

# PROCEDURES FOR THE SACRISTAN

**If a Sacristan or Eucharistic Minister is scheduled to be on duty, they must dress appropriately. Please be mindful of attire.**

**Communion to the sick** – If a sick person cannot consume an entire Host, breaks off a small piece, and gives it to the sick person. Consume the rest yourself.

Or, if you know before going that someone cannot consume an entire host, take a small piece from the Tabernacle.

## **BEFORE MASS**

1. Unlock front church doors (if it is the first mass of the day).
2. Turn on the hall lights (the light switches are across from the water fountain in the corner of the hall).
3. Unlock restrooms and door on Toyopa Street (near the office).
4. Unlock Sacristy door.
5. Turn on lights in church;
  - ✓ All switches of top row
  - ✓ **Turn on the spot light 10 minutes before the mass.**
6. Unlock Sanctuary door.
7. Turn on the Church microphone by turning the power on microphone switch to "ON." It is located on the right hand side of the wall to the right of door to the sacristy (the red light will come on).
- 7a. Begin new sign-in sheet.
8. Unlock cupboard in sacristy where sacred vessels are kept and obtain the key to the Tabernacle.
9. Tabernacle
  - ✓ Check quantity of hosts in ciborium (Ciborium with handle holds approximately 200 hosts).
  - ✓ Cover ciborium, replace in tabernacle, leaving the key in the door.
  - ✓ Ensure there are sufficient hosts for evening mass, if a priest is not assigned.
  - ✓ For student masses (with ALL school students) allow for approximately 350 people.

10. Credence table

- ✓ Have clean wash cloth, dry bowl and cup of water for washing hands, water must come from the Arrowhead bottle.

11. Ciborium

- ✓ Sunday: Use 4 ciboriums (prefer gold) 3 + 1 from tabernacle, and place the 3 ciboriums on the credence table.

12. Chalice: use celebrant's personal choice

- ✓ Sunday: Celebrant – Take his chalice + 2 for congregation.
- ✓ Weekdays: Use 2 chalices PLUS CELEBRANT'S CHALICE (if any).
- ✓ Place purificator, pall and corporal over chalice of celebrant.
- ✓ Place purificator on or inside other chalices.
- ✓ Take 2 or 3 chalices and place on credence table.

13. Gifts

- Wine

**Weekday** – PLEASE DO NOT USE THE CRYSTAL PITCHER OR CIBORIUM **BUT FOR** SPECIAL OCCASIONS.

**Sunday** – Fill pitcher with approximately 2 cups of wine. The pitcher is marked for one cup and two cups (with clear nail polish).

If more wine is needed, check box in cupboard on bottom shelf. If the box is empty, check candles storage room for more wine (storage room is next to the steps in the Sacristy, by the bulletin board).

- Hosts

***NOTE: The hosts from the cupboard are NOT consecrated, therefore, should NOT be mixed with the consecrated hosts within the Tabernacle.***

- > Small, round ciborium holds approximately 200 hosts. Shake lightly when full, to settle hosts.

- > **Weekday** - Use 1 ciborium. **Always place on credence table.**

- > **Sunday** – Fill approximately 2 ciborium's, (a ciborium with handle holds approximately 200 hosts) and pour into large ciborium, depending on the amount of hosts in the tabernacle. **Place one LARGE wafer on top of hosts.**

Place pitcher and large ciborium, with large wafer, on gift table near front entrance. Place other empty ciboriums and chalices on credence table.

14. Lectionary book – The Lector is responsible to place the Lectionary book on the ambo.
15. Sacramentary book – The Sacramentary book goes on the table behind the right pillar (right pillar when facing the Altar).
16. Candles – this is Sacristan's responsibility, but Altar servers usually help with this task
  - ✓ Get the candle holders with amber bulbs and light them about 10 minutes before mass.
  - ✓ Light the three candles on the Altar.
17. If the required number of Eucharistic ministers is not present for mass, the assigned sacristan will go to the congregation and find the necessary additional Eucharistic ministers needed.

***NOTE: Keep Sanctuary door closed during mass.***

## **DURING MASS**

1. Wine not used will be placed at the end of altar, a server will remove and place it on the credence table. (This wine is **not** consecrated and may be poured back into the bottle after mass).
2. After the sign of peace, the **assigned** Sacristan ONLY: Remove the ciborium(s) from the tabernacle, remove the lid and place the lid next to the tabernacle. Place the ciborium(s) on altar next to corporal (**NOT on corporal**). **If you are NOT the assigned sacristan, PLEASE DO NOT GO TO THE TABERNACLE, TO AVOID CONFUSION ON THE ALTAR.**

**If you are not signed up as a Eucharistic Minister, and do not have an assigned spot, please wait until all who are signed up pick up their vessels. Then proceed to pick up the vessels that are left over, and assume an unattended position. This does require some improvising; please maintain order at the altar at all times.**

3. If someone approaches a Eucharistic Minister for a blessing, the Eucharistic Minister should put his/her hand on their shoulder and say "Peace be with you".
4. After Communion to the Congregation, the Eucharistic Ministers should place all empty vessels on the credence table, and their Vessels on the Altar and step

away from the Altar, while waiting to receive Communion (clear of the Altar itself).

The two (or more) Chalices should be placed on either end of the Altar and the Eucharistic Ministers take the Chalice and receive the Blood of Christ themselves (self-communicate).

5. After Communion, ciborium with consecrated hosts should be placed on the Corporal. If need be, please empty vessels into one (or two) vessels to make room on the Corporal.

6. The Sacristan on duty should place the left over consecrated hosts in the Tabernacle. If the ciborium(s) has a lid, place the lid on the ciborium(s) and place the ciborium(s) in tabernacle. Leave key in tabernacle.

7. Left over consecrated wine should be consumed at the credence table or brought directly to the sacristy. **Only the Sacristan can take vessels back to the Sacristy.** If left over wine is not consumed, open cover of sacrarium and pour any unconsumed wine down the sacrarium (side of sink with lid) which empties directly into the ground. Run water while pouring wine then close cover.

8. Do not remove the corporal from the Altar until after the Mass

9. All Eucharistic Ministers must go back to their seats after receiving communion.

10. Musicians must line up for Communion if they want to receive. Giving Communion to the Choir is no longer the Eucharistic Minister's duty.

## **AFTER MASS**

### **Assigned sacristan is responsible for cleaning after mass.**

1. Remove key from tabernacle and place in cupboard where the sacred vessels reside.
2. Extinguish/turn off all candles.
3. Clean sacred vessels in the sacristy.

- ✓ Wash pitchers, chalices and ciborium's with hot water and soap, dry with towel.
  - ✓ Place in cupboard where the sacred vessels are kept and lock.
4. Return pitcher to counter next to (sink) samarium.
  5. Lock sanctuary door.
  6. Turn off all lights and microphone in church.
  7. Lock sacristy door in hallway.
  8. Lock all church doors to outside, except the two center doors of the church entrance during the day. After the evening mass, lock all doors.