

Instructions for Lighting a Candle

1. Please select a candle and light it yourself. Candles and matches are located by the candle rack in church.
2. Place your donation in the basket. The normal donation is \$1.00.
3. All candles should be in a double-insulated container or secured by a noncombustible base. Only parish purchased candles are allowed to be lit in the church. Candles should not be lit on holiday greenery (i.e. Christmas trees, wreaths).

Instructions for Having a Mass offered

1. Fill out the little white envelope (which is located in the bookcase in the back of church) and place your stipend for the Mass inside the envelope. The normal stipend is \$10.00 for each Mass offered.
2. If you have a certain day on which you would like to have the Mass offered, please indicate this clearly on the white envelope. (Masses are normally scheduled a year in advance.)
3. If the person you are having the Mass said for is still living, please indicate this clearly on the white envelope.
4. If you would like to have a card to mail to the person you are having the Mass said for or to the family of the person you are having the Mass said for, please take a card and envelope from the box and mail it to the person.

June 14, 2016

Dear Fr. Moses,

THANK YOU FOR HELPING US OUT THIS WEEKEND. YOUR HELP IS APPRECIATED.

- 1. Someone should set things up for you for Mass.**
- 2. In the sacristy there is a key in the drawer with the purificators. The key goes to the top left second door which is where the chalices and key are located.**
- 3. Sometimes in the communion procession a person will come up with an open pyx. If they do so, it is because they wish to take communion to someone immediately after Mass is completed. Please place one host in the pyx.**
- 4. In case you need something please call**
 - 1. Harvey or Harriett Risner 219-863-6978**
 - 2. Fred Laud 219-869-0644**
 - 3. Linda Misch 219-816-1697**
 - 4. Sr. Kathy 219-956-2726**
- 5. If there is a second collection, please take it up immediately after the first collection. It should be placed in a separate bag and put away as usual.**
- 6. If there is an emergency please call Fr. Denis Faker at St. Cecilia's in Demotte 219-987-3511 or his cell number is 765-430-3400. My cell number is 219-819-0078. My email is ourpablo@aol.com**
- 7. Someone should take you to dinner and Sunday breakfast. The person should turn in a bill for everyone to me so that the parish can take care of those expenses.**
- 8. Please make yourself at home in the rectory.**
- 9. THANKS !!!!!!!!!!!**

Sincerely,

Rev. Paul W. Cochran

Instructions for setting up for Mass

1. *Set a priest chalice, tabernacle key and the water pitcher for the washing on the hands on the credence table.*

2. *Check to make sure there are two wooden chalices on the credence table along with three purificator, the bowl and towel for the washing of the hands, and the Roman Missal.*

3. *Fill and set out the wine container. The filled wine container goes on the table at the back of church. To fill the wine container use one cup per weekend mass.*

4. *Fill and set out the hosts. Normally we use 2/3 of a paten per weekend mass. The hosts are to be set out in the back of church. Please put one large host in the paten as well.*

5. *Make sure there is a corporal on the altar. If there is not one please put one there.*

6. *Turn on the microphone. The switch is on the surge protector between the microphone boxes.*