

INSTRUCTIONS FOR SACRISTANS

*Come to each Mass prepared to serve whether you are scheduled or not. Be aware of what you are doing and WHO you are serving. Dress appropriately; conduct yourself with dignity and decorum.

*If you cannot serve when scheduled, **PLEASE FIND A REPLACEMENT.**

*Arrive 30 minutes prior to mass.

*Sacristy and door key is placed on top of the black rack in the vestry.

Before Mass

The Sanctuary

1. Turn on all lights in the Sanctuary and the Cry Room lights. Lights for Altar and light above Gospel Book and right side are located on the wall in room on left side of altar.
2. Turn on sound System for Cry Room in Gathering Area.
3. Ensure the entry doors are open and unlocked, prop the interior entry doors as needed.
4. Turn on ceiling fans as needed.
5. Make sure the Sacristy key is present in the Vestry. Use to unlock both doors on altar.
6. Make sure the Lectionary is present on the pulpit and open to the correct Mass for the weekend. Check ORDO on shelf of pulpit.
7. Place Reserve signs on designated pews (see the schedule), as required.

8:30 Mass:

1. Please check votive candles and fill those burnt out – extra candles are in the top cabinet to the left of the sink in the kitchen.
2. Please unlock Classrooms 1 and 2 down bathroom hallway.

The Sacristy

1. In the Sacristy: ensure one of the small wine carafes is $\frac{3}{4}$ full and fill one ciborium with hosts (fill if more ciborium are needed; see below for numbers needed for each Mass). Place the wine and Ciborium on the preparation counter.
2. Make sure the collection bags are present.
3. Prepare any additional mass items: incense, baptismal items, Holy Water boat with sprinkler, etc. (**PLEASE check schedule**).
4. Make sure the Tabernacle key is placed under the right corner of the corporal on the altar.
5. Please ensure the GLUTON FREE pyx located on the plastic tray in the sacristy cabinet is on the altar. If someone tells you that they need a Gluten Free host, point them out to Father or Deacon so they are aware.

Prepare the Altar

1. Turn on the Altar lights.

5:30 Mass:

- a. Place four purificators on left side of the Altar.
- b. Place four cups with tray on the Credence table on the left side of the Altar. Fill with wine to bottom line inside cup. Cover cups with a single purificator.
- c. Ensure there are 2 ciboriue for communion (usually 2 in tabernacle and 1 in back w/hosts).

8:30 Mass:

- d. Place six purificators on the Altar on left side.
- e. Place six cups with tray on the Credence table on the left side of the Altar. Fill with wine to bottom line inside cup. Cover cups with a single purificator.
- f. Ensure there are 3 ciboriue for communion (usually 2 in tabernacle and 1 in back w/hosts).

11:30 Mass:

- a. Place eight purificators on the Altar on left side.
- b. Place six cups on tray and 2 single cups on the Credence table on the left side of the Altar. Fill with wine to top line inside cup. Cover cups with a purificator.
- c. Ensure there are 4 ciboriue for communion (usually 2 in tabernacle, 1 on credence table and 1 in back w/hosts).

All Masses:

- g. Place water cruet, finger bowl and a hand towel on the Credence Table.
- h. Place chalice with one purificator, paten with large priests host, pall and cover on the middle of the altar.
- i. Return to the Sacristy to retrieve the gifts (body and blood) and carry them to the back of the church and place on the Credence table. **AFTER PRAYER - Pick up Intentions book (by vigil candle stand) and place on credence table at the back of the church to be processed with the gifts and money.**

After Mass

The Altar

Bring the baskets to the right side seating on the Altar. Get the collection bags from the Sacristy and place the collections in the correct Mass Collection bag (do this on the Altar in clear view). Please ask a second person to verify you placing the money in the bags and in the safe.

1. Place the bags in the safe located in the Sacristy. Turn the tumbler to ensure the bag has dropped and the safe tumbler is empty.

5:30 pm Mass

- Set-up Lectionary on pulpit. Take binder that is placed on top of the Lectionary to the back table in the Church for the Lector at the 8:30am Mass.
- Place 6 cups on the tray and place tray on top of credence table. Place six purificators on the right side of the altar.
- Place Water bowl and hand towel on the credence table.
- Dress chalice and leave in the locked cabinet in Sacristy.
- Refill the wine carafe, wine cruet and water cruet and place in fridge.
- Communion cups, water cruet, finger bowl and hand towel may stay on the credence table.
- Perform any additional cleaning required.
- Secure the Tabernacle key in the Sacristy cabinet. Lock the cabinet and hang up the key. Remove and empty any additional items used during mass: burning incense (in the pot outside the exit door by Station II), baptismal items.
- Lock the Sacristy and place the Sacristy key in the Vestry.
- Turn off Altar and Sanctuary lights.
- Turn off the sound system switch in the Gathering Area for the Cry Room.
- Check and lock all Sanctuary/Gathering Area entry doors.

8:30 am Mass

- Set-up Lectionary on pulpit. Take binder that is placed on top of the Lectionary to the back table in the Church for the Lector at the 11:30am Mass.
- Place 6 cups on tray and 2 single cups on top of credence table. Place 8 purificators on left side of the altar.
- Place Water bowl and hand towel on the credence table.
- Dress chalice and leave on the altar.
- Refill the wine carafe and water cruet.
- Remove and empty any additional items used during mass: burning incense (in the pot outside the exit door by Station II), baptismal items.

11:30 am Mass

- Place Lectionary and binder on shelf in Sacristy.
- Ensure all items are removed from credence table and altar.
- Store the Cups and trays under the Credence table.
- Refill and store the water and wine in the fridge.
- Perform any additional cleaning required.
- Secure the Tabernacle key in the Sacristy cabinet. Lock the cabinet and hang up the key. Remove and empty any additional items used during mass: burning incense (in the pot outside the exit door by Station II), baptismal items.
- Lock the Sacristy and place the Sacristy key in the Vestry.
- Turn off Altar and Sanctuary lights.
- Turn off the sound system switch in the Gathering Area for the Cry Room.
- Check and turn off the lights in the classrooms 1,2 (down bathroom hallway), lock and close the doors
- Check and lock all Sanctuary/Gathering Area entry doors.
- Verify with the staff prior to leaving

All Masses

- Take Communion Cups and wash them out with soap and water in the kitchen sink. Return to cabinet.
- Check pews for bulletins and any extra papers, books or kneelers that are in the down position.

***Pew reserve for RCIA will be marked on the schedule. Reserve the second and third pew on BVM side and second pew on St. Joseph side. Vocations Chalice – The Schedule will be marked when the Vocations Chalice should be used. Use in place of Chalice that is used by the priest.