

Acolyte Procedures – Liturgies During Pandemic

1. Arrive by 45 minutes early, wearing your mask. (Mask must be worn at all times.)
2. **Do not unlock any exterior doors.** Other ministers will facilitate entry of people.
3. Sanitize your hands in the sacristy before touching any vessels or hosts; re-sanitize as necessary as you touch the various vessels
4. Put one jumbo host in the large silver plate
5. Use the matching glass cruets for the wine and the water
6. Take the wine cruet into the work sacristy and get the opened wine bottle from the bottom shelf of the refrigerator door; pour the wine into the small plastic cup found next to the sink up to the halfway line, then pour it into the cruet; rinse the plastic cup and dry it with a paper towel, then leave it by the sink
7. Place all the vessels and linens on the two small tables next to the altar:
 - a. The large silver plate with one jumbo host and 15 regular hosts
 - b. The smaller silver plate with 40 regular hosts
 - c. Two pyx with gluten-free hosts in plates (from tabernacle)
 - d. The silver chalice with gold interior
 - e. The wine and water cruets
 - f. The glass bowl for the hand washing
 - g. 3 Corporals, 1 purificator, and finger towel
8. Check to see that the Missal is on the presider's chair along with the presider's binder. (Father will be the only person to touch the Missal during the liturgy.) Also check to see that the Gospel Book holder is on the altar.
9. There will be a worship aid for you in a binder near your seat (the chair nearest the presider's chair)
10. Light the ambo and altar candles.
11. Two minutes before mass starts, get the processional cross from behind the altar and stand near the gifts table. (Maintain 6-foot distance from the lector.) When the singing begins, process up the main aisle as usual, put the cross in its place, then go to your chair.
12. Remain at your chair during the Greeting and Gloria and Collect Prayer (you do not assist with these things).
13. Remain at your chair until the Preparation of the Gift song begins, then set the table:
 - a. 3 Corporals
 - b. Plates with hosts and both gluten-free host pyx
 - c. Chalice & 1 purificator
 - d. Wine and water cruets
 - e. (Father will bring the Missal himself)
14. After setting the table, go stand in front of your chair so that Father may come to the altar.

15. Once Father is behind the altar you may take your usual place in front of the first step.
16. After Father invites everyone to spiritual communion, he will serve you communion.
17. After you have received communion, take a bottle of hand sanitizer and accompany Father as he distributes communion to people in the pews. Maintain a 6-foot distance from Father except when he needs to sanitize his hands. In that case, he will stretch out his hand and you will approach him and put some sanitizer in his hand.
18. When all have received communion, return to your chair as Father returns his plate to the altar (the EM will do the same) and gets the Missal.
19. After Father and the EM have returned their plates to the altar (EM will take any remaining hosts and the two pyx with gluten-free hosts to the tabernacle) and have left the altar platform, go to the altar and clear it, putting the vessels and linens on the small tables next to the altar. Then return to your chair.
20. When the Sending Forth song begins, take the processional cross from behind the altar and carry it around the far side of the altar and to your usual waiting place in the main aisle; lead Father out as usual.
21. Immediately return the processional cross to its place behind the altar.
22. Extinguish all the candles.
23. Verify that all the doors are secure and turn off all lights when they are no longer needed by others. Set the alarm when everyone is ready to leave, or confirm that someone else will set the alarm and turn off the lights (except after the 8:15 am liturgy).

Thank you!