

St. Thomas Of Canterbury - Guidance Notes

For Apparitors, Stewards, Ushers and Welcoming Ministries

Before Mass Begins

A) On Arrival

1. Arrive at Church at least 30 minutes before mass starts. Reserve yourself a seat by the door.
2. Special Masses
 - a) Palm Sunday - long Gospel. Remind Priest to tell congregation to sit for it - avoids collapses.
 - b) Christmas/Easter - sweets for children. Remind Priest to distribute before dismissal.
3. Check - sanctuary and church lights on - control box by back chapel door.
Where appropriate, turn on lights in main church top windows - switch by side (wheel-chair) access door.
4. Open-up side door to allow wheel-chair access via ramp
5. Check sound system is on. Red light on right hand wall. Sacristan has key.
6. Where appropriate Move hymn book trolley out from the cloister corridor (take care - it is heavy to pull) Ensure each hymn book has a bulletin in it.
7. In summer heat open windows to let cooler night air in & consider door opening.
8. Where appropriate hang notices on rear pillars inviting use of Blessed Sacrament Chapel.
9. Check outer door latch locked inwards.
10. Check internal side door and toilet doors open & latches locked inwards. Friars have key.

