

**NOTES:**



## **Acolyte Responsibilities**

### **Parish Vision Statement**

***As disciples of Christ***

*We give thanks and praise to God*

*We study the Word of God*

*We serve God*

***As disciples of Christ***

*We go and make disciples!*

November 2016

## Standards of Excellence

### Concerns

Understanding of responsibilities and consistency in performing them are not evident. Interaction with servers and other ministers in the sacristy is not welcoming or grateful. Flexibility to changing priests or rituals is lacking by some. Membership is declining and/or new leadership is difficult to recruit.

### Expected

Responsibilities are clearly understood and consistently evident. Interaction with other ministers in the sacristy is gracious and grateful. Visiting priests are assisted with clarity, patience, and gratitude. New leadership is readily recruited.

### Inspiring

Demonstrates an ability to respond to surprises and changes, e.g. lack of ministers, need to assist during the liturgy, and new or revised rituals. Servers and/or confirmation candidates are encouraged and invited to continue in ministries.

8) **Baptism:** If there is a Baptism you will need the following:

- Baptismal Candle
- Sacred Chrism (oil - SC)
- Warm Water
- Towel (purificator)
- Easter candle lit

### After Mass

- 1) Supervise cleaning the vessels and preparing them for the next Mass.
- 2) Put away the Roman Missal (Fr. Arul's book goes in the middle cabinet under the purificator's drawer)
- 3) Set up for next mass as needed or put things away for the day.
- 4) Extinguish the candles.
- 5) At the last Mass of the day, return the Tabernacle key to the sacristy.
- 6) Lights are usually turned off by the priest.

4) **Bread and wine:** Fill the bowl with host (including large host) and the carafe with wine. Servers will place on the gift table. The small bowl holds 500 hosts and the large bowl holds 1000. Please check the tabernacle for an estimate of consecrated hosts to determine how many more you need to put in the bowls. Plan for the following total number of hosts: (When people are in the balcony for special, more hosts will be needed. Check with the priest.)

- a. 500 for the 4:30 Mass
- b. 300 for the 7:30 Mass
- c. 500+ for the 9:15 Mass
- d. 450 for the 11:15 Mass

5) **Candles:** Light the candles 10 minutes before mass.

6) **Servers and Lectors:** If needed, invite individuals to serve in place of those who did not show up as scheduled.

7) **Servers:**

- Assist them in choosing the correct size alb and correct color cincture.
- Ask them to sign in on the roster.
- Clarify who will be the cross bearer and receive the gifts at the offertory.
- Clarify who will present the Missal for the opening prayer and closing prayer.
- Review what happens when setting the altar at offertory time.
- Clarify what happens when preparing the altar for communion and what happens after communion.
- Clarify responsibilities after mass.

**Pray ▪ Learn ▪ Serve**

## MSP instructions—Scheduling

After joining the ministry, you will be invited by email to log in to the parish online scheduler. If you ever lose this link, it can also be found on our website [www.hanb.org/calendars](http://www.hanb.org/calendars).



More information and a training document will be sent with the email, including screenshots and FAQs. You will be invited to indicate a mass preference and indicate which weekends you will not be available. Please look for this email as it may go to your junk email folder.

## MYHANB Member Login Guide

1. Using an internet browser, go to [www.myhanb.org](http://www.myhanb.org)
2. Or, go to [www.hanb.org](http://www.hanb.org) and click on the myhanb link.
3. The Welcome to Holy Apostles Catholic Parish Sign In screen will display.



4. Click Need a login?
5. Enter your first name, last name, and email address. The suffix field is optional. When you have entered the information, click the Find Me.  
**Note: Your first name, last name and e-mail address MUST match with our data base or you will not be given a login.** If it cannot find you, you will be given a link to send an e-mail to the parish. Someone will then enter your e-mail and send you a reply when you can try again.

## MYHANB Member Login Guide

6. You will receive an email containing your username and password for logging in to myhanb. When you have received the e-mail, return to myhanb and continue the login process. Enter the username and password sent to you by email in the fields provided.



7. The system will require you to change your password with the first successful login. Enter a password of your choice.

If you have any other problems or questions, please e-mail [jmacakanja@hanb.org](mailto:jmacakanja@hanb.org).

## Frequently Asked Questions

### How secure is my data?

**The confidentiality of your data is our utmost priority.** Only the data that we print in our existing church directory is available online to registered users. Furthermore, you can still opt-out of the online system by setting your personal profile, or by notifying [jflanagan@hanb.org](mailto:jflanagan@hanb.org). Our software provider is ACS Technologies, the largest developer of church management software in the industry. They have a secured Website that we access which is housed in a secured data center and is subject to period security audits to ensure safety and privacy of your data.

### What Can I Do in Access ACS?

- Register online for events.
- Donate or tithe online.
- View the church calendar.
- Search, review, and submit interest in serving opportunities in the church.
- View or update your member profile.
- Add family and individual pictures to your member profile.
- Print, view, or email members of your small group.
- View and respond to outreach assignments.
- Print membership directories.

**The Acolyte Ministry makes preparations before mass, oversees and assists the servers, and cleans up after mass. Acolytes are expected to arrive 30 minutes before Mass begins.**

## Before the start of Mass

- 1) Set out on the credence table:
  - Cups for communion
  - Plates and purificators for communion
  - Roman missal (after the presider has set it), remembering the large book is for Fr. Don and small book for Fr. Arul
  - The cruet with water
  - Presider's chalice and purificator
  - Bowl with purificator for washing of hands (when Fr. Arul has mass or visiting priest)
- 2) **Tabernacle:** place key in the tabernacle for the 4:30 and 7:30 Mass.
- 3) **Lights:**
  - Turn on preset #1 25 to 30 minutes before Mass.
  - Turn on preset #2 and the switches in the fuse box that have green dots 5 to 10 minutes before Mass begins.

**Pray ▪ Learn ▪ Serve**