

St. Ann Church Sacristan Schedule

Happy Winter December '17, January '18, February '18

December

- 2 Rita Griffith and Mary Campbell
- 9 Liz Thompson and Family
- 16 Nayeli Hartman and Tara McGuire
- 23 Sonia Hobbs and Jeanne Hurst
- 30 Jean and Tommy Griffith

January

- 6 Catana Starks and Judy Barnes
- 13 Amanda and Tom Roche
- 20 Ann Yuknavage and Alicia Davis
- 27 Mike and Katie Patenaude

February

- 3 Bridgette Kohnhorst & Family
- 10 Sam and Greg Anderson
- 17 Linda Foster and Sara Windham
- 24 Heather and Jack Jarzab & Family

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. If you know other St Ann Parishioners who are interested in becoming St. Ann Sacristans, please encourage them to contact Becky or Mike below.

Thank you for helping us take care of our St. Ann Church building. God bless you.

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 1/3 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 or toe) 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.

SACRISTAN MINISTRY CONTACT INFO

Heather and Jacek	Jarzab & Family	hsszjzab@gmail.com	
Sam and Greg	Anderson	sam.anderson22@gmail.com	
Judy	Barnes	judy.barnes@irs.gov	615-646-3308
Buddy and Thuy	Burkitt	wmburkitt@comcast.net	615-944-2919
Mary	Campbell	campbellglassbtwd@yahoo.com	615-337-3877
Carolyn	Casey	caseycpa@bellsouth.net	615-356-9268
Rob and Becky	Cheney	cheneyfamily@comcast.net	615-354-1737
Alicia	Davis	davis@chgr.mc.vanderbilt.edu	615-297-8881
Linda	Foster	ldjenks56@gmail.com	615-934-7222
Jean and Tommy	Griffith	Tgrif33@gmail.com	615-356-2857
Rita	Griffith	campbellglassbtwd@yahoo.com	615-356-4415
Nayeli	Hartman	nayeli.hartman@me.com	615-589-2739
Sonia	Hobbs	use post office mail	615-870-8517
Jeanne	Hurst	jeanne.hurst@comcast.net	615-952-5928
Erin	Kavanaugh	erinelizabethp@hotmail.com	615-973-2171
Bridgette & Family	Kohnhorst	bridgette.kohnhorst@gmail.com	615) 497-6594
Kim	Mangum	kimmangum@bellsouth.net	615-331-8290
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Peggy	Moody	myhorsebook@hotmail.com	615-915-1969
Mike and Katie	Patenaude	patenaude54@bellsouth.net	615-945-4089
Hollie	Potts	holliepotts@hotmail.com	615-513-9468
Amanda and Tom	Roche	amanda.c.roche@gmail.com	615-865-0408
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