Sacristan Ministry Guidelines

revised: October, 2019

Our Values
We are one team with one purpose.
We express our love for Jesus Christ through service.
We create an irresistible environment.

Standards
Show Up! Fulfill your role on the team!
Be joyful!
Be prepared!
Be a minister and worship!

ROLE
To serve the parish community by making physical preparations for the liturgy, assisting with needs during Mass, and attending to necessary details as the liturgy concludes. With time and experience, a sacristan becomes familiar with the many regular details needing careful attention at Mass each weekend and learns to anticipate additional needs when special events such as baptism are celebrated. Because of the many details which sacristans are responsible for, it is vitally important that you are here for your scheduled times. Arrive at least 30 minutes before Mass. Please find a substitute if you are unable to be here.

BEFORE MASS
1. Attire: Please dress to the dignity of the role.
2. Open doors: If the church is locked, unlock the doors of the old main entrance using the key from the key safe outside the door. Unlock the doors of both the old and new entrances.
3. Sign in: Register on the sheet in the notebook close to the vesting sacristy door.
4. Turn on the Blessing Stone: The switch is in the mechanical room, accessed through the door on the right at the end of the hall where the restrooms are. (You will need the key to open the door.) Go downstairs and enter the door. Turn left and walk all the way to the east wall, where you will find three switches at about eye level. Turn on the switch marked, “Blessing Stone.” After the 5 p.m. and 11 a.m. Masses, turn off the same switch before you leave.
5. Lighting: In the worship space, choose the #2 light setting for before Mass. After the gathering song is announced, change to the #3 light setting. Check to see that the parking lot lights are on. (A remote switch is next to the fire alarm panel just inside the new entrance. Another switch is next to the fire alarm panel next to the elevator in the old building.)
6. Sound System: Turn on the white “system power” switch in the Tech Room on the top left of the large black control system box (closest to the wall). NEVER turn the “master” switch off.
7. Altar Stand: Place the Gospel Book stand toward the back of the altar.
8. Tabernacle: Place key in tabernacle (stored in a key safe in the vesting sacristy) and check to see how many hosts are reserved (no more than about 20 hosts are needed). Lock the key in the key safe after each Mass.
9. Set up credence table:
   a. At all Masses
      ▪ One corporal (stored in work sacristy)
      ▪ One bowl and towel for washing hands (stored in work sacristy)
      ▪ Cruet with fresh water (stored in work sacristy)
      ▪ Pyxes prepared for taking communion to the sick on the small tray. (Homebound communion ministers will set out their pyxes and a small note with the number of hosts needed.)
b. **For the 5 pm, 8:30 am, and 11 am Masses**
   - six cups.
   - six purificators.
   - six gold bowls. (Please do not stack the gold bowls. Gold plated vessels scratch easily.)

c. **At all of the Masses** set out two additional gold bowls (with the numbers listed above) to enable to you to fill them to give to communion distributors that run out of hosts. (The gold cups and bowls are stored in the work sacristy. The chalice, large gold plate, and glass pitcher are stored in the vesting sacristy along with the hosts and wine.)

10. **Hosts and Wine:** Set out bread (approximately **525** hosts per bag) and wine to match the size of the assembly. Be attentive to whether you need to remove or add more hosts as Mass begins to accommodate the number present. **Note:** We plan to have people receive from hosts that are consecrated at the Mass they attend. Too many hosts reserved in the tabernacle may make this impossible. No less than half of what is needed should always be consecrated at Mass. Pay attention to amounts of consecrated wine and bread left over at the end of communion. Use this information to adjust amounts in weeks to come.

11. Check on Announcements, Petitions, and Readings.

12. **Fill Ministry Positions:** Check the sign-in list ten minutes before the Mass begins to make sure all ministries are filled. If not, find replacements.

**DURING MASS**

1. **Seating:** Sit directly behind the altar servers to assist them in their duties, when necessary. It is always helpful to sit close to the altar servers and priest in case a need arises during Mass.

2. **Offertory:** The priest or deacon will fill the six communion cups with wine at the altar during offertory. Have the altar servers bring the six cups to the altar. The three cups are placed on each side toward the middle sections of the altar. The servers can carry the cups to the altar and place them on the altar. If the deacon is assisting, the servers hand the cups to the deacon. (Note that the six purificators are not brought to the altar until right before communion.) Also make sure the gospel book stand is removed from the altar at this time.

3. **Sign of Peace:** Come forward with the other communion distributors. Help the altar servers bring the bowls to the altar, each carrying two bowls (never stacked). The six purificators also come to the altar at this time. Set a stack of three by each of the groupings of three cups.

4. **Communion:** After the priest has received communion under both forms, approach the altar and receive communion under both forms from the priest. He will then begin distributing to the other communion ministers. Follow him and distribute the cups and purificators to the cup ministers on both sides. Start with C4, so s/he can offer the cup to the bread ministers. Then give the cups to C5 and C6. Do the same with the other cup ministers. Give the first cup to C1 and move to C2 and C3. Then proceed down the aisle leading directly to the reservation chapel to get the hosts from the tabernacle. (If the deacon is present, the deacon will distribute cups to the cup ministers in the manner above. After receiving communion with the other communion distributors, proceed to the reservation chapel.)

5. **Position Distributors:** Be ready to give directions to the communion distributors when necessary, especially when they need direction for where to stand in their positions.

6. **Serving Disabled Persons:** Be attentive to all receiving so that the communion distributors do not overlook those who are sick or infirmed. Communion should be distributed first to the sick or infirmed in the first rows of seats before distributing to the rest of the assembly.

7. **Additional Hosts:** Have two additional gold bowls filled and ready to hand to distributors as they run out of hosts. Bread ministers will turn and look to you when then are running low. **Take the filled bowl to them and trade bowls. Do not pour hosts from one bowl to another.**
At the point that it appears that you are running low on hosts, instruct the bread ministers to begin breaking hosts.

8. Pyxes: Take any pyxes needing to be filled on the tray to the altar. Fill them with the number of hosts needed and close the pyxes. Fr. Mark to give them out at the end of communion.

9. Remaining Hosts: As communion ministers bring remaining hosts back to the altar, begin consolidating them into the glass ciborium at the altar. Hand empty bowls back to bread ministers to take back to the credence table. If the number of musicians is small, count out enough hosts for the group into one of the extra gold bowls. Give it to B6 who will distribute to the musicians.

10. Tabernacle: Once all of the gold bowls with hosts have come to the altar, take the glass ciborium back to the tabernacle in the reservation chapel.

11. Remaining Wine: If necessary, after communion help consume remaining consecrated wine at the credence table. If the deacon is present, he will help. Please make every effort to discreetly consume the remaining consecrated wine.

AFTER MASS

1. Purification: When the vessels are brought back into the work sacristy, please purify the vessels a second time. Fill the wine pitcher with water, then pour some water into each of the cups and bowls. Finally, pour this into the sacarium.

2. Vessels: The vessels are to be washed by the Eucharistic ministers in the sink located in the work sacristy. All of the gold vessels need to be washed without immersing them. The gold cups and Fr. Mark’s chalice have cavities in their bases and stems where water gets trapped and is not easily removed. The trapped water causes corrosion and eventually destroys the finish. Hold the gold vessels above the soapy water, wash gently with the soft dish cloths, rinse, and dry very gently. Never use any kind of abrasive cleanser or materials. The gold plating on these vessels scratches very easily. If you are wearing rings when washing or drying any of the vessels, please be careful to not scratch the vessels.

3. Storage: After all vessels have been washed, the gold cups and bowls will be stored in the locked cabinets in the work sacristy. After the 8:30 Mass, please set up the credence table for the 11:00 Mass. The gold chalice, large platter, and pitcher are stored and locked in the vesting sacristy. Also, put used purificators in the basket for dirty linens (in the large cabinet to the right just inside the work sacristy). If necessary, put out a clean corporal. Please direct the communion ministers in putting away the vessels.

4. Sacarium: Unfold and shake the corporal over the sacarium. Then pour additional water around the side of the sacarium to wash the crumbs down.

5. Lock the Tabernacle: After all of the Masses, the tabernacle is to be locked and the key put away in the vesting sacristy.

6. Doors and Lights: Front doors need to be closed and parking lot lights need to be turned off following the 5 p.m. and 11 a.m. Masses. Please make sure doors of both entrances are locked, that lights are turned out, and that the Blessing Stone is off.

WHEN CELEBRATING BAPTISM AT MASS

1. Font Heater: Check to see if the heater for the infant font is turned on as soon as you arrive at church, so that the water warms by the time of the baptism. The switch for the heater is in the mechanical room in the same area as the Blessing Stone switch. It is marked “Infant Font Heater”. After Mass turn it off before you leave.

2. Reserved Seating Signs: Reserve two rows of space for any family using row reserve signs.

3. Baptism Gifts: Place an individual boxed baptismal candle, baptismal certificate, and white personalized stole out on reserved seats for the family. These baptism items will be set out on the vesting sacristy counter.
4. **Light the Easter Candle Before Mass.**
5. **Towels:** Place towels (one for each child and one for the priest) at the baptistery. Place a small towel at the font if the baptism is by infusion, i.e., pouring water; place a large towel at the font for each child if the baptism is by immersion. The large and small towels are in the work sacristy.
6. **Immersion:** When immersion is being celebrated, place a small table to dress the child near the font with a large towel folded over on it to make a comfortable surface to lay down the infant.
7. **Greet Families for Baptism:** Introduce yourself as sacristan and guide them to their seats. Be sure to let them know that the priest will be with them shortly for further directions.
8. **Open the Ambry:** Set the small bowl of Sacred Chrism (the scented oil) out at baptistery right before Mass. The ambry is located just inside the worship space to the left in the brick wall. The key will be kept in the key safe in the vesting sacristy.
9. **Lighting:** During Mass as the priest and families move to the font for baptism, go to the work sacristy and press the #5 lights setting. This is the baptism at Mass setting. You may leave this on for the remainder of the Mass.

**OTHER ITEMS TO NOTE**

1. **Gluten Sensitivity:** A few parishioners that are gluten intolerant, who need to receive a special low gluten host. There is a supply of these hosts in the vesting sacristy small refrigerator freezer. They are marked and in a special container. If you use the last host or see that the supply is running low, please write a note for Kathy Lester to order more and drop the note in the office mail slot. The individuals needing these hosts will alert you. Keep these hosts separate from the regular hosts. Put the needed hosts in the small glass bowl designated for this purpose and place it on the altar during offertory. The priest will distribute the hosts to these individuals. Ask where they will be seated and then inform the priest of their location. They should sit in the priest’s section of the church.
2. **The sacristan is responsible for putting the tabernacle key out and to safely put it away in the key box in the vesting sacristy as necessary.**
3. Sacristans, along with ushers, need to know how to lock open the crash bars on the front doors and how to operate the parking lot lights. **There is a remote control for the parking lot lights just inside the new front entrance doors by the fire alarm panel.**
4. **Please note procedures specific to all of the Mass times in the event that you are asked to substitute at a Mass you do not regularly attend.**
5. Sacristans need to be trained on how the shut off and reset the fire alarm after verifying it was set off inadvertently, and how to reset the elevator in an emergency.
6. **AFTER ANY MASS, PLEASE GIVE RE-DIRECTION WHEN A MINISTER IS INCORRECT IN FOLLOWING PROCEDURE.**

*Though most of what you do is “behind the scene,” your role is very important. Thank you for your time and dedication as a sacristan!*