

St. John XXIII

Sacristan Guidelines

"When the day of the feast of Unleavened Bread arrived, the day for sacrificing the Passover lamb, he sent out Peter and John, instructing them, 'Go and make preparations for us to eat the Passover.'" -Luke 22: 7-8

A Note to Our Sacristans

Thank you for your faithful dedication to this important ministry at St. John XXIII. Though your service is often unseen, your reverence and care for the liturgy do not go unnoticed. You are entrusted with the sacred responsibility of caring for the vessels, vestments, and spaces used in the celebration of the Mass and the Sacraments. Your quiet devotion enriches our worship and helps our community encounter the presence of Christ.

About Sacristans

1. What is a Sacristan?

The sacristan serves an important liturgical function within the parish community. Guided by the clergy, the sacristan is responsible for the overall preparation and care of all items needed for the celebration of the Mass and the Sacraments. According to the *General Instruction of the Roman Missal* (No. 105), the sacristan "carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of the Mass."

2. Requirements of Sacristans

Sacristans are typically fully initiated Catholics who have received the Sacraments of Baptism, Eucharist, and Confirmation, and who are in full communion with the Catholic Church. They should strive to remain in a state of grace, regularly receiving the Sacrament of Reconciliation as needed, and be in good standing according to the law of the Church.

Sacristans should possess a working knowledge of liturgical items and a general understanding of the liturgical year. They must also be physically able to perform the necessary tasks of the ministry and willing to follow established parish procedures for preparing liturgical celebrations.

This ministry calls for individuals who demonstrate attention to detail, reverence for the sacred, reliability, and a humble spirit of service.

3. Scheduling

One sacristan is scheduled for each Mass. Sacristans are scheduled through Ministry Scheduler Pro (MSP) which is where sacristans can set preferred Mass times, designate days they cannot serve, make and accept sub requests, and receive reminders for when they are scheduled.

4. Arrival

Sacristans typically arrive 30 minutes before Mass. Upon arrival they should sign in on the liturgical ministry bulletin board in the gathering area. Then the sacristans follow the Sacristan procedures for Mass preparation and clean up. A copy of the procedures remains in the sacristy on the counter for reference.

Mass Preparation & Cleanup Checklist

BEFORE MASS

1. Set Up the Worship Space

- ☐ Turn on lights and ceiling fans (8 am and 4 pm)
- ☐ Check that two corporals are on the altar
- ☐ Make sure the metal book stand for the Book of the Gospels is on the altar
- ☐ Make sure the Book of the Gospels is either:
 - If there is a deacon: on the wooden stand in the gathering area
 - If there is no deacon: on the stand on the altar
- ☐ Move processional cross to the gathering area (if needed)
- ☐ Check that the lectionary is on the ambo, open to the weekend readings, and set with the ribbons to the correct week. Cross reference the readings in the lectionary with the missalette and check with the priest or deacon if needed.
- ☐ Check that the binder is on top of the lectionary and open to the introduction
- ☐ Light the altar candles
- ☐ Place a glass of water on the table between the presiders' chairs for the priest. If a deacon is present, place a glass of water for him too.
- ☐ Place the key in the Tabernacle

- ☐ Check the holy water bowls on the east and west entrances of the church. If needed, clean or fill the holy water bowls. (Do not dump holy water down the normal drain. Pour it outside or down the sacrarium (sink that goes down to the earth instead of the sewer system). Do not fill or clean the Baptismal font. If you notice it needs to be cleaned, please let Father, Deacon, or a staff member know.

2. Check and Prepare the Hosts

- ☐ Check the number of consecrated hosts in the ciborium in the Tabernacle. There should always be at least 50 extra for needs throughout the week. Any additional can be subtracted from the additional hosts added for each Mass.
- ☐ Place additional hosts as needed: typically 200 for each Mass.
- ☐ Consult the deacon or the priest if unsure how many hosts to add or if it is a special Mass where extra people might be present.
- ☐ Place the plastic container of hosts (stored in the fridge) on the bottom shelf of the credence table. If it is already on the credence table, check to make sure at least 100 hosts are in it.

3. Prepare the tray for the Credence Table



☐ "The Stack" which includes:

- Presider's gold chalice
- Purificator on top of chalice
- Paten on top of purificator
- 2" host on paten
- Pall on top of host
- Cover with folded corporal (cross side up)



- ☐ 3 gold communion ciboria (singular ciborium)
- ☐ 4 gold chalices (if Precious Blood offered)
- ☐ 4 purificators (if Precious Blood offered)
- ☐ Cruet of water (make sure it is full)
- ☐ Bowl of water
- ☐ Hand towel

*When the tray is prepared, place it on the credence table

4. Set Up the Offertory Table

- ☐ Large cruet full of wine (Use measuring cup to measure 1–1¼ cups)
- ☐ 1 Ciborium with small hosts



5. Baptisms: If you would like to help set up here are the directions:

- ☐ Check the Baptism list on the liturgical ministry bulletin board where you sign in. If there is a Baptism note if the Baptism is before or after Mass. Do not set up before Mass if Baptism is after Mass.
- ☐ Set out reserve signs and place on two pews in the back of the church unless noted otherwise
- ☐ Place the daily Mass table (found behind sanctuary) to the north (side closer to altar) of the Baptismal font. If needed, cover with a corporal, and then place the following on the table:
 - ☐ Shell (under font, south side)
 - ☐ Baptismal candle (under font, south side)
 - ☐ Baptismal garment (placed on counter in sacristy)
 - ☐ Baptismal certificate (placed on counter in sacristy)
 - ☐ Book/Gift (placed on counter in sacristy)
 - ☐ One white towel per child (from set of drawers in sacristy on the right side in a bag labeled for Baptisms only)
 - ☐ Chrism Oil (middle shelf labeled SC) and Oil of Catechumens (top shelf labeled OS) (The key is in top middle cabinet of the sacristy labeled oils)
- ☐ Light Paschal Candle
 - If baptism during Mass → light before Mass
 - If baptism after Mass → light after Mass

AFTER MASS

1. General Cleanup

- ☐ Retrieve the collection basket first (See below for procedures)
- ☐ Extinguish all candles properly (use snuffer from ambo shelf)
- ☐ After 10 am Mass, place binder and lectionary on shelf in the ambo and the Book of the Gospels on the stand in front of the ambo
- ☐ After 10 am Mass, place the container of hosts back in the fridge
- ☐ Turn off lights and ceiling fans if everyone is gone (do not turn lights off if people are still praying)

2. Collection Money Procedure

- ☐ Retrieve money bags (in drawer with key to sacristy cupboard labeled for each Mass)
- ☐ Sort money neatly and separate checks from cash
- ☐ Place in the sorted money into the money bag
- ☐ Drop money bag into the safe in the sacristy and double check to make sure it went into the safe
- ☐ Place basket back on offertory table