

**Sacristan Temporary Procedures All Saints Lansing**  
**May 18, 2018**

Dear Sacristans,

Thank you so much for all you do!

As you know there have been some changes recently and there will be a few more as we strive to serve our Eucharistic Lord in the best way possible and renew our procedures in the context of the Diocesan Year of the Eucharist.

As you enter the Sacristy the next time you will notice that some things have been reorganized. There are labels on the doors of the cupboards that indicate where everything is. The counter is to remain empty and clean. Order and cleanliness will help us make our sacristy a space of hospitality.

This short message is meant to help you navigate this time of transition. As we renew procedures for other liturgical ministers over the next couple weeks we will consolidate an updated handbook for all N.E.T. Catholic liturgical ministers to be promulgated at our celebration of the closing of the Year of the Eucharist on June 5<sup>th</sup> with Solemn Exposition and Benediction of the Blessed Sacrament to be held at Holy Cross at 7 pm for all of our three parishes. All liturgical ministers are specially encouraged to attend and renew their consecration in service to Our Eucharistic Lord, through their ministry.

My hope is to meet with you after the week of June 5<sup>th</sup> either individually or as a group to answer any questions, etc.

I think of the ministry of sacristan as a very important one. It resembles the time after the Annunciation and before the Nativity, in which Our Lady, prepared herself so that God could bring Jesus into this world. As you handle the sacred vessels, the sacred linens, the altar bread and wine and all the other instruments of your ministry, and lovingly set up for Mass, you prepare all things so that through the offering of the priest and the community and the work of God, Our Lord Jesus Christ can enter this world under the appearances of bread and wine, yet in the fullness of His Body, Blood, Soul and Divinity.

Please try to arrive 30 minutes early so you can perform your ministry without haste, in a prayerful and precise way.

As you enter the church to perform your ministry, take a minute to contemplate the love with which Our Lady prepared for the coming of the Lord. Approach the statue of Mary and offer her a Hail Mary asking that through her intercession the Heavenly Father, will pour blessings on my ministry and guide your hands and your steps that you may fulfill your duties with grace and devotion. Amen.

Once you have prayed, go about your ministry tasks:

1. Unlock church doors, front and side doors.
2. Check candles in front of the statues of Mary and Joseph. **Do not replace them unless they have completely runned out and are no longer burning.** The extra candles are in the far right of the cupboard in the crying room.
3. Check the Sanctuary candle. **Do not replace it unless it has completely runned out and is no longer burning.** The extra sanctuary candles are in the Sacristy in the cupboard labeled candles.
4. Turn on all the lights in the church, including the lights in the narthex and the crying room.
5. Get the Lectionary ready. Place it open to the right readings on the ambo. If you have doubts as to which are the proper readings check page 4 of the bulletin and/or the Ordo which is in the upper right cupboard in the sacristy where the sacristan manual is. If there is more than one option of readings always follow what the bulletin says, those are Father's choices of readings.
6. Put the key in the tabernacle. The key is always behind the right hand side of the tabernacle. When you put the key in, check to see how many consecrated hosts are in there.
7. Add to Holy Water fonts in the narthex if necessary.
8. **DO NOT turn on the heater in the Sacristy UNDER ANY CIRCUMSTANCES.**
9. Turn on the microphone with the switch in the sacristy.
10. Set up a glass cruet with 100ml of Altar Wine and one of the gold small round ciboria with 150 hosts (1 ½ sleeves) on the Gift's table in the back of the church.
11. On the credence table which is in the Sanctuary behind the Altar (**not under the Marian Icon near the tabernacle**), place the following items, in the following order from left to right:
  - a) The Missal (**with no stand**)
  - b) The Priest's chalice, with a purificator draped over the cup, with the red cross towards the front and lined with the cross on the base of the chalice,

- over the purificatory place the paten with a large host. Over the host place the pahl and over the pahl a folded corporal with the red cross up. The inside of the cupboard where the sacred linens are also has labels so you can easily identify which is the pahl, which the corporal and which the purificators. The priest's chalice and paten are the golden ones that are kept in a black case in the cupboard labeled sacred vessels.
- c) 4 silver colored cups, filled with altar wine. **DO NOT FILL THE CUPS MORE THAN HALF. Keep in mind that from now on only the priest or the deacon will purify the sacred vessels and consume the Sacred Blood that is left after communion. All vessels are to be returned to the Altar after communion, not to the credence table. At the altar, the vessels will be purified by the ordained minister and then returned to the credence table by the Altar Servers.** over the cups, place 4 purificators, in a way that they cover the cups and prevent possible flies from falling into the wine. **(Do not place the corporal nor the purificators on the altar, there should not be ANYTHING on the altar before Mass begins.)**
  - d) A cruet with water
  - e) The lavabo, a finger towel over the lavabo, the corresponding cruet with water placed over the finger towel.
  - f) *If there are members of the congregation present that require a low gluten host. Before Mass, retrieve the appropriate pix from the sacristy, put as many low gluten hosts as needed in it and place it over the corporal over the priest's chalice and paten on the credence table.*
12. Once you complete your set up for Mass. Remain in the sacristy in case anything is needed. The proclaimers of the word (readers), extraordinary ministers of Holy Communion, and altar servers will let you know they are present when they arrive. If the readers have doubts about their readings help them and provide them with the Workbook. **If the altar servers need assistance lighting the candles or vesting please assist them, but do not take their tasks from them. Make sure you are very gentle, kind and respectful to everyone and do not boss people around, you are not in charge of the liturgy, father is.** If 7 minutes before Mass we are missing any of the ministers, please find a replacement among those who are in church. Once all the ministers are complete report to the priest and leave the sacristy 5 minutes before Mass to allow for the priest to prepare for Mass in silence.
13. During the Offertory, join the priest and/or deacon when they receive the gifts to assist in bringing the gifts to the altar. **When you arrive at the altar**

**do not place the gifts on the altar, wait for the deacon or priest to receive them from you.**

14. **As soon as the sign of peace begins, *if the deacon is not present*, go to the tabernacle and reverently retrieve the Blessed Sacrament and bring it to Father, do not place it on the altar, wait for the priest to receive it from you. Then return to your pew.**
15. **After communion, *no matter if the deacon is there or not*, stand next to the altar and wait for the priest to hand you the ciborium with the remaining consecrated hosts. Reverently take it to the tabernacle. Do not stop along the way to do other things or to talk to others, you are carrying God, act accordingly. Once you place the ciborium in the tabernacle, lock it, bow or genuflect and return to your seat.**
16. **After Mass, check that the altar servers extinguished the candles. If they did not, please do so, **always use the candle snuffer, UNDER NO CIRCUMSTANCES blow the candles, wax will get all over, even if you think you are being careful, again, DO NOT blow the candles.****
17. Retrieve the Lectionary from the top of the ambo, and place it on the shelves within the ambo.
18. Retrieve the Book of the Gospels and place it in the Sacristy on top of the table in front of the crucifix.
19. Retrieve the sacred vessels and other vessels from the credence table and bring them back to the sacristy. The ordained ministers have purified them, so they do not need to be purified. Give all the vessels a gentle rinse with warm (**not hot**) water and if necessary a very small amount of soft soap. Be careful not to bump them against the sink, etc. Dry them thoroughly with a kitchen towel. Do not use paper towels. Once they are dry put them back in proper order in the cupboard.
20. Rinse the sacred linens gently and thoroughly over the Sacramentarium and place them on the drying rack.
21. Once all is in order, turn off the lights and close the door to the sacristy.
22. Thank the Lord for the opportunity of your ministry.
23. Turn off the lights in the church and crying room.
24. Make sure all the heaters in the crying room, and narthex are off, they should not have been on to begin with, but check anyway.
25. Lock the side doors to the church.
26. Turn off the light in the narthex.
27. Leave and lock the main door as you do.

Please do not hesitate to contact me (not anyone else) with any questions or concerns to avoid any confusion or miscommunication. Thank you!