

# PROCEDURES FOR THE SACRISTAN FOR SUNDAY AND WEEKDAY

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

**Scheduled sacristans must report for duty. We definitely do not want no Sacristan at any Mass.**

**If a Sacristan cannot report for duty at their scheduled Mass, they have to find a replacement. Please notify the head Sacristan of the replacement.**

**Communion to the sick** – If a sick person cannot consume an entire Host, break off a small piece, and give 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 church doors (if it is the first mass of the day).
2. Turn on the hall lights in the office area (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. Turn on the Church microphone by turning the power on the 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).
7. Unlock Sanctuary door.
- 7a. Begin new sign-in sheet.
8. Unlock cupboard in sacristy where sacred vessels are kept and obtain the key to the Tabernacle.
9. Go to the Tabernacle
  - ✓ Genuflect before opening the tabernacle door.

- ✓ Check quantity of hosts in ciborium in the Tabernacle (Small Ciborium holds approximately 180 hosts).
- ✓ Cover ciborium, replace in tabernacle, leaving the key in the door.
- ✓ Ensure there is a ciborium that is at least ¾ full of hosts for other services, 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 (can use the drinking fountain).

11. Ciborium

- ✓ Sunday: Use 4 ciboriums (prefer gold). Including the one(s) in the tabernacle, and place the empty ciboriums on the credence table. Leave the ciboriums with consecrated hosts in the tabernacle.

12. Chalice: use celebrant's personal choice

- ✓ Sunday: Celebrant – Take his chalice (IF HE HAS HIS OWN; FR. KIDNEY HAS HIS OWN CHALICE) + 2 for congregation. If the priest does not have his own chalice, then you only need 2 chalices.

- ✓ \*\*\*\*\*
- ✓ Weekdays: Use 2 chalices PLUS CELEBRANT'S CHALICE (if any).  
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- ✓ 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 - **PLEASE DO NOT USE THE WATERFORLD CRYSTAL PITCHER OR CIBORIUM BUT FOR SPECIAL OCCASIONS.**  
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**Weekday** – Fill small pitcher with approximately half a chalice full of wine, or as needed.

**Sunday** – Fill pitcher with approximately 2 chalices full of wine.

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.)***

> **Weekday** - Use 1 ciborium.

**Place half of a LARGE wafer on top of hosts.**

**Always place on credence table.**

> **Sunday** – Fill approximately 2 ciborium's, (a small, round ciborium holds approximately 180 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 the Sacristan's responsibility, but you may ask the Altar servers to help with this task \*\*\*\*\*

- ✓ Get the candle holders with amber globes and light them about 10 minutes before mass.
- ✓ Light the three candles on the Altar.
- ✓ **When lighting the Altar candles, please do not dispose of the used matches in the candle holder**

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).

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- 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 **on corporal to the left of the priest**. **If you are NOT the assigned sacristan, PLEASE DO NOT GO TO THE TABERNACLE, TO AVOID CONFUSION ON THE ALTAR.**

**If you are signed up as a Eucharistic Minister, but show up late, your spot might be taken. If there are enough EM's after the sign of peace, you do not need to go up.**

**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.**

**If you are not signed up, but notice that there are not enough Eucharistic Ministers during Mass, you can go up to help. But, if too many people go up to help, please do not turn around and go back to your seat immediately. Wait until the EM's have taken their positions to distribute communion. Then go back into the congregation.**

- 2a. When giving out communion, please stand with your heels against the first step of the Altar, except for position 6 (by the piano). Piano position should stand close to the wall, in order to allow a second EM to help on the other side.

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- 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".

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- 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).

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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( s) with consecrated hosts should be placed on the Corporal. If need be, please empty vessels into one (or two) vessels.

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. Lock tabernacle, remove the key and place it on the credence table.

7. Left over consecrated wine should be consumed at the credence table or brought directly to the sacristy. **Only the Sacristan on duty 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.

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8. Please do not remove the corporal from the Altar until after the Mass.

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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 up after mass.**

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1. Remove key from tabernacle and place in cupboard where the sacred vessels reside.

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2. Extinguish / turn off all candles. Return candle holders with globes to the candles closet.

3. Clean sacred vessels in the sacristy.

**3a. For vessels that have consecrated hosts or wine (or residue of either), rinse these vessels in the sacrarium before washing with soap. Wash with soap in the left sink.**

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**PLEASE WASH CHALICES THOROUGHLY WITH SOAP, INCLUDING THE HANDLE. \*\*\*\*\***

**\*\*URGENT NOTE:**

**ALL VESSELS**

- ✓ 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. Please be sure to lock the cupboard, and make sure the left side door is locked as well.
- ✓ Please use towels for drying of Sacred vessels and washcloths for cleaning the sink area/surface.

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4. Return pitcher to counter next to (sink) sacrarium.

4a. If incense is used, please be sure to bury the left over burning incense in the flowerbed outside (with the small shovel from under the sink).

Please DO NOT allow the Alar servers to do this task.

Return the incense holder and shovel to their respective places.

5. Lock sanctuary door.

6. Turn off all lights and microphone in church.

7. Lock sacristy door in hallway.

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8. Lock all church doors to outside, including the center doors of the church entrance during the day. After the evening mass, lock all doors.

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