. Bring the ambo candles (if not already there) and the Gospel Book to the Narthex. Turn down the lights to "2." Put the Gospel stand on the center-front of the altar.
- **10:30 Mass:**
  - **Daily Mass:** check MC/Greeter Notes to see if there is a Daily Mass. If there is then set up for Daily Mass. See Appendix A.
  - **Ambo Candles**: Take the ambo candles from the wall stand in the narthex and put them next to the ambo for daily Mass.
  - **Holy Water in the Baptismal Font**: If there was a Baptism during Mass check to see if the font still has water in it. If so, empty the baptismal font by lifting and setting the drain spout. After emptying the Baptismal font, it should be wiped off with wet paper towels and dried to get off the sediment. Since the water was blessed rinse used paper towels in the Sacrarium.

After the Last Mass of the Day (4:30 and 10:30):

- **Easter Season:**
  - **Holy Water Bucket (called aspersorium**): The plastic lining comes out. Empty the Holy Water in the plastic liner in the Sacrarium. Shake the Aspersorium in the Sacrarium to get the water out.
  - **Paschal Candle:** If it is the last Mass of the day during the Easter season: use the long candle lighter snuffer to snuff out the flame on the Paschal candle: hold snuffer over flame for approximately 10 seconds, you will see smoke. That indicates the Paschal candle is out.
- **Sacred Rites:** Replace the sprinkling rite binder or any sacred rite binders from behind the presider's chair to the Work Sacristy on the counter under the right-most locked Sacred Vessel cabinet.
- **Work Sacristy**: Make sure all cabinet doors and drawers are closed in the Work Sacristy, everything is put away, all trash is thrown out, and that the counters are wiped dry. *****Make sure the tabernacle key is in Father's locked Sacred Vessel cabinet (cabinet to the right) and both Sacred Vessel cabinets are locked*****. Make sure Sacred Vessel cabinet key is stored on the door of the Vestment closet. Make sure there are extra rolls of paper towels and presider plastic cups in the cabinet above the sink. If needed get extra from the PC kitchen. Check the wine and host supply. If supplies are needed send an email to James and Caitlin. Make sure the Work Sacristy door is locked – that's the inner door. ***Do not lock the outer door to the music liturgy room as there is a problem with the lock.*** Make sure the light switches in both the Music Liturgy room and the Work Sacristy are all in the same position (all up or all down) so that the lights automatically will go on/off when entering/leaving the room. Make sure the sound in the Music Room is turned off.
- **Nave Cleanup:**
  - **Gospel Book:** Make sure the Gospel book is in the Gospel stand by the choir area.
  - **Hymnals:** Make sure all hymnals are properly stored. There should be two hymnals, not three or one, in each pew holder. Make sure all the hymnals are facing the same way (open side of hymnals towards the font-side) and that any loose inserts are placed in the front cover (if using) or picked up and placed in the third credenza drawer (if not using). Make sure all kneelers are up.
  - **Trash:** Completely check the pews (under, around, and on the pews) and the church (nave, narthex, bathrooms and all the other rooms) for any trash and dispose of properly. There may be food in or around the pews or on the floors that also needs to be disposed.
  - **Fans:** make sure the ceiling fans are turned off in the Audiovisual Room (see picture by setup above). When turning the knob makes sure it clicks off. Use master or key 4 to turn off the fan in the Audiovisual room. Make sure the fan underneath the choir-side credence table is off.
- **Narthex Clean-up:**
  - **Vesting Sacristy*:*** Empty any filled cups into water container. Throw out all used paper towels. Empty cups and water container and leave the water container in the Vesting Sacristy.
  - **Tables by the front-door:** put away all hearing-impaired equipment (you can leave out hearing-impaired sign for the Daily Mass) and place all children's bulletins, regular bulletins, and pencils on top of wood cabinet in coat closet. You can throw out any leftover CLOW papers.
  - **Wheelchairs:** Make sure there are no wheelchairs outside/in narthex. Those get placed in the coat closet against the wall. To close wheelchairs, take out the center cushion and pull up on bottom seat.

- **Donut and Gift Card Signs:** Put signs against the wall behind the wheelchairs.
- **Hosts:** Make sure there are enough extra hosts (both regular and low gluten) in the second-drawer of the credenza.
- **Lights:** Make sure all the lights are off. In the nave: the ambry/gospel stand lights, the window sill lights, Work Sacristy, and nave lights. In the narthex, the Vesting Sacristy, bathrooms, coat closet, parlor, and Reconciliation Room.
- **Bathroom checks:** If no Holy Grounds or Faith Formation make sure to check the Parish Center bathroom as well as the narthex bathrooms (lights off, toilets/sinks not running or clogged).
- **Locking panic-bar doors**: The side-doors in the nave on the font and the choir sides needs to be locked as well as all the doors in the narthex. Put the Allen wrench in the hole on the panic bar, turn clockwise and push bar. The panic bar should pop out. ***Push on non-push bar part of door to make sure the door is locked***. If the front narthex door doesn't lock when popped it means that the front door lock is in the open position. Put in key 1 on the outside of the door and lock door. Try again to re-pop the door. It should now lock.
- **Loft*:*** If the loft was used, check the pews and make sure the hymnals are straightened out and there is no trash. Make sure the loft light is turned off and the door is locked. That lock sticks: pull on the handle to make sure the door is actually locked.
- **Breezeway Door*:*** The door between the Narthex and the breezeway needs to have the **top** latch engaged before you lock the door. If it is not engaged the door can be opened even when it's not locked. Do **NOT** engage the bottom latch. There is no hole for the bottom latch and if it engaged and opened it will permanently damage the floor.



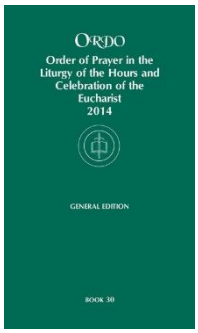
Appendix A: Daily Mass Set-up after the 10:30 Sunday Mass

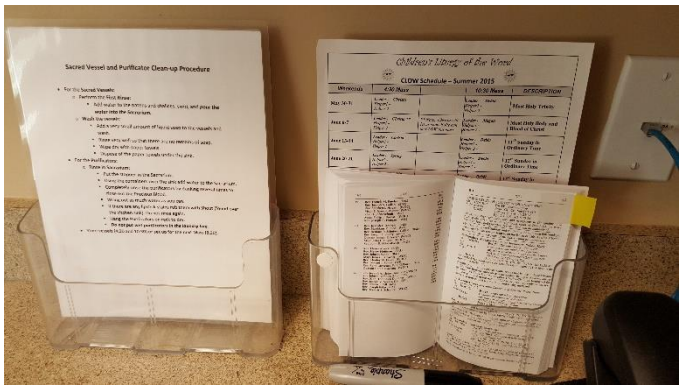
The table for the Daily Mass will be found in the Work Sacristy. It is the small wooden table with the drop-sides. On the small wooden drop table (open side of drop away from altar, other side toward altar not opened) when setting up **after** the Sunday 10:30 Mass should be the following items:

- Crystal bowl filled 2/3 full with water
- Large cruet with water
- Towel for drying hands
- Two purificators

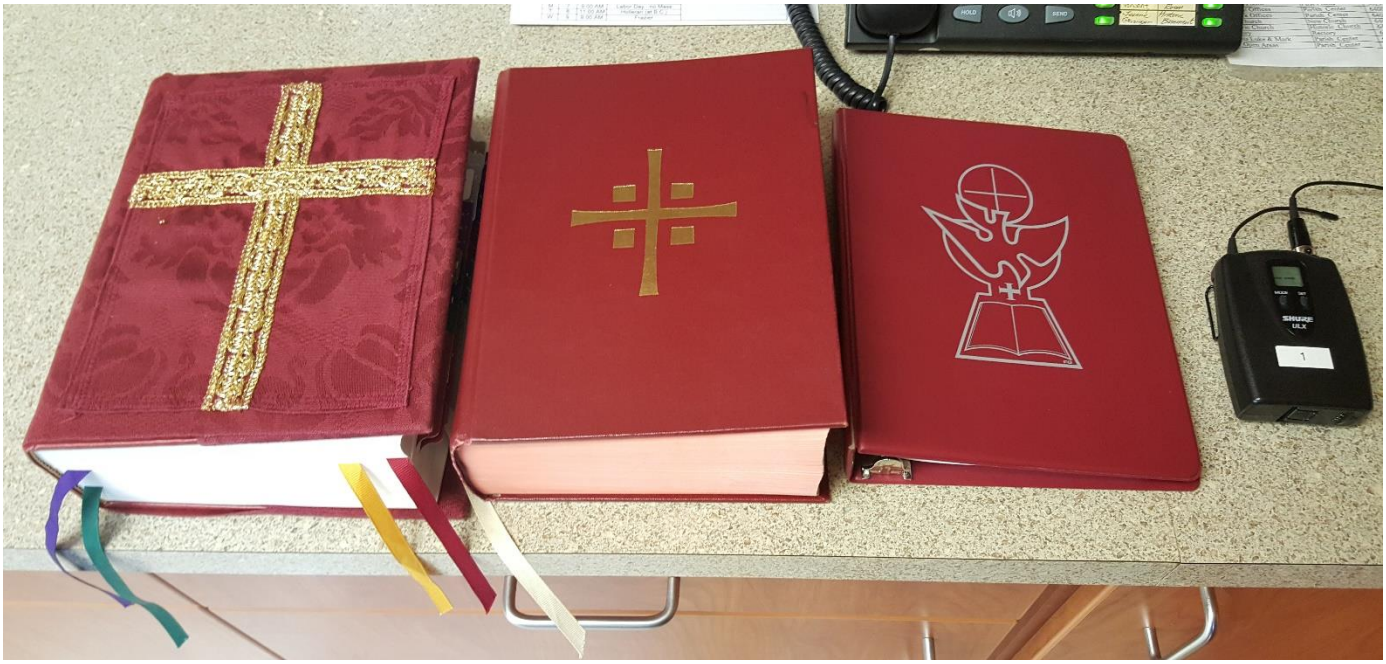
Book Setup on the Work Sacristy Counter for the Daily Mass

- **Ordo:** In the Work Sacristy on the counter there is a plastic stand below the book shelf cabinet containing the Ordo. It is a small book (color differs based on year) that has the liturgy specifics for every day of the year:





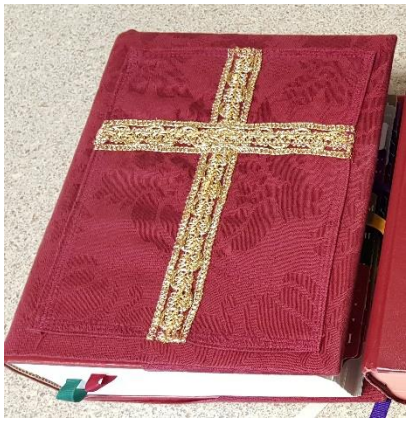
Look up today and Monday's date. Take out the following books from the cabinet above the Ordo and place them on the counter as shown here. You will set up the following books to correspond with the information shown in the Ordo. Also make sure the lavalier mic 1 is taken from the Vesting Sacristy and placed next to the books:



For each book:

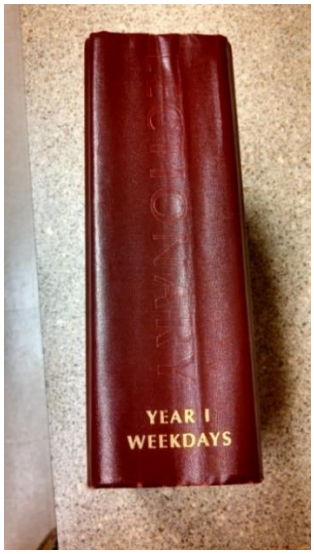
Roman Missal:

In the picture above, the Roman Missal is the first book on left with the gold cross cloth cover: set up the ribbon for the present Sunday Mass as shown in the Ordo. If the Ordo shows a saint name for Monday (if the saint-name is in italics it is an optional feast), then the Roman Missal also needs a ribbon set for the saint feast day. Turn to page 1509 in the back. There you'll see an index for the saint feast months. Turn the page to the month in question and if there is a saint day listed for that Monday corresponding to the Ordo saint then put the back ribbon by the saint day.



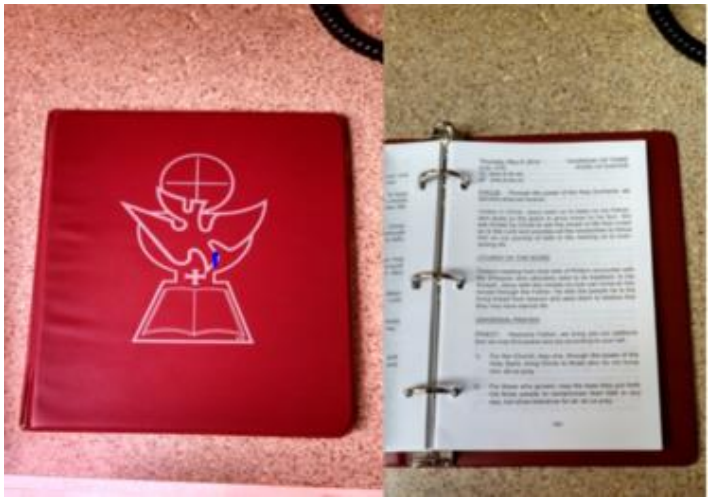
Weekday Lectionary:

In the picture above, it is the second book from the left without the cloth cover. There are two of these books, each for one half of the Liturgical year. The book not being used can be found in the book cabinet in the Work Sacristy. To see which book is to be used, check the header for the date you are setting up in the ordo. It will show I or II for one or two. Each of the books have I or II on the spine (see below). In this book set the reading date ribbon for the Monday as stated in Ordo. Note that the saint days are towards the back of the Weekday Lectionary and are set with a separate ribbon.



Commentary and Universal Prayer Book:

Fourth book in lineup of books above: set the page for the correct Monday date and put the tab by the date.



Lavaliere Microphone:

If Father Frazier is serving get mic #1 from the Work Sacristy and place it next to the books, mic 2 for Father Leo.

Daily Mass Setup on the Day of the Daily Mass

++++++++++REMEMBER TO PLACE THE KEY IN THE TABERNACLE++++++++++

On the Smaller wood table with drop sides (see picture below):

- From the 10:30 Mass the day before, the small wooden table by the altar should already have on it two purificators, a hand towel, the crystal bowl, and a cruet.

In addition, place the following on the small wooden table:

- A Presider chalice from the Sacred Vessel cabinet in the Work Sacristy: for Father's Frazier's it is his red chalice with the matching paten on top (purificator between the chalice and paten) or for Father Leo's the large silver chalice and paten.
    - Place a **small** amount of wine (non-alcoholic Fre wine for Father Leo – see Appendix B) in the chalice
- The paten containing ten hosts
- A Presider host gets placed on top of the smaller hosts in the paten.
- One cup with wine for the parishioners

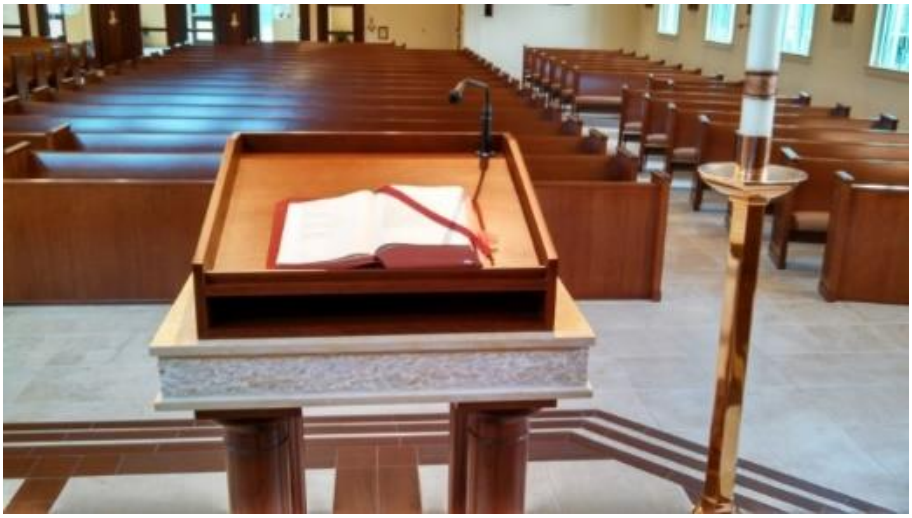
Altar:

- Light the altar candles
- Light the tabernacle candles
- Light the Paschal Candle (if during the Easter Season)

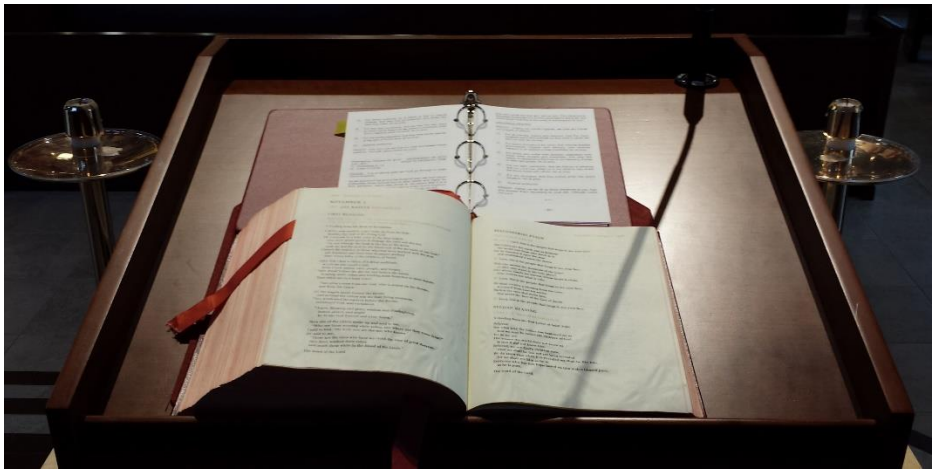
Ambo:

May 2017

- **When Father Frazier is presiding:** Open Lectionary to the correct page:



- **When Father Leo is presiding:** Open Lectionary and Universal Prayer book to the correct page:



Between the Celebrant's Chair and the Deacon's Chair (now using the larger wood table):

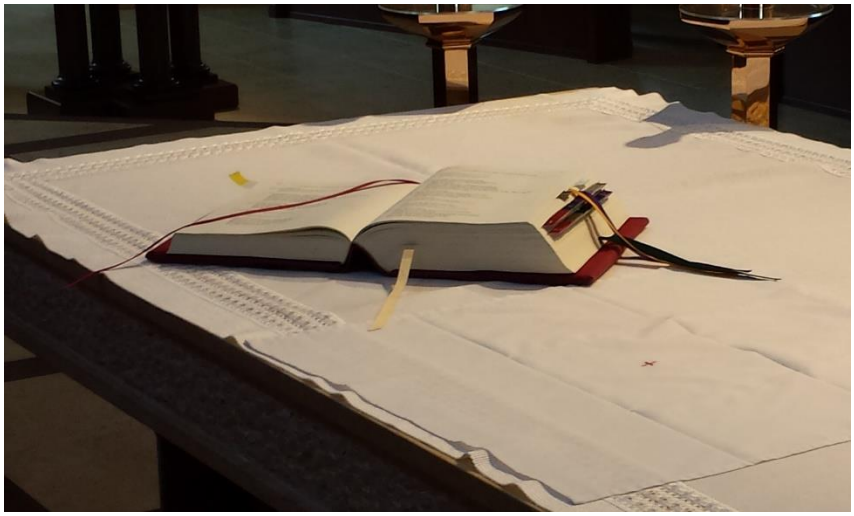
When Father Frazier is presiding, place the:

- Commentary and Universal Prayer Book
- Roman Missal
- Special Prayer Binder (if any)

When Father Leo is Presiding:

- On the table above behind the Presider Chairs only place the Special Prayer Binder (if any)

On the Altar (only when Father Leo is presiding): Open the Roman Missal to the correct page:



Appendix B: Work Sacristy Cabinets

The **tabernacle key** and Father's Sacred Vessels get stored in the locked cabinet to the right, all other vessels get stored in the locked cabinet on the left. The **long stem ciborium** contains the smaller consecrated hosts for the hospital, sick, and homebound. Occasionally when we are running low this ciborium will have to be filled. The **Sacred Vessel Cabinet and Ambry Key** can be found on the door of the Vestment Closet. The **wine and extra hosts** can be found in the corner cabinet below the counter under the locking cabinets.

Book Cabinet

Lower Shelf of Locking Cabinet to the left containing Vessels for the Mass

Ciborium Found in the Tabernacle
Containing Consecrated Hospital Hosts

Key for Vessel Cabinets and the Ambry

Box with Extra Hosts and Wine (now using Berringer White Zinfandel wine - Fre Wine for Father Leo)

Let Liturgy Chairperson know when any of the supplies (low gluten, hospital, regular, presider hosts), white zinfandel wine or Fre wine are getting low.

Appendix C. Mass Contingency Plans

- **If there is no priest:** You or someone you designate can preside and do a Prayer Service. The Prayer Service can be found in the book cabinet above the Sacrarium in the Work Sacristy. If you know ahead of time that there will be no priest, you can contact neighboring Churches to get extra hosts consecrated. The lector can as usual do the readings. You can use the consecrated hosts in both tabernacles (the main one and the hospital one) if necessary. It is okay to use the smaller consecrated hospital hosts – more can be consecrated when a priest is available. If you have to, split hosts to have enough to distribute to the congregation, split the hosts on the altar before distributing the patens to the Extraordinary Ministers for Communion.

- **No lector:** If the scheduled lector doesn't arrive look for a lector in the congregation. If there are no lectors and you do not feel comfortable doing the readings, have the deacon or presider do the readings.

- **No altar servers:** If there are no youth or adults that can serve, use the larger wood table behind the Presider chair as the credence table. Put this table next to the altar in the same positon as for Daily Mass. Since the wood table is smaller than the credence table use the crystal bowl and glass cruet for the washing of hands instead of the larger chrome bowl and cruet. All of the other items are the same. After Communion, have one or more of the EMs assist in bringing the items back to the credence table.

- **Not enough greeters:** For both collections, members of the congregation can be asked to assist or the Mass Coordinators can assist with passing the baskets. At Communion time if the Mass Coordinators are also Extraordinary Ministers, the Extraordinary Ministers themselves can prompt the front row in their sections to proceed to Communion. If there are no greeters in a particular section, remind the Extraordinary Ministers to go down the aisle to see if anyone needs Communion brought to them.

- **Not enough Extraordinary Ministers:** at Announcement time put any extra chalices back into the Work Sacristy. If there are six EMs there will be one fewer Precious Blood on the choir side. Five EMs: no Precious Blood on either side and the center Precious Blood EMs will cover both the sides and the center. If so, use the larger pewter chalices for the wine. If there are only 2 or 3 EMs then only the Body will be distributed.

- **Only one Mass Coordinator:** ask one of the Extraordinary Ministers to assist with the coordination.

- **No Mass Coordinators:** The Extraordinary Ministers should follow the procedures in this document for coordinating the Mass. Copies of this document are kept in the credenza and in the Work Sacristy by the books. This document will be found in a white binder. If no-one has the keys to lock the Church, then ask Father to assist with locking the Church. If there is a visiting priest, call James Mannarino to lock the Church.

Appendix D. Monitoring Panel by Front Door in Narthex

The monitoring panel monitors various systems in the Church. There is a monitoring company 24x7 to deal with the various alarms automatically. If an alarm goes off during Mass, it is okay to turn off the alarm. Touch the panel alarm button for a few seconds to silence the alarm.

During an emergency, the monitoring company may try to communicate to whomever is in charge through the monitoring panel. The black microphone would be used to communicate back. Take out the black microphone and press in the button to communicate with the monitoring company. [3]

[3] Contact Gino Lombardi about any alarms: Gino.Lombardi@skyworksinc.com

Appendix E. Temperature Adjustments

Adjusting the Room Temperature in the Nave (Main Body) of the Church

The temperature in the nave (main body) of the Church can be adjusted by 2 degrees (that is, we can make the temperature 2 degrees cooler or 2 degrees warmer). The switch for this is by the Gospel shrine on the wall to the right next to the organ.

To adjust the temperature:

- If the heat/air conditioning is not on (it is on during regular Mass times) press the red button quickly. Do not hold in the red button as this will permanently adjust the temperature. If it is on you do not have to press the red button.
- Slide the slider up/down to make it warmer or colder.
- When Mass is complete put slider in the center position.[4]

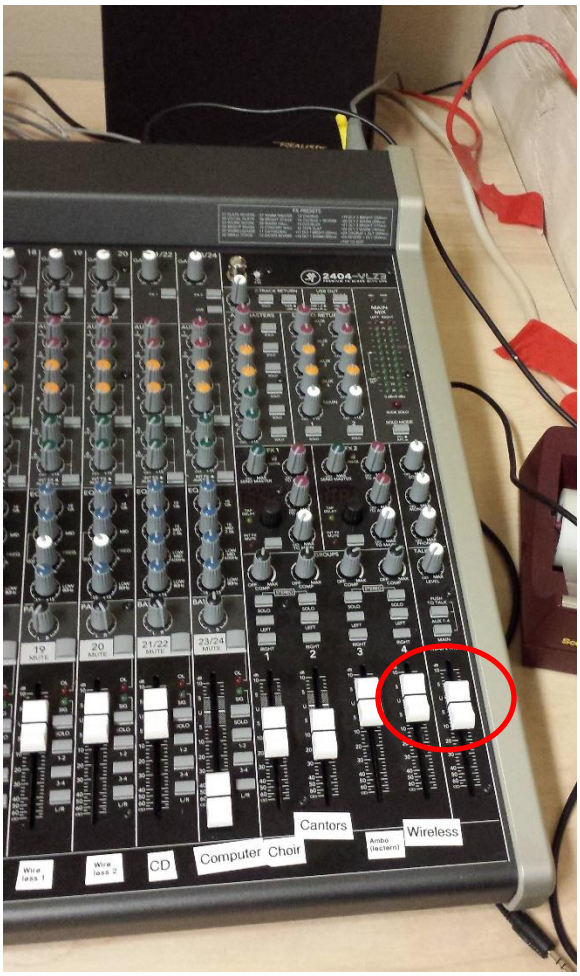
Adjusting the Temperature in the Balcony and Narthex

The balcony and the narthex have separate thermostats that you'll find on the wall in both places. These can be adjusted by pressing the triangles up or down. These will self-adjust back to their preconfigured setting after 3 hours so there is no need to readjust.

[4] Contact Gino Lombardi on any cooling issues: Gino.Lombardi@skyworksinc.com

Appendix F. Feedback from the Sound System

If there is feedback/squealing from the sound system during Mass, the volume can be turned down in the Audiovisual Room. Slide down (not completely) the last two knobs to the right on the soundboard:[5]



Other than that, no-one is supposed to adjust the soundboard. If anyone changes any setting let James Mannarino know.

[5] Contact Keith Galloway on any feedback issues: kagalloway@comcast.net

Appendix G. Problems with Presider Lavaliere Microphones

If the Presider microphones are not working properly during Mass, you can check the battery strength and the volume in the Audiovisual Room (see picture below). In the room on the left will be a rack with audiovisual equipment. The top device on the rack is for the lavaliere microphone equipment. Check that the battery indicates a full charge and that the volume is turned up for each microphone:[6]

If the battery strength is less than two bars on the display and/or on the mics themselves, then insert new batteries into the mics after the Mass. The batteries are found in the top drawer of the Vesting Sacristy. Let James know if we are running out of batteries.

[6] Contact Keith Galloway on any microphone issues: kagalloway@comcast.net

Appendix H. Pump Room Air Conditioning Controller and Diesel Pump Alarm

The main Air Conditioning/Heating Controller is in the Pump Room behind the Work Sacristy. As you open the door and face the diesel engine, it is to the right on the wall. Do not touch or adjust the heating or air. If it is **flashing** it indicates a problem and contact Gino Lombardi at Gino.Lombardi@skyworksinc.com

The water pump indicator for the sprinkler system is on the wall to the left as you open the door and face the diesel engine. If it is **beeping** that indicates a change in the water pressure. Turn off the alarm and contact Gino Lombardi Gino.Lombardi@skyworksinc.com

If there is **water on the floor** in the Pump Room on a Friday, that's normal since a pump test is performed every Thursday evening. However, if you see a water on the floor at any other time then contact Gino Lombardi.

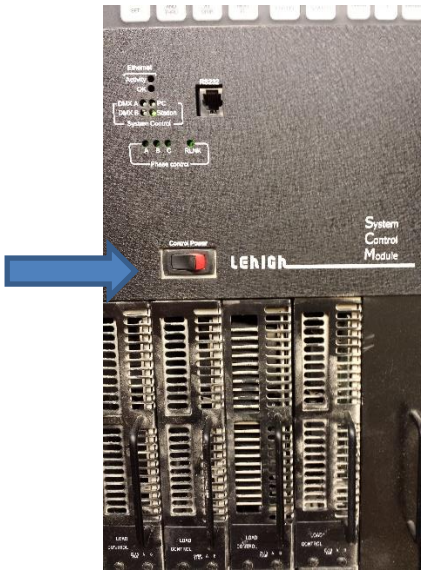
Appendix I. Ceiling Lights above the Center Pews Are Off

If you've turned on the lights using the control panel indicated below but the ceiling lights above either side of the center pews are out, the circuit breakers need to be reset:

- Turn off all the lights in the Church (you can turn them off on the panel by the front door in the Narthex):

- Unlock the loft door, go up the stairs, unlock and enter the Electrical Room (second door to the right).
- The light switch for the room is behind the door to the left of the fire alarm panel.
- As you're looking towards the back of the Electric Room there is a long black Light Control Panel on the left wall next to the Fire Alarm Panel. It is not locked but you may have to press the door to open.

- Open the door of the Light Control Panel and turn off all power.



- As you're looking towards the back of the Electric Room, there is a long gray circuit breaker box on the wall to the right. To open the circuit box, press the two latches underneath the keyholes simultaneously:

- Turn off Circuit Breaker One (is a double breaker with 3):

- Pause
- Do the reverse:
    - Turn on Circuit Breaker One
    - Turn on the power in the Light Control Panel
    - Lock Electric Room door and the door to the loft

- Turn on the lights in the narthex

That should work. If it does/does not work let James know.

Appendix J. Candle Wax Removal and Refilling the Liquid Wick for the Candle Lighter

Cleaning the Candle Wax:

Note: cleaning the candle was off the candle holders usually gets done outside of the weekend Masses. If not, then this may be done after the last Mass.

1. Plug in electric tea kettle base, fill with tap water and place on the heating element.
2. Push down on the plastic paddle in the base to activate.
3. Place items to be cleaned in the foil pan (stored in the lower cabinet to the left of the sink). DO NOT PLACE ITEMS IN THE SINK as the wax will stick all over the sink and be difficult to clean off.
4. Pour boiling water over the items to remove the wax, then polish with paper towels and the wax remover stored in the same cabinet. Careful, items will be hot.
5. Allow the water in the pan to cool and the wax to congeal. Discard solidified wax in the trash and water in the sink (not the Sacrarium) ONLY if there is no wax in the pan. If there is still wax, dispose of the waxy water outside.
6. DO NOT POUR MELTED OR SOLIDIFIED WAX DOWN THE SINK.
7. Completely empty the tea kettle and unplug the base. Wipe out tea kettle and put it back in the cabinet when cool.

Refilling the Liquid Wick for the Candle Lighter/Snuffer:

The liquid in the candle lighter/snuffer needs to be checked each week because the liquid evaporates. It should be checked before each Mass. To refill the wax container:

- Have paper towels close by. Get the wax bottle for refill out from the Work Sacristy cabinet under the books. See pictures below.
- Get the candle lighter/snuffer from the wall next to the drawers on the left. Hold the candle lighter/snuffer so that the wax container is upright (wick should be on the top)
- Unscrew the wick container from the long candle lighter/snuffer making sure you are holding it upright. The screw is by the bottom of the brass wax container.
- Over a paper towel, unscrew the top from the wick container keeping the container upright. Make sure the wick is not caught on the screw threads.
- Over a paper towel, pour the liquid **slowly** to fill the container. It is small so it fills very quickly.
- Screw the top on the container making sure the wick is straight and not caught on the screw threads.
- Screw it back onto the long candle lighter/snuffer.
- Store the candle lighter/snuffer on the wall upright as shown below.

Never place the candle lighter/snuffer on its side. It must always be kept upright so that the liquid does not come out.

Appendix K. Cleaning the Ciborium

Over time the gold ciboria in the tabernacle will have a build-up of consecrated crumbs. If there are many crumbs, the ciborium should be purified and cleaned. This is usually done after the last Mass. ***Before cleaning the ciborium, the consecrated crumbs must be consumed and the ciborium purified***. ***Cleaning the ciborium should be done silently and with reverence.***

1. To the right of the Sacrarium in the Work Sacristy spread out a corporal.
2. Get out the large paten and a purificator.
3. Fill a small cruet with water.
4. Bow at the tabernacle and reverently take out the gold ciborium.
5. Place the gold ciborium and the large paten on the corporal.
6. Place – do not pour out - several consecrated hosts at a time from the ciborium into the paten. Some hosts may have crumbs on them. Dust off the crumbs so they remain in the ciborium.
7. If there are very large pieces of the presider host, break them up over the ciborium so that there are smaller consumable pieces. Then put these hosts in the paten.
8. Once the gold ciborium is empty, place a small amount of water in the ciborium and **consume** all the water with the crumbs. This may have to be done twice since the crumbs stick to the sides.
9. Wipe with a purificator.
10. Do the first rinse of ciborium and the purificator in the sacrarium and wash and dry the ciborium.
11. Place the hosts from the large paten back in ciborium. Consume any small or broken pieces.
12. Cover and bow when returning the ciborium to the tabernacle.
13. Pour water in the large paten and consume. Wipe with the purificator. Do the first rinse of the large paten and then wash, dry, and store.
14. Rinse the purificator in the sacrarium then hang it up on the drying rack to dry.

Appendix L. Overflow Seating Policy

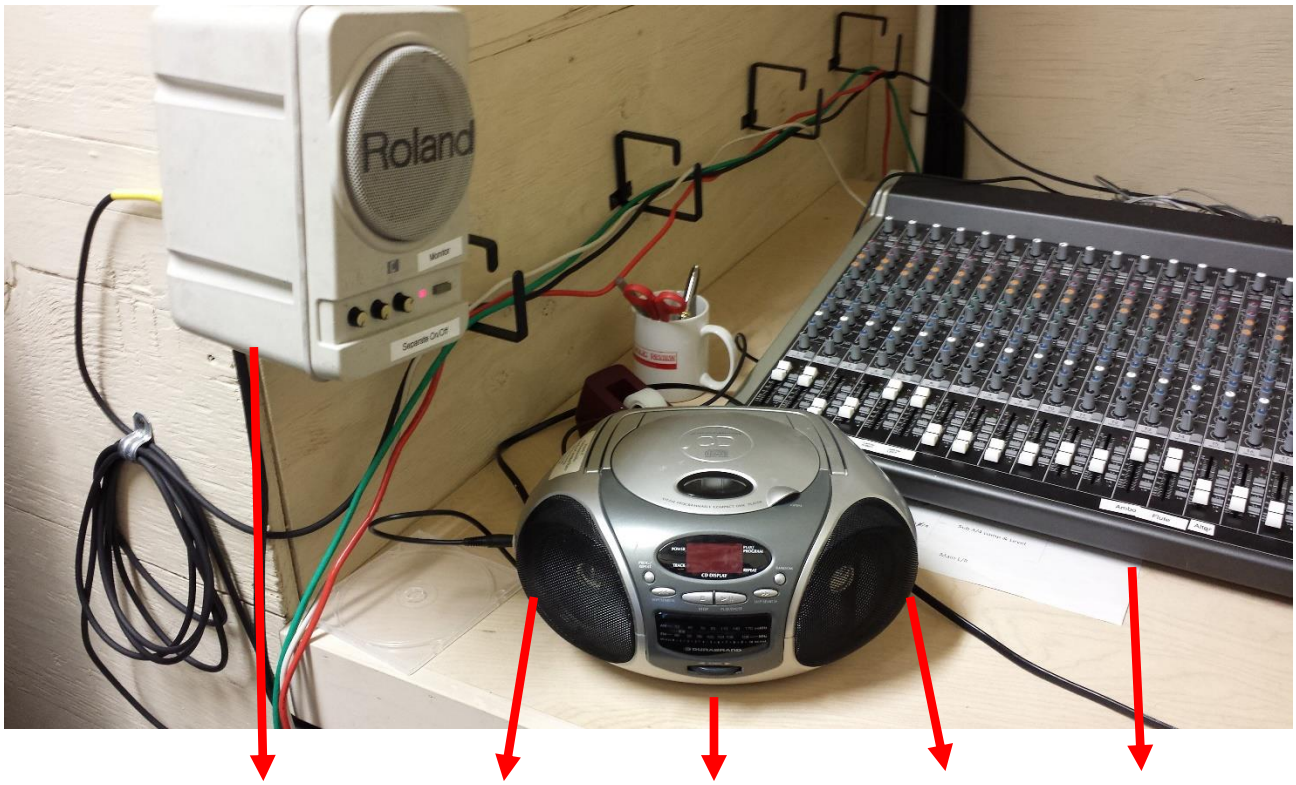
On the rare occasions when a Mass is filled to capacity and there are many in the congregation that are either standing in the nave or the narthex, the Mass Coordinator can open up the loft. Here is the policy:

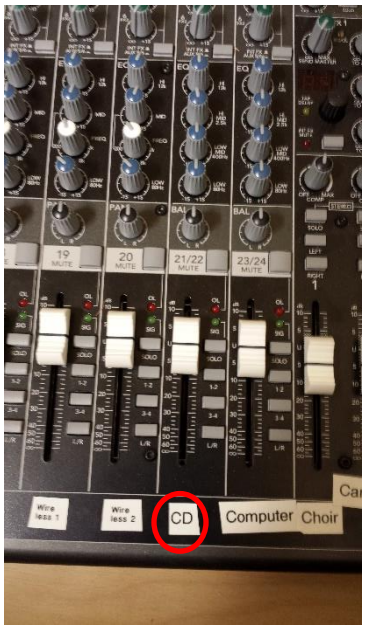
1. When there is an overflow issue, the greeters should first try to encourage people to be seated in the pews that have openings.
2. If a crowd remains in the Narthex or in the back of the Church, the Mass Coordinator can decide whether the loft should be opened and seating offered to those standing (this is a last resort – should not be a common practice especially when we are live-streaming the Mass).
3. Once decided, prop open the door, turn on the lights, and ask the parishioners if they would like to be seated in the loft. Make sure to use the door stopper as that door closes automatically
4. The Mass Coordinators or greeters can mention that the volume of the organ is loud and that people who have sensitive hearing should use caution if deciding to sit up there.
5. The music director may be able to turn off the organ speakers if she/he notices a crowd in the loft. However, this cannot be guaranteed.
6. Make sure a greeter goes up to the loft for the collection and to direct the parishioners down for Communion.
7. After Mass make sure the pews and hymnals are straightened out.
8. Turn off the loft lights and lock the door.

Note: The loft door has to be pushed into place when locked to ensure that it cannot be opened.

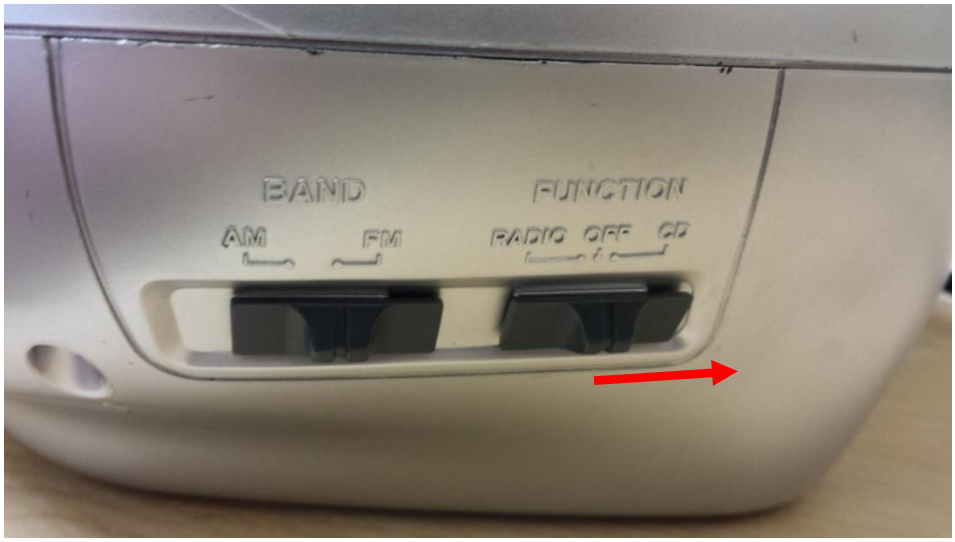
Appendix M. Operating the CD Player

At certain Masses (such as for the Archbishop's Annual Appeal), the homily or music may require the playing of a CD. The CD player should already be set up in the Audiovisual Room (Key 4). It will be attached to the back of the soundboard in the CD column.





- Make sure the sound system is turned on (see Page 8 – it will be already on if playing the homily).
- Turn on the CD player by moving the On/Off switch to the right (Off is in the middle position):



- The front display should turn on. If this is for the Archbishop's Annual Appeal there will be two tracks; track one will be English, track two will be Spanish.

- If the CD display shows "02" for the second track, press the SKIP button on the right to go to track one.
- Press Play to start.
- You can turn on the Sound Monitor to check for the volume by pressing on the rectangular button. You will see the red light turn on.

- The CD player volume adjustment knob is on the left side of the player. Turn to adjust the volume up or down.

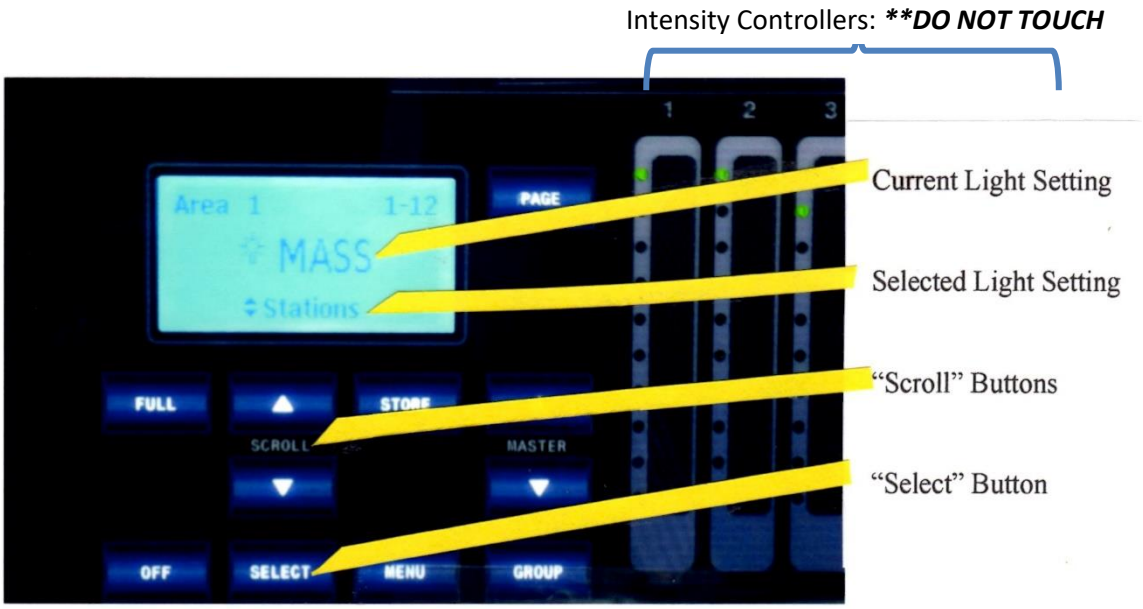
- Press stop on the front panel to stop the recording. For the Archbishop's Annual Appeal, "02" for track 2 will indicate on the display when stopped. Press the right-most Skip button on the front of the CD player to turn in back to Track One for the next Mass.
- Turn the CD player off by moving the switch on the ride side of the player to the middle position.
- Turn off the sound monitor by pressing the rectangular button if used.

Appendix N. Changing the Light Settings

For our weekend and regular Masses, the light switch by the front door of the Narthex and in the passageway behind the altar is used. Here are the numbered settings that you will find by the light switch:

1. Narthex Only
2. Before Mass
3. Mass
4. Maintenance
5. Adoration
6. Choir practice

For any of the higher numbered settings, for example for Baptisms, Stations, Evening Prayer, Holy Thursday, Good Friday, and the Easter Vigil, the setting has to be made in the Audiovisual Room (Key 4):

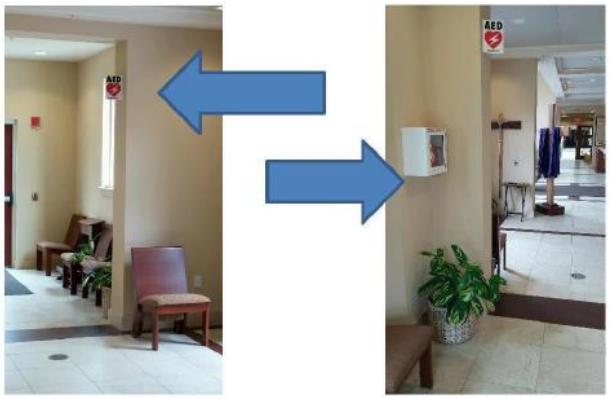


Press the downward scroll button shown above until you see the light setting you want (e.g. "Stations") in the lower (and smaller) text on the LED screen ("Selected Light Setting" above). Press "Select" button to reset the lights. **Do NOT touch the vertical slide switches even though it has the same name as the setting you want (e.g. "Stations.")**

Appendix O. The Defibrillator (AED)

An AED or an Automated External Defibrillator (AED), is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient. It treats them through defibrillation: the application of electrical therapy which stops the arrhythmia. This allows the heart to reestablish an effective rhythm. With simple audio and visual commands, AEDs are designed to be used by a layperson, and the use of AEDs is taught in many first aid, certified first responder, and basic life support (BLS) level cardiopulmonary resuscitation (CPR) classes. Classes are offered at Frederick Community College as well as in other locations.

St. Joseph's AED is in the narthex as indicated by the AED sign:



St. Joseph has had training classes and there are many parishioners who have been trained at these classes or through their jobs. Our AED machine is automated will prompt on how to use it. In addition, James has posted a hand-size CPR document and instructions on what to do in case of an emergency.

In general, if someone needs help during the Mass:

- If you have time, make the person as comfortable as possible.
- If Deacon Greg is there, notify him immediately.
- Call 911 as indicated in the emergency instructions.
- If Deacon Greg is not there, make sure someone stays with the parishioner.
- If the AED is needed and you are not qualified, immediately make an announcement from the ambo to see if anyone can assist.
- If the person is being assisted, make sure the doors to the narthex are closed and have an MC/greeter stand by in case anything is needed.
- Make sure the area is kept clear for emergency services.
- The Mass can continue if the situation is being handled. If the sick person is still being treated in the narthex and Mass ends, the parishioners may have to exit through the front font/choir doors. If so, have a greeter hold open each door to allow for easy exit.

Appendix P. Fire Alarm Evacuation Procedures

- The fire alarms for the Church and the Parish Center are on the **same** system. If a fire or excess heat in either one or the other location is detected, the fire alarms will go off in **both** locations.
- The fire alarms are not a steady beep. They do not come from the monitoring panel. If the **fire alarms go off** it will be extremely loud, heard throughout the complex, and a voice will come on indicating that everyone should evacuate immediately.
- Fire alarm **pull station boxes** are located by all doors and in the balcony. If for some reason there is a fire and you need to notify, use your thumb to pull down the fire alarm:

- The Mass Coordinators are **in charge** of the evacuation with the Greeters assisting
- Father Frazier/Father Leo/Deacon Greg/other Presiders are the **points of contact** with the fire responders
- *****EVACUATE EVERYONE IMMEDIATELY**:***
  - ***DO NOT PANIC:*** to ensure everyone's safety make sure that the evacuation proceeds in a calm manner.
  - All the doors from the Nave to the Narthex should be **propped open**. The greeters should get volunteers to **hold open the exterior doors** to the outside of the Church.
  - The first 6 rows should go out the **front side doors** on the ambo and choir side.
  - The greeters and if needed members of the congregation should be recruited to **assist** anyone in wheelchairs, walkers, or anyone needing special assistance out of the Church.
  - The greeters should direct the congregation **away from the front of the Church** to allow enough room for the fire personnel and equipment to come to the front of the Church.
  - The evacuation location is on the **lawn** between the road and the Church.
  - To avoid accidents make sure the parishioners **do not congregate in the parking lots**.
  - Both the monitoring company and the fire station are **automatically notified** if the fire alarm goes off. The Carroll Manor fire station is only 4 miles away. However, one of the Mass Coordinators should **call 911** just in case.
  - If the alarm goes during Children's Liturgy of the Word (**CLOW**) the children in St. Luke's room should **immediately evacuate by the Faith Formation doors**. They should **NOT** be brought back into the Church. The CLOW ministers should make sure that all the children have evacuated, that they do not enter the parking lots, and are away from the building. They should stay together away from the building with the CLOW ministers until their parents pick them up.
  - **If possible,** the Mass Coordinators should check the Church, Parish Center, and bathrooms to make sure that everyone has been evacuated. If not possible, the MCs should tell the fire personnel that the building has not been checked.

Appendix Q. Points of Contact

Phone numbers are on paper copies in the credenza drawer and in the Work Sacristy on the bookshelf or can be found on St. Joseph's web page.

- Deacon Greg: pgsrausch@comcast.net
- This document, Liturgy Committee and Ministries, Mass Coordinators and Extraordinary Ministers, altar linens - Janet Cugini, Liturgy Chairperson: liturgy@sjcmmd.org
- Altar Servers - Karl Noah: kmnoah62@gmail.com
- Arts and Environment – James Mannarino, Parish Manager: jmannarino@stjoesbuckeystown.org
- Building issues/concerns – Carole Sepe: cjaarsepe@aol.com
- Children's Liturgy of the Word (CLOW) - Jeanne Geisinger: faithfm@stjoesbuckeystown.org
- Greeters – David Lee: dlee@sssupply.com
- Infrastructure, air conditioning, alarms, sacristy light– Gino Lombardi: Gino.Lombardi@skyworksinc.com backup Norm Braune: c40n37@verizon.net
- Keys, other parish issues: James Mannarino, Parish Manager: jmannarino@stjoesbuckeystown.org
- Lectors – Chuck Grover cgrover71@gmail.com
- Music Ministry - James: jmannarino@stjoesbuckeystown.org
- Parish Office – Caitlin VanSant: office@stjoesbuckeystown.org
- Sound, electric, network issues - Keith Galloway: kagalloway@comcast.net

Appendix R: Location of First Aid Kits and Incident Response Forms

Church:

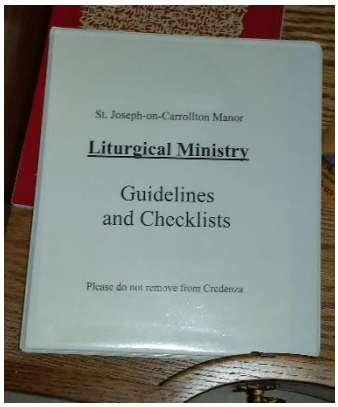
- In the Work Sacristy in the cabinet to the left of the sink, on the top, as you face the sink.
- Upstairs in the storage room
- Audiovisual room
- Narthex: Second drawer of the credenza

Parish Center:

- Kitchen:
  - Immediately inside double-doors, to the right, on shelf above sink, in a plastic bin labeled "First Aid Kit."
  - Next to the microwave, near the stove
- Office workroom: Inside cabinet marked with a red cross.
- Bathrooms: On the top shelf of both baby changing tables.
- Meeting rooms: In the wood cabinets as marked by a red cross on the cabinet door.
  - St. John and St. Peter rooms
  - Faith Formation room: in the cabinet by the door near Cindy's office

Incident Response Forms:

Incident Response Forms can be found in the white binders in the credenza and in the Work Sacristy. Please make sure that you fill out an incident response form for **all** injuries and facility issues.



Thank you for your ministry at St. Joseph's!