

General Sacristan Duties for Weekend Masses at St. Charles - Effective March 18, 2017

Dear Brothers and Sisters in Christ,

There are many necessary preparations needed before and after each mass.

For the weekend liturgies at St. Charles Church, these duties are divided and overseen by three separate liturgical ministries of the Mass; Lector, Extraordinary Ministers of Holy Communion (EMHC), and Usher. There is to be one individual person responsible designated on the schedule to ensure that these duties are done.

Fundamentally, it does not make any difference “who” does “what.” What is important is that the liturgy flows and our community of faith can take their full, conscious and active part in the liturgical celebration. If you see something that needs to be done, please exercise servant leadership.

To assist you as a leader, we have compiled this handbook to ensure that St. Charles Church is properly situated for Mass so as to assist the faithful experience Jesus Christ in His Word and through His Body.

St. Charles Borromeo Church - Weekend Mass Set-up

Sacristan related duties for Lector – Proclaimer of the Word

Before Mass - Preparation of Liturgical books

1. Set Lectionary to appropriate readings and place on Ambo (Use Missalette or Ordo, as a guide). If you have any questions, you can inquire the celebrant or deacon.
2. Set the Book of the Gospels and place on the stand at the entrance of the Church for the procession.
3. Set Roman Missal and place on counter in the sacristy for priest to set/verify. After this step bring to table next to celebrants chair (if deacon will assist) or to altar server pew if there is no assisting deacon.
4. Set Prayers of the Faithful on table next to celebrant’s table (if deacon will assist and read) or place on ambo shelf if to be read by the lector.
5. Check with the choir director whether the choir will chant the Responsorial Psalm or will the recitation of the Psalm is to be done by the lector. Ensure that the choir has posted the processional hymn so that it can be announced prior to the beginning of the procession.

After Mass

1. 4pm Vigil Mass; retrieve all books and return them to their proper place in the sacristy on countertop
2. 7:30am Mass, retrieve all the books and set them for the 10:30am Mass.
3. 10:30am Mass; retrieve all books and return them to their proper place on the sacristy countertop



Sacristan related duties for Extraordinary Minister of Holy Communion

Weekend Masses require six (6) ministers for distribution of both Eucharistic species; Three (3) for the “Body of Christ” and three (3) for the “Blood of Christ.” (Just remember 3 & 3).

Before Mass

Inspection of the Altar and Vessels;

1. The Corporal (on the altar) should be checked for cleanliness. Clean Corporals are located in the Sacristy, the first clear container on the counter. Sacred linens are stored in the 2 clear containers with white lids on the counter.
2. Inspect the sacred vessels to insure they are clean and ready for use. Any residue on the inside surface should be washed out prior to being used.

Preparation on Credence Table (right of altar), ensure;

1. Lavabo bowl with water for washing hands
2. Hand towel (place next to lavabo bowl)
3. 2 Chalices and 1 Presider Chalice (3 vessels)
4. Three (3) purificators
5. One (1) Ciborium (empty bowl) for distributing Communion
6. One Cruet with water



Preparation of the Offertory (gift) Table at Entrance

1. Wine Flagon (wine decanter), can be found in the refrigerator and is usually filled with wine up to where the decanter neck begins
2. Prepare the large Paten with unconsecrated host, and one large host. The amount of hosts needed in the bowl will depend upon the Mass and the amount of the Blessed Sacrament in reserve in the Tabernacle.
Note: If the Ciboria in the Tabernacle is one-half to two-thirds full only a lesser amount of unconsecrated hosts will need to be placed in the bowl. The Presider’s host (large Altar host) should be placed on top of the smaller hosts. The bowl should then be covered with clear wrap before taking it to the table in the back of church.



1. Clear canisters of unconsecrated hosts and large President's host, and sacred vessels are located in the Sacristy in the upper left cabinet. The clear canister of hosts can be replenished from the large (green) container in the lower left cabinet. Wine is kept in the refrigerator in two plastic jars and unopened bottles of wine can be located in the bottom right cabinet in the Sacristy. Once the wine is opened you can fill the two plastic jars and place them in the refrigerator.
2. Clean purificators are located in the white plastic bins on the counter. The blue plastic bin contains water and is for soiled purificators.



Preparation of the Tabernacle

1. The Tabernacle key should be in the door of the Tabernacle.
2. Check Tabernacle for the number of consecrated hosts – genuflect before opening

After Mass

1. Wash all vessels, preparing them for next use, put all used purificators in (blue) container for soaking
2. Return wine flagon and water to small refrigerator, fill if necessary
3. If it is the last Mass of the day, retrieve the tabernacle key and place it in its proper storage
4. Check the altar candles to insure that they have been extinguished.
5. Ensure any shortage of supplies are brought to the attention of the Church Office.

4:00pm Vigil - Following the Mass, clean all sacred vessels, then set up for the 7:30 a.m. Mass. Place the used purificators in the clear, blue topped container on the counter, check that the Corporal is clean, place clean water in the glass bowl and add water to the cruet. Water for the cruet is from the water dispenser (in the summer) and from the tap in the fall/winter. Allow the water to run a few seconds before adding to the cruet. If the Corporal and/or hand towel are not soiled these linens may be used again. Return the Tabernacle key to the Sacristy.

At the 7:30 a.m. Mass, insure that the set-up has been done. Following the Mass, clean all sacred vessels, then set up for the 10:30 a.m. Mass following the same procedure as stated for the 4 p.m. Mass.

At the 10:30 a.m. Mass, insure that the set-up has been done. Following the Mass, clean all sacred vessels, place the wine in the refrigerator, remove the glass bowl, towel and cruet. The linens (Purificator, Corporal and hand towel) should be placed in the clear, blue topped container on the counter in the Sacristy. The clean glass bowl should be placed on the counter and the sacred vessels, once washed and dried, should be placed in the upper left hand cabinet.

Sacristan related duties for Usher

Before Mass

1. Preparation of Church Environment
2. turn on all lights (celebrants chair, sanctuary lights, and ceiling lights in nave)
3. turn on PA system
4. Ensure Offertory basket and bulletins are in place for liturgy
5. Identify a family willing to bring the community's offering to the altar
6. Check the restrooms

After Mass

1. turn of all lights (celebrants chair, sanctuary lights, and ceiling lights in nave)
2. turn off PA system
3. Ensure Offertory basket and bulletins are in place for next liturgy
4. Check the restrooms
5. If it is the last Mass of the day, go to the vesting area and retrieve the key to lock all exterior doors of the Church