

Sacristan
Directions

Prep before Mass

1. The key to tabernacle is placed in tabernacle lock. Make sure that there are enough hosts between what is in the tabernacle and set out on the gift paten. This can be adjusted during mass if needed. Check number of patens in tabernacle. Only put out enough so that those in the tabernacle and what you set out equals the number you need. (A full paten holds about 250-300 hosts and each plastic cylinder has 100 hosts.)
2. (5:15PM Only) Have the priest check to make sure the Roman Missal is set right then put it and the bookstand in the server pew.
3. Make sure Book of the Gospels is set and make sure the deacon/lector carries this in the procession.
4. Make sure the Deacon/Presider's small folder has petitions/announcements respectively and are in place.
5. Make sure microphone is on and portable microphone is ready to go.(battery level is OK. If one bar or less, should put a new battery in and place the dead/low battery in the box marked "Dead Batteries".)
6. Make sure all ministers are present and if they have any questions, try to help them. (There should be directions for them in the sacristy.) Each ministry should find additional help. If they can't find any, let the deacon or priest know to announce for more. Make sure the ushers have found a family to bring up gifts.
7. Light the two candles on the altar (Easter candle if during Easter season; Advent candle(s) during Advent.)
8. Feel free to use the servers to help with setup and clean up.

9. Corporals:

1) For Weekday Masses

During the preparation of the gifts the priest/deacon properly unfolds a regular size corporal. After communion is distributed the priest/deacon carefully folds the corporal up and returns it to the credence table.

2) For School Masses, Sunday Masses, and holy days of obligation

Before the 5:15PM, 8:30AM, 6PM and school Masses the sacristan properly unfolds the large altar-size corporal on the altar matching the 5 crosses on the corporal with the 5 crosses engraved in the altar. *During the preparation of the gifts the priest/deacon properly unfolds a regular size corporal. After communion is distributed the priest/deacon carefully folds the corporal up and returns it to the credence table.*

After the 5:15PM, 10:30AM, 6PM and school Masses, the sacristan properly removes the large corporal from the altar.

Easy way to remember this is: The large corporal is only left on the altar between the 8:30am and 10:30am Sunday Masses or at other times when Masses are back-to-back (e.g Christmass Eve Masses at 4pm and 6pm).

10. Gift Table

- a. Gold Paten(s) with hosts (all patens with unconsecrated host are to be on the gift table)
 - i. Sunday/Christmas/Easter (each paten holds about 300 when full)
 1. 5:15PM, 8:30AM: 500
 2. 6PM : 400
 3. 10:30AM: 600-750
 - ii. School mass(6 or 7 Patens) – enough for 700/800 –not spring/spring, more on holy days
 - iii. Funeral/Wedding mass(1 Paten) – 200 and then may have to adjust if need more
- b. Total patens for each (including those patens in the tabernacle)
 - i. 8 patens total for 5:15PM, 8:30AM, and 10:30AM Masses
 - ii. 5 patens total for 6PM Mass
 - iii. 8 patens total for school mass
 - iv. 1 for weddings/funerals
- c. Pitcher/Cruet of wine (Wine is in refrigerator, and full bottles are under the sink)
 - i. All Sunday masses – Pitcher 2/3 full (fill to the point where the jar curves)

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- ii. School mass – for priest only (small cruet)
 - iii. Funeral/Wedding mass – for priest and wedding couple only (small cruet).
- d. Water (small cruet – full so that there is enough also to purify)
11. In server pew (Weekday – on altar and then return to credence table after mass)
 - a. Red Roman Missal
 - b. Bookstand
12. Before the 5:15PM, 8:30AM and 6PM Masses place the large altar-size corporal on the altar.
13. Put on credence table in an organized way.
 - a. On the credence table it self
 - i. The Main Chalice is dressed on the credence table in following manner:
 1. a purificator is draped over the chalice
 2. the small paten with a large host is placed on top of the chalice.
 3. the Pal (square cover) is place on top of the small paten.
 4. The small/regular size corporal is placed on top of the Pal.
 - ii. Towel for wiping hands
 - iii. Lavabo bowl (for washing the priests hand washing)
 - iv. Make sure the small pitcher used for purification is filled with water.
 - b. Leave on tray (Put them so they are not touching and would be easy for a server to carry.)
 - i. Purificators (one for each chalice)
 - ii. Smaller Chalices (7 for 5:15PM, 8:30AM, and 10:30AM Masses, 5 for 6PM Mass, 0 for school mass/wedding/funerals)
14. Make sure all the lights are on.
15. Put the hand sanitizers on the tables at the back for the EMsHC to use.
16. Adoration chapel – before the Saturday 5:15PM liturgy, ask the priest or deacon to repose the Blessed Sacrament from the adoration chapel. It should be exposed after the 6PM mass.
- 17. (Funeral Only)**
 - a. Drape pall over back pew
 - b. Incense should be prepared (tray with incense, censer, charcoal, and matches) and placed behind the door near the tabernacle) (You will light the charcoal.)
 - c. Holy Water aspergillum on gift table. Fill it from water from baptismal font.

During mass

1. Adjust the number of hosts based on how many people are there
2. (Funeral only) Light charcoal during the preparation of the gifts.
3. Ideally, sit near the back of the church and make sure gift bearers come up at right time.
4. Watch the Narthex for wanderings and be alert to various needs and emergencies (Second collection, baptism help?) If needed, seek out help or a medical professional. If you cannot locate a nurse or doctor, check with one of the staff (deacon, priest, music director) to help locate someone.
5. (6PM Mass) Check the number of ministers who have signed in and remove patens and chalices to match.
6. Help ushers. If there is a need for the custodian, like to have a room opened, a mess cleaned up, etc, dial “intercom” then 228.

Take down after mass

1. All the vessels should be purified. If you see that they are not, ask the deacon/priest to do this.
2. Use snuffer to put out all candles.
3. After 5:15PM, 8:30AM, and 10:30AM masses, make sure the Book of the Gospels is in the sacristy. (Deacon or lector will process in with it.)
4. After the 5:15PM, 10:30AM and 6PM Masses, remove the large corporal from the altar.
5. (6PM mass only) Put the Roman Missal on the credence table and the lectionary in the sacristy.

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6. Rinse the cruets/pitcher which had wine and water. If there is any extra wine, pour back into bottle. Situated them so they can dry out.
7. Dump out water from lavabo bowl.
8. Put used purificators on the rack, in bathroom, to dry. Take drier ones off if more room is needed.
9. Put a small amount of soap in sink and wash chalices, rinse, wipe, and put upside down in chalice cupboard on a dry mat. (Do not place the bottom portion of the Presider's chalice in water.)
10. Fill patens partly with water, swirl the water around, pour into sacrarium, and then wipe dry with towel.
11. Put the towel/rag used for cleaning on the rack to dry.
12. Put the tabernacle key away. (If there is adoration after mass, you can leave the key in the tabernacle.)
13. Turn off lights if no one is there. Otherwise make sure they are reminded to shut them off.
14. (Daily Sacristan Only) Dump the ablution bowl (used by those distributing communion to purify their fingers) into sacrarium every two weeks.
15. Turn off the sound system (Just hit start button to turn on/off. Two green lights should remain lit.)
16. Do not close door to sacristy as priest/deacon make have his keys in there.

Guidelines

- Dress in appropriate attire, nice shirt, shoes, pants or dress. No shorts or flip flops.
- **Scheduling** – At the beginning of each scheduling cycle, you will receive an email or will see a bulletin announcement asking for your scheduling information. Be sure to sign into the ministry scheduler at the parish website and let us know your vacation dates, mass time preferences, and other information to help us schedule you. Schedules will either be emailed or mailed to those who don't have email. If you are unable to serve when scheduled, please use the online roster and call other Sacristans to find a replacement. If you haven't found a replacement a couple of hours before Mass, please call the main parish phone number (952-934-9106) and follow the instructions for an emergency that requires pastoral care. Please stay on the line – the phone system will dial the on-call priest who will make arrangements to find coverage before Mass.
- **Training** – Training is required. If someone can't attend a training session, they should talk to the Liturgical director (currently the associate pastor).