



**HOLY FAMILY**  
Catholic Community

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To: Holy Family Ushers and Sacristans  
Cc: Holy Family Leadership Team, Holy Family Priest Team  
From: Fr. Ryan Pruess  
Date: December 15, 2019  
Re: Lighting and Environment

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Thank you all once again for your faithful service and dedication to helping bring people closer to Christ. I wanted to ask a few more things of you moving forward as you usher and set up for Mass at Holy Family.

Setting up an environment of prayer is important aspect of our worship experience. For that reason I'd like to ask you to follow the following procedures.

1. Mass lighting at Holy Family should be set to 50% when people are entering church. Lights should be turned up to 100% for Mass about 1-3 minutes before the service begins. Lighting should be turned back down to 50% when mass is finished and the final song has concluded.
2. The fireplace should be used throughout the winter months beginning with the first week of Advent and concluding with the Easter vigil. It may be appropriate to use it at other times throughout the year but that is up to your discretion. If you need to learn how to use the fireplace please seek the assistance of the lead usher or talk to Paul Thelen for instructions on how to turn it on and off. It should be turned on at least 20 minutes before the start of the Mass and shut off at the conclusion of the last Mass for the day.

Following these new guidelines will help us create an environment of prayer and make people feel welcomed to our community. I look forward to answering any questions you may have about this process and blessings to each of you as you continue to serve our Church.