**Opening Blessed Sacrament Church Holyoke for Cursillo Ultreya**

1. **Open church door on rectory side** under the overhang.
2. Please relock door after you open and then lock push bar down to open. The doors can be held open if weather permits: hooks on rectory side.
3. Rectory side entrance is also the **handicap entrance**. NO STAIRS and there is a handicap button on doors.
4. To turn on handicap doors on rectory side look straight up and you will see a switch in middle of door frame. Follow instruction on switch. (Push switch in towards church and auto door is on). Please turn back off as you exit for the evening.
5. **Key to Sacristy** is hidden inside the pamphlet holder that is on left side of hallway just past sacristy. After opening sacristy, please place keys back there. Keys will also open Organ loft if music ministry needs a mic stand.
6. Light switches for church are on wall to right after entering sacristy. Switches are marked but just turn them all on. If doing Zoom you might want to turn off back sanctuary light to cut down on glare.
7. **Microphones** are in small drawer above sacristy counter, marked Microphones. You will need both, one for reader and one for music.
8. **Batteries** for microphones are in charger on left side of sacristy counter.
9. **If doing Sunday’s readings, Lectionary** is on stand straight through sacristy door - BIG RED BOOK. **If Friday’s readings, there is a book on back of sacristy counter for daily readings**.
10. Move the lector stand to the front of sanctuary, it will take 2 people it is heavy.