

INSTRUCTIONS TO POINT PERSON AT ST JOHN THE BAPTIST

For questions please call

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POINT PERSON DUTIES

IF YOU ARE NOT ABLE TO BE THE POINT PERSON FOR WHEN YOU ARE SCHEDULED, PLEASE GET A SUB. DO NOT LEAVE THE POINT PERSON DUTIES UNCOVERED!

Arrive at least 45 minutes prior to Mass, sign in, and get name badge.

Check the whiteboard in the vesting sacristy for any announcements/notes.

• CHURCH BUILDING

1. Unlock front doors. Hold bar in and with chain wrench, lock into place.
2. Turn the automatic door button (located on left inside door jamb on main doors) to "On".
3. Turn on lights in the narthex, sanctuary, and bathrooms.
4. Unlock sacristies and nursery.
5. Turn on TV in nursery.
6. Check the restrooms for cleanliness and supplies. This is the first place newcomers go to, and they judge their desire to return by the hospitality – cleanliness and a fresh environment. Toilet paper is kept in the supply closet next to the men's restroom and/or in the maintenance room (to the right) off the working sacristy.
7. If the sanctuary is uncomfortably warm, turn on the vents using the dials in the maintenance room off the working sacristy.

• SANCTUARY

1. Open/close upper blinds and next to Our Lady of Guadalupe.
2. Unlock the pump room for easy access to food offerings.
3. Check for food offering baskets on the altar platform. Ministers of Hospitality will do this but double-check and bring them out if needed.
4. Make sure that there are two money baskets on the altar steps.

• BEFORE MASS

1. Let Ministers of Hospitality:
 - A. Know that you are the Point Person and where you'll be sitting during Mass.
 - B. Know if a family has already been identified to bring up the gifts (i.e., First Communicants, Baptismal family, etc.). The form may already be filled out and taped to the sign-in sheet in the vesting sacristy. If there are no Ministers of Hospitality, it is your responsibility to find a family to bring up the gifts. Complete the form and give it to the second lector.
2. Fifteen minutes before Mass, check that the Sacristan has prepared the gifts table in the narthex.
3. Check to see that all Liturgical Ministers are present and positions are filled. At 10-15 minutes before Mass, begin to find subs if needed. Consult the MSP (Scheduler) App to see if a sub was requested. If you do not yet have the MSP App on your phone, it is highly suggested that you install it before Mass.

4. If a substitution is made, the substitute will be the Liturgical Minister even if the scheduled person shows up later.
5. Fifteen minutes before Mass, ask the Servers to light the candles in the sanctuary. If there are no servers, the Sacristan should light the candles.
6. If there are no Ministers of Hospitality, assist any parishioner who needs communion brought to them during Mass by placing a yellow "Reserved" cover on the back of their chair. Mark a map of the sanctuary with their position.

• DURING MASS

1. Become familiar with the sequence of the Mass so you can recognize who or what may be missing.
2. If there are no Ministers of Hospitality, the Point Person must instruct the gift bearers in bringing up the gifts to the altar. Go to the narthex as soon as Lector reads the gift bearers' names.
3. Be prepared to deal with unusual circumstances such as emergencies, missing EMs at the altar, disturbances, etc.
4. During the spring and fall (usually May & October), Point People are responsible for counting every head in the church. Don't forget narthex, nursery, choir, priest, and yourself. You will be notified when the counting needs to be done.

• AFTER MASS

1. Remember, MASS DOES **NOT** END UNTIL THE RECESSIONAL SONG HAS CONCLUDED! Do not attempt to start putting the money in the bag while the choir is still singing, even though Father is out the door. Wait until the choir finishes.
2. Take money from the collection basket to the safe. (See instructions below.)
3. Ensure candles are extinguished (Paschal Candle, Altar and Ambo Candles).
4. Ensure food baskets are emptied into food containers/rolling bins in pump room.
5. If no event is scheduled immediately after the last Mass, secure the church building. (See instructions below.)

• INSTRUCTIONS FOR COLLECTION BASKET

1. A second person is **required** to assist you when you are working with the money. Complete this task before performing any of your other duties **after** Mass ends.
2. Combine the contents of the baskets into one basket and take that basket to the vesting sacristy.
3. On your way to the vesting sacristy, collect the contents of the offertory box along with any special donations (i.e., holiday flowers, missals, etc.) in the narthex. The key to the offertory box is kept in the Point Person binder. **Return the key after you use it.**
4. The donation bags are labeled by Mass and kept in front of the Point Person binder. Tear the security strip and place it in the bag. Place the contents from the basket in the bag.
5. Squeeze out any extra air and seal the bag.
6. Complete the log information in the Point Person binder. Be sure to have your witness sign the log.
7. Put the sealed donation bag in the safe in the vesting sacristy. Ensure the bag has **dropped to the bottom of the safe**. Double check by fully closing the door and opening it up again.

- **INSTRUCTIONS FOR SECURING THE BUILDING**

1. Secure all doors.
 - A. Doors with push bars do not always engage both the top and bottom latches. Press on both the top and bottom of the door to make sure it's securely locked. If it is not, pull door until both latches engage. If that does not work, open the door and attempt to engage the latches again.
 - B. Working & Vesting Sacristies: Ensure that doors leading to the outside are locked as well as the inside doors that lead to the hallway. Double check by pushing doors.
 - C. Front door: Position automatic switch on wall to "OFF". Lock by pushing bar in and twisting church key in hole in the bar. Once door is closed, double check by pushing door (not handle) to ensure door is latched.
 - D. Side doors: Ensure that they are locked. If not, lock the same way as front door.
 - E. Sanctuary: Ensure that all the outside doors in the sanctuary are locked.
 - F. Nursery: Close inside doors to nursery.
 - G. Outside doors between conference room & hall to narthex.
 - H. Hallway outside of Nursery: Check to ensure the outside door between the library & the nursery is closed.
2. If you are the last person leaving, set the alarm. Note: If a prayer group, other gathering, or staff member is still in the building after Mass, make sure they know they are expected to double-check doors as they go out, turn off the lights if they are on, and set alarm.

THANK YOU AND GOD BLESS YOU FOR YOUR MINISTRY!