

MINISTRY OF SACRISTAN

The role of the Sacristan is to prepare the altar and the sacred vessels for the Holy Sacrifice of the Mass, and, following the Mass, either prepare for the next Mass, or to wash and put away the sacred vessels. Throughout the process of setting up or putting away the sacred vessels, the Sacristan should remember that he or she is in the presence of the Lord in the Tabernacle. Remember to genuflect to the Tabernacle when approaching the front of the Church, and when leaving. A deep bow from the waist is an acceptable substitute for a genuflection. A priest or deacon will normally set up for 5:00 Saturday Mass. After 12:00 Mass on Sunday, the Sacristan simply washes the sacred vessels and puts the sacred vessels, Tabernacle key and other items away.

IF YOU ARE UNABLE TO SHOW UP FOR YOUR ASSIGNED TIME, PLEASE FIND A SUBSTITUTE OR TRADE ASSIGNMENTS WITH SOMEONE. PLEASE MARK YOUR CALENDARS WHEN YOU ARE ASSIGNED.

BEFORE MASS

Please sign in on the sheet in the back of the Church.

Arrive early enough to check that everything is prepared for the Mass.

Because of the greater likelihood that the priest may be delayed or that a visiting priest may not have set up, the sacristan assigned for the Saturday Vigil Mass should arrive at least 20 minutes before Mass to ensure that everything is in order for the celebration for the Eucharist. He or she should “walk through” and confirm that all is ready for the Mass even if it appears that someone has already done so.

Check the vigil light candles in the Chapel and replace those that need it. The candles are kept in the vesting sacristy beneath the sink though a supply is maintained in a basket on the candle stand.

SETTING UP FOR MASS

- Make sure the master microphone switch is turned on. (The large white on/off switch located in the master control cabinet. DO NOT TOUCH any other settings.)

- Check to make sure key is in tabernacle. (Key is located in the top right drawer in the front vesting sacristy, near the chapel or often placed beneath the finger towel next to the Tabernacle.)

On Credence Table:

- 6 Chalices (clustered under the statue of the Blessed Mother) including the taller, gold inlaid chalice with the matching dish shaped paten. This paten is also a ciborium. Fill it about $\frac{3}{4}$ full of small hosts and place a large host on top of the smaller hosts. The hosts are in the cupboard in the large sacristy behind the altar. Large hosts are in the cupboard to the right of the sink; smaller hosts in their plastic containers are in the cupboard to the left of the sink.
- 6 purificators arranged neatly one on the other.
- Cruet of water, bowl and finger towel. Purificators and towels are in the drawers to the right of the sink in the large sacristy.
- Glass carafe should be filled to the neck with altar wine from the large jugs of wine beneath the sink in the back sacristy. After the 5:00 p.m. Mass, do not put wine in the carafe but after rinsing it out thoroughly and drying it with the used purificators, leave it on the Credence Table to be filled by the priest, deacon or 9:15 a.m. sacristan on Sunday.

On the Altar:

- Open the corporal and position it so that the center of the top edge is just above the relic of St. Benedict and the bottom edge reaches to the edge of the altar. You can feel the altar relic with your finger beneath the altar linen.

In the Back of the Church:

- Two small ciboria (wooden bowls) to the right of the statue of St. Benedict. Fill them $\frac{3}{4}$ with hosts from the containers of hosts in the cupboard underneath the statue of St. Benedict. There are additional containers of hosts in the back sacristy (behind the altar) in the cupboard to the left of the sink.
- Flagon (silver metal pitcher) of altar wine is stored in the cupboard to the right of the sink in the large sacristy and in preparation for the Mass. It should be placed next to the ciboria by the statue of St. Benedict in the rear of the Church. The wine is kept in cupboard beneath sink in back sacristy. The flagon should hold only enough wine for one chalice or about one inch of wine since the remainder of the wine is in the carafe on the Credence Table.

- After the 5:00 Saturday Mass, do not pour the wine into the flagon but leave the rinsed flagon along with the glass carafe on the Credence Table to be filled before the 9:15 a.m. Sunday Mass.
- Intention book is set out on the small table to the choir side of the aisle and the Lectionary on the back shelf.

AFTER MASS

- Place the soiled purificators and finger towel in the altar linen bag located on the left of the sacrarium¹ (sink on left).
- Rinse all the sacred vessels in the sacrarium in the sacristy and drying them out with a purificator. After 5:00 Saturday Mass and 9:15 Sunday Mass, set up again for the next Mass, using the procedures outlined above except that after the 5:00 Mass do not actually put any wine into the carafe or flagon. After 12:00 Sunday Mass, put the sacred vessels away after rinsing them. **Note:** current liturgical guidelines require that the initial purification of the sacred vessels be done by an ordained clergyman (priest or deacon). Normally, the deacon or priest will purified the vessels after Holy Communion during the Mass leaving it to the sacristan to rinse the vessels thoroughly and dry them using the used purificators before replacing them or putting them away.
- After everything has been washed, place used purificators and finger towel in the altar linen bag on the table to the left of the sink in the back sacristy. After the 5:00 Saturday Mass, fold and place the corporal on the Credence Table. After the 9:15 Mass, leave it in place on the altar. After the 12:00 Mass, fold it and place it on top of one of the chalices in the cabinet in the back sacristy.
- Place Lectionary next to the sign-in sheets in the rear of the church. Leave any papers, e.g. homily, prayers of the faithful, announcements, on the pulpit shelf.
- Place Intention Book on back table and open it up to the correct page.
- Turn off master microphone switch (after 5:00 p.m. and 12:00 p.m. Mass).
- After the 5:00 and 9:15 Masses, remove the Tabernacle key and place it under the finger towel at the Tabernacle. After the 12:00, return it to the top drawer to the right of the sink in the front sacristy next to the Chapel.

¹ The *sacrarium* is a second sink found in a sacristy, often with a lid, the drain of which goes into the earth rather than into a common sewer. This sink is used for the purification of sacred vessels in which consecrated wine or hosts have been held.