

## Sacristan Instructions

Thank you for being a Sacristan for our parish. A Sacristan's role is very important. The best Sacristan is not noticed. This role is to set up for mass so that everything runs smoothly. The Sacristan prepares the bread and wine so that it may become the True Presence of Jesus Christ in the Holy Eucharist. To aid you in your efforts we have compiled these instructions:

### **Saturday Sacristan:** *Father begins hearing confessions at 3:00 pm*

- Arrive to Church at least 30 minutes early.
- Take the Tabernacle key from the Sacristy cupboard and place it in the Tabernacle. Genuflect in front of the Tabernacle before and after you open it.
- Check how many consecrated hosts are in the big ciborium in the Tabernacle. (Do not touch the hosts- estimate the number)
- Fill the large ciborium for the small offertory table in the back. Hosts are found in the middle cabinet, do not use hosts from the Nursing Home container. Make sure to place a cover on the ciborium.
- If the ciborium in the Tabernacle is half full, fill the offertory ciborium half way. (this may have to be adjusted according to the mass size)
- If the ciborium in the Tabernacle is  $\frac{2}{3}$  full, fill the offertory ciborium  $\frac{1}{3}$  full.
- Fill the water and wine cruets.
  - The water cruet should be full.
  - The wine cruet should be to 1 inch (ask Priest/Deacon for amount).
  - Wine can be found in the small refrigerator in the sacristy.
  - Please note that the stopper of the cruet does roll, place carefully so it will not roll off of the counter. Put the stoppers of the cruets back on the cruets after filling with water/wine.
- Take the silver tray off of the top of the refrigerator and place the water cruet on it.
- Put the wine cruet with the large ciborium on the small offertory table in the back of the church.
- Take the ornate chalice out of cabinet and put the following items on top of it in this order:
  - Purificator (located in small drawer in cabinet)

- Paten (located on shelf in cabinet)
- Large Host (located in middle cabinet)
- Pall (located in shelf in cabinet)
- Folded Corporal (located in small drawer in cabinet)
- Put the Chalice with the items above onto the silver tray.
- Put the empty small ciborium (bowl) onto the silver tray.
- Put the silver chalice on the silver tray. (Priest will put wine in for consecration.) Place a purificator over the top of this chalice.
- Bring the tray with the above items into the sanctuary and place them onto the table behind the altar. Genuflect before and after going up onto the altar area.
- Take the Lectionary and the Book of Gospels out of the left drawer and check that the readings are correct for the day. (check on mass schedule on board in sacristy)
- Check to see if Deacon will be assisting (on board in sacristy).
- Take Father and (if assisting) Deacon's microphone blue box out of the cabinet. Check battery strength.
- 5-15 minutes before mass begins, light the candles on the altar with the lighter that is in the side section of Father's chair.

### **Sunday Sacristan:**

Arrive to church 30-45 minutes early.

When you arrive at church:

- Unlock doors.
- Turn on the lights. Lights are located in the small hallway between bathrooms and sanctuary. Turn on the light switch by the Blessed Virgin Mary. Turn on the hallway and door entrance lights.
- Turn on the sound system. Key is located in the closet near the organ. Put the key in the sound system cabinet by organ and push the top power button on. Close the cabinet and leave the key in the cabinet.
- Set the large orange/red lectionary book onto the ambo and open it to the correct day. Check to make sure the microphone is on.

Set up as you would on Saturday with the exception of placing the silver chalice out. It is not needed unless Father requests it.

**After Sunday Mass:**

1. Turn the sound system off, lock the cabinet, and return the key to the closet.
2. Lectern: set intercession book to Tuesday readings and return the Lectionary and Book of Gospels back to the drawer in Sacristy.
3. Carefully blow out candles. Do not blow toward the altar, ash may land on altar cloth.
4. When parishioners exit church, turn off the lights, check that bathrooms are empty and lock all entry doors (push black button under to release).

Note: Sacristy may be locked, you may need to get code from Priest.

Thank you for being a Sacristan!! It is truly a blessing to have you enter into the mass in such an important fashion. May God bless you and your families abundantly!