

St. Ann Church Sacristan Schedule

Happy Autumn! September, October, November 2017

September

- 2 Catana Starks and Judy Barnes
- 9 Amanda and Tom Roche
- 16 Ann Yuknavage and Alicia Davis
- 23 Mike & Katie Patenaude and Becky Smith
- 30 Bridgette Kohnhorst and Family

October

- 7 Sam and Greg Anderson
- 14 Peggy Moody and Sonia Hobbs
- 21 Linda Foster and Sara Windham
- 28 Hollie Potts, Erin Cavanaugh, Buddy and Thuy Burkitt

November

- 4 Carolyn Casey and Theresa Shelton
- 11 Juanita Matlock and Kim Mangum
- 18 **** ALL HANDS CLEANING FOR ADVENT AND CHRISTMAS ****
- 25 Rob and Becky Cheney

**** ALL HANDS CLEANING** – Come join us 8:00 breakfast in Breen Hall; then extra cleaning as a team from 8:30 – 11:00

Contact your cleaning partner and arrange a time to meet and clean the church. We request cleaning is completed by noon on Saturday in case of afternoon events.

If you cannot clean on your scheduled date, arrange with a fellow Sacristan to swap dates. A Sacristan contact list and cleaning instructions were emailed to you. If any supplies run out, please email or call (see below).

We can always use more help. St Ann Parishioners who are interested in becoming St. Ann Sacristans -- contact Becky or Mike below.

Any Questions? Mike Patenaude (M: 615-945-4089) or Becky Smith (M: 615-512-6719)
patenaude54@bellsouth.net rebecca.pjs37@gmail.com

Please write "Sacristans" in the subject line of your email

CHURCH CLEANING DUTIES FOR SACRISTANS

The church KEY is located in the metal mailbox at the side entry door of the priests' residence. It will open the church, the sacristy and the outside chapel doors. Please leave the outside chapel door unlocked for the Eucharistic Ministers, ensure the church and sacristy doors are locked, and return the KEY when finished.

Cleaning supplies are in the Sacristy closet and brooms/dusters in the Vestibule closet by the men's bathroom.

Straighten all missals and song books in pews with binding up.

Clean glass windows and doors in back of Church and cry room - also check battery charge gauge on portable defibrillator and oxygen tank gauge in closet back of cry room - please notify parish staff if not fully charged.

Empty, clean, dry, then fill all Holy Water fonts with fresh Holy Water from the large silver container back of the Church. Old Holy Water should be poured into the special sink (left side) in Sacristy or into the ground outside. Use large turkey baster to empty front Holy Water fonts.

If the large Holy Water container has less than 3 inches of water or the water looks dirty, empty it into the ground outside or the special Sacristy sink, then use one of the plastic pitchers to refill only to 1/2 full (so it is not too heavy to carry). Ask one of our priests or deacons to bless the water.

Replace used vigil lights - new ones located in a Sacristy cabinet and clean the vigil lights stands/areas.

Fill 4 altar candles, 2 chapel candles and 2 altar server candles with lamp oil found under the Sacristy sink. Unscrew candle top, careful not to lift out wick bottoms – leave them down in the oil. Oil bottle must have the flip-spout cap to refill candles – do not try without this cap or the oil will spill.

Please dust:

Pews and kneelers (include lower ledge on front rows and dust under the cushions)

Church windowsills

Statues

Pulpit, Celebrant and Deacon Chairs

Feather dust Stations of the Cross - be careful around small parts (e.g. a spear tip) that can break off

Holy Water container

Baptismal Font

Holy Oils container

Chapel (tabernacle, altar, chairs, etc.)

Reconciliation Room (chairs, kneelers, etc.)

Vestibule

Please ensure you return the church key to its place before you leave.