

Checklist for Opening Church for Weekend Masses

Note: All directions are given assuming you are facing the altar.

Sacristy

- Turn off alarm (*Must do first*)
- Move rope to indicate alarm is off
- Open wooden cupboard
- Open Cup/Plate repository
- Move 5:30 collection to safe (do not lock)

Doors

- Right vestibule
- Center vestibule
- Left vestibule
- Rectory Side
- Bottom of staircase next to Sacristy
- Between Chapel and Staircase (10:00)
- Courtyard to Chapel (10:00)

Lights

- Hallway next to Sacristy
- Sacristy
- Circuit breakers On
- + Circuit breakers off, 33 on (Taylor only)
- Lectern
- Mary's Altar
- Stairwell next to sacristy
- Right windows
- Left windows
- Rectory entrance
- Bathroom
- Outside bathroom
- Right vestibule
- Center vestibule
- Left vestibule
- Stain glass windows
- Chapel lights (10:00)

Fans (Summer Only)

- Two Church exhaust switches
- Right altar in Sacristy entrance
- Right high altar
- Right break in pews
- Left break in pews
- Next to organ
- Left balcony
- Right balcony
- Eucharist Ministers' Robing Room

Gifts

- Open tabernacle
- Check consecrated hosts
- Key in tabernacle lock
- Unconsecrated host in ciborium
- Large host in ciborium
- Ciborium closed
- Wine in carafe
- Wine in cruet
- Water in cruet
- Ciborium at pew break
- Carafe at pew break
- Cruets at pew break
- Gift bear sign at pew break

Altar

- Handheld microphone on
- Handheld batteries fine
- Handheld microphone in holder
- Check handheld microphone
- Check altar microphone
- Check lectern microphone
- Cups with purificators on left table
- One plate on left table
- Water in cruet on bottom left table
- Finger towel bottom left table
- Empty bowl bottom left table
- Light main altar candles
- Light lectern candle
- Light Mary's altar candles
- Light tabernacle candles

Other

- Parking cones out front
- Open windows (summer only)

Checklist for Closing Church for Weekend Masses

Note: All directions are given assuming you are facing the altar.

Doors

- Right vestibule
- Center vestibule
- Left vestibule
- Rectory side
- Bottom of staircase next to Sacristy
- Between Chapel and Staircase
- Courtyard to Chapel
- Chapel to Mulberry

Lights

- Hallway next to Sacristy
- Sacristy
- Circuit breakers off
- Lectern
- Outside bathroom
- Right vestibule
- Center vestibule
- Left vestibule
- Stain glass windows
- Chapel women's room
- Chapel men's room
- Chapel lights
- Priest robing room
- Eucharistic Minister's Room
- Hallway to Eucharistic Minister's Room

Fans (Summer Only)

- Two Church exhaust switches
- Right altar in Sacristy entrance
- Right high altar
- Right break in pews
- Left break in pews
- Next to organ
- Left balcony
- Right balcony
- Eucharist Ministers' Robing Room

Gifts

- Tabernacle locked
- Tabernacle key in repository
- Cups cleaned
- Plates cleaned
- Carafe cleaned
- Purify cups in repository
- Purify plates in repository
- Purify carafe in repository
- Repository locked
- Cruets in refrigerator
- Wooden cupboard locked
- Keys returned to hiding place
- Dirty linen in bag

Altar

- Handheld microphone off
- Handheld microphone in drawer
- Extinguish altar candles
- Extinguish lectern candle
- Extinguish Mary's altar candles
- Extinguish tabernacle candles
- Empty bowl bottom left table

Collection and Social Service Gifts

- Collection in safe
- Safe locked
- Social Service gifts at break in pew
- Collection basket in vestibule

Other

- Parking cones in vestibule
- Close windows

Alarm and Leave

- Move rope to indicate alarm is on
- Turn on alarm
- Leave
- Lock door
- Check to make sure door is locked

Opening Details

The turning off of the alarm should be one of the first tasks that needs to be done. The order of the other tasks does not matter. Unless noted, all directions are given assuming you are facing the altar.

Sacristy	
Turn off alarm	The alarm is located in the sacristy and can be reached in the hallway, third opening on the left. Open the bottom panel, enter 1876. The light should turn green which means that the alarm is off.
Move rope to indicate alarm is off	A rope on the sacristy's entrance indicates that whether the alarm is on. Use the hook and latch rope to indicate the alarm is off.
Open wooden cupboard	Inside the sacristy, facing the back of the church is a wooden cupboard in the upper center. Open it using the long key located in the closet on the right. The key is inside the door on the upper left.
Open Cup/Plate repository	The repository is left of the wooden cupboard. The key is the other key on the loop that opens the wooden cupboard.
Move 5:30 collection to safe (do not lock)	The collection would be in either the cupboard or repository. Move it to the small safe which is in the back of the sacristy on the left. Do not close the safe.
Doors	
Right vestibule	The same key that opens the church
Center vestibule	The same key that opens the church
Left vestibule	The same key that opens the church
Rectory Side	The same key that opens the church
Bottom of staircase next to Sacristy	The same key that opens the church
Between Chapel and Staircase (10:00)	If this door is locked, the key is in the chapel sacristy repository. The key to open the repository is on the upper right of the opening half way up in the cabinet.
Courtyard to Chapel (10:00)	The same key that opens the church
Lights	
Hallway next to Sacristy	The switch is on the left at the end of the hallway.
Sacristy	As you enter the sacristy the switch is on your left.

• Circuit breakers On	As you enter the sacristy the breaker box is straight ahead to the right of the altar entrance. Turn those breakers on marked with a circle.
+ Circuit breakers off, 33 on (Taylor only)	As you enter the sacristy the breaker box is straight ahead to the right of the altar entrance. If Father Taylor is presiding, turn off the circuit breakers marked by a cross. Do not turn off break 33.
Lectern	As you enter the lectern the switch is on your right.
Mary's Altar	The switch is located in the storage area, the old nun room. It is on the column next to the stairwell. This is probably the hardest switch to find.
Stairwell next to sacristy	The stairway can be turned on by the switch as you enter from the sacristy hallway on the left. They can also be turned using the switch on the chapel, left of the stairwell.
Right windows	The switch is on the pillar at the break in the pew.
Left windows	The switch is on the pillar at the break in the pew.
Rectory entrance	The switch is on the right of the doorway, at the bottom of the stairway.
Bathroom	The switch is on the left as you enter the water cooler room.
Outside bathroom	The switch is the left of the water cooler room door.
Right vestibule	The switch is on the priest robing room wall.
Center vestibule	The switch is next to the door on the right.
Left vestibule	The switch is next to the door on the water cooler wall.
Stain glass windows	The switch is on the left, behind the door, as you enter the hallway to the priest robing room. It is a three way switch. The switch should be down which lights the windows on the church side of the window walls.
Chapel lights (10:00)	The chapel lights are on the left of the exit to the bathrooms/courtyard.
Fans (Summer Only)	
Two Church exhaust switches	The controls are on the right in the far back of the sacristy. The controls are on the left in the control panel.
Right altar in Sacristy entrance	Turn on using the fan switch.

Right high altar	Plug it in on the left of the sacristy water cooler, half way up.
Right break in pews	Plug the cord into the socket on the right pillar at the break in the pews.
Left break in pews	Plug the cord into the socket on the left pillar at the break in the pews.
Next to organ	Turn it on using the fan switch.
Left balcony	Plug the cord into the socket in the Eucharistic ministry robing room, behind the fan.
Right balcony	Controlled by the switch in the storage room, opposite the Eucharistic ministry robing room. It is the storage room for banners.
Eucharist Ministry Robing Room	Plug the cord into the socket behind the fan.
Gifts	
Open tabernacle	The tabernacle key is located in the sacristy's cup/table repository.
Check consecrated hosts	Determine how full the ciborium is. This determines how many unconsecrated hosts for gift table.
Key in tabernacle lock	Leave the tabernacle key in the lock after opening the tabernacle.
Unconsecrated host in ciborium	The ciborium is on the sacristy repository. The unconsecrated hosts are in the container in the wooden cabinet. Fill the ciborium, taking into account the amount of consecrated hosts in the tabernacle.
Large host in ciborium	One large host is put into the ciborium. The unconsecrated hosts are in the container in the wooden cabinet.
Ciborium closed	Put the lid on the ciborium.
Wine in carafe	The carafe is in the refrigerator under the water cooler. The wine bottle is in the refrigerator. Fill the carafe ½ full for 10:00 and ¼ full for 5:30.
Wine in cruet	The cruet is in the refrigerator. Fill it about ¼ full.
Water in cruet	The cruet is in the refrigerator. Fill it about ½ full.
Ciborium at pew break	Put the ciborium on the gift table on the left at the break in the pews.

Carafe at pew break	Put the carafe on the gift table on the left at the break in the pews.
Cruets at pew break	Put the cruets on the gift table on the left at the break in the pews.
Gift bear sign at pew break	At the 10:00 mass the sign for gift bears should be placed on the gift table. The sign is in the sacristy under the repository/cupboard.
Altar	
Handheld microphone on	The microphone is in the microphone drawer in the far left sacristy's cupboard. The switch is on the microphone.
Handheld batteries fine	Check the indicator on the microphone for the battery strength. If the battery needs to be replaced, they are in the battery drawer in the far left sacristy's cupboard.
Handheld microphone in holder	Place the microphone in the holder in front of the celebrant's chair.
Check handheld microphone	Tap on it to make sure that it is on.
Check altar microphone	Tap on it to make sure that it is on.
Check lectern microphone	Tap on it to make sure that it is on.
Cups with purificators on left table	The cups are in the repository and the purificators are in the purificators' drawer under the repository. The table is on the right of the altar exit to the storage area. If Father Taylor is presiding, place on two cups on the table, otherwise place three.
One plate on left table	The host plates are in the repository. Put on the table on the right of the altar exit to the storage area.
Water in cruet on bottom left table	Ensure that there is water in the cruet on bottom the table on the right of the altar exit to the storage area.
Finger towel bottom left table	Finger towels are in the finger towel drawer under the repository in the Sacristy. One towel is placed on bottom the table on the right of the altar exit to the storage area.
Empty bowl bottom left table	Ensure that the bowl is empty on bottom the table on the right of the altar exit to the storage area.

Light main altar candles	Using the taper located on the right above the sink in the sacristy, light the main altar candles. Matches should be on table by the sink. If not, they will be in the match drawer under the repository in the Sacristy.
Light lectern candle	Using the taper located on the right above the sink in the sacristy, light the lectern candle. Matches should be on table by the sink. If not, they will be in the match drawer under the repository in the Sacristy.
Light Mary's altar candles	Using the taper located on the right above the sink in the sacristy, light the Mary's altar candles. Matches should be on table by the sink. If not, they will be in the match drawer under the repository in the Sacristy.
Light tabernacle candles	Using the taper located on the right above the sink in the sacristy, light the tabernacle candles. Matches should be on table by the sink. If not, they will be in the match drawer under the repository in the Sacristy.
Other	
Parking cones out front	The parking cones are in the vestibule to the left of the main door. The cones should be placed on the side walk in front of the church.
Open the windows (Summer only)	The windows in the church are opened if the fans are on. The window openers are located in the stairways going to the upper rooms above the vestibule.

Closing Details

The turning on of the alarm should be the last task that needs to be done. The order of the other tasks does not matter. Unless noted, all directions are given assuming you are facing the altar.

Doors	
Right vestibule	If unlocked, lock.
Center vestibule	If unlocked, lock.
Left vestibule	If unlocked, lock.
Rectory side	If unlocked, lock.
Bottom of staircase next to Sacristy	If unlocked, lock.
Between Chapel and Staircase	If unlocked, lock.
Courtyard to Chapel	If unlocked, lock.
Chapel to Mulberry	If unlocked, lock.
Sacristy	
Turn off alarm	The alarm is located in the sacristy and can be reached in the hallway, third opening on the left. Open the bottom panel, enter 1876. The light should turn green which means that the alarm is off.
Move rope to indicate alarm is off	A rope on the sacristy's entrance indicates that whether the alarm is on. Use the hook and unlatch and latch to indicate the alarm is off.
Open wooden cupboard	Inside the sacristy, facing the back of the church is a wooden cupboard in the upper center. Open it using the long key located in the closet on the right. The key is inside the door on the upper left.
Open Cup/Plate repository	The repository is left of the wooden cupboard. The key is the other key on the loop that opens the wooden cupboard.
Move 5:30 collection to safe (do not lock)	The collection would be in either the cupboard or repository. Move it to the small safe which is in the back of the sacristy on the left. Do not close the safe.
Lights	
Hallway next to Sacristy	The switch is on the left at the end of the hallway.
Sacristy	As you enter the sacristy the switch is on your left.

Circuit breakers off	As you enter the sacristy the breaker box is straight ahead to the right of the altar entrance. Turn all breakers off.
Lectern	As you enter the lectern the switch is on your right.
Mary's Altar	The switch is located in the storage area, the old nun room. It is on the column next to the stairwell. This is probably the hardest switch to find.
Stairwell next to sacristy	The stairway can be turned on by the switch as you enter from the sacristy hallway on the left. They can also be turned using the switch on the chapel, left of the stairwell.
Right windows	The switch is on the pillar at the break in the pew.
Left windows	The switch is on the pillar at the break in the pew.
Rectory entrance	The switch is on the right of the doorway, at the bottom of the stairway.
Bathroom	The switch is on the left as you enter the water cooler room.
Outside bathroom	The switch is the left of the water cooler room door.
Right vestibule	The switch is on the priest robing room wall.
Center vestibule	The switch is next to the door on the right.
Left vestibule	The switch is next to the door on the water cooler wall.
Stain glass windows	The switch is on the left, behind the door, as you enter the hallway to the priest robing room. It is a three way switch. The switch should be in the center which turns the lights off.
Chapel women's room	Turn off lights in the chapel women's room.
Chapel men's room	Turn off lights in the chapel men's room.
Chapel lights	The chapel lights are on the left of the exit to the bathrooms/courtyard. A switch is also next to the Mulberry Street entrance.
Priest robing room	The switch is on the right of the entrance.
Eucharistic Minister's Room	On the right next to the stairway.
Hallway to Eucharistic Minister's Room	On the right of the entrance to the hallway.

Fans (Summer Only)	
Two Church exhaust switches	The controls are on the right in the far back of the sacristy. The controls are on the left in the control panel.
Right altar in Sacristy entrance	Turn off using the fan switch.
Right high altar	Unplug it in on the left of the sacristy water cooler, half way up.
Right break in pews	Unplug the cord into the socket on the right pillar at the break in the pews.
Left break in pews	Unplug the cord into the socket on the left pillar at the break in the pews.
Next to organ	Turn it off using the fan switch.
Left balcony	Unplug the cord into the socket in the Eucharistic ministry robing room, behind the fan.
Right balcony	Controlled by the switch in the storage room, opposite the Eucharistic ministry robing room. It is the storage room for banners.
Eucharist Ministry Robing Room	Unplug the cord into the socket behind the fan.
Gifts	
Tabernacle locked	Ensure that the tabernacle is locked.
Tabernacle key in repository	Ensure that the tabernacle key is in the sacristy's repository.
Cups cleaned	Using the sink in the sacristy clean the cups using soap and water. Dry.
Plates cleaned	Using the sink in the sacristy clean the plates using soap and water. Dry.
Carafe cleaned	Rinse carafe with water.
Purify cups in repository	Put cups into sacristy's repository.
Purify plates in repository	Put cups into sacristy's repository.
Purify carafe in repository	Put carafe in sacristy's repository.
Repository locked	Lock the repository.
Cruets in refrigerator	Put cruets in refrigerator.
Wooden cupboard locked	Lock the wooden cupboard.
Keys returned to hiding place	Return key to hiding place in the closet on the right of the sacristy's cupboards.

Dirty linen in bag	Put all dirty linen in the bag on the shelf under repository.
Altar	
Handheld microphone off	Turn off handheld microphone.
Handheld microphone in drawer	Return handheld microphone to its drawer.
Extinguish altar candles	Using sniffer, extinguish.
Extinguish lectern candle	Using sniffer, extinguish.
Extinguish Mary's altar candles	Using sniffer, extinguish.
Extinguish tabernacle candles	Using sniffer, extinguish.
Empty bowl bottom left table	Ensure that the bowl is empty on bottom the table on the right of the altar exit to the storage area.
Altar Collection and Social Service Gifts	
Collection in safe	Put collection in collection safe.
Safe locked	Push lever upwards to lock the safe.
Social Service gifts at break in pew	Put social service gifts on the gift table at the break in the pew.
Collection basket in vestibule	Put collection basket in the vestibule.
Other	
Parking cones in vestibule	Return the parking cones to the left of the main door in the vestibule.
Close windows	Close windows in church.
Alarm and Leave	
Move rope to indicate alarm is on	A rope on the sacristy's entrance indicates that whether the alarm is on. Use the hook and latch rope to indicate the alarm is on.
Turn on alarm	On the alarm pad, enter 1876 and press "Arm".
Leave	Leave the church.
Lock door	Lock door behind you.
Check to make sure door is locked	Double check to make sure that the door is locked.