

SACRISTAN INSTRUCTIONS

The position of Sacristan is one of the most essential for the set up and preparation of the Church for Mass or other celebrations and ceremonies such as monthly Adoration or a Funeral. The principal duties of a Sacristan involve opening and closing the Church, regulating the environment and arranging and placing essential items prior to the start of the service and their return at the end of the service. The “Before Mass” duties can usually be completed in 15 minutes or less (especially if the Sacristans are a husband/wife, father/son, etc. team), while the “After Mass” duties generally take a little less time to complete.

Sacristans are generally assigned by the month (exceptions will be made if requested), **for either Saturdays or Sundays and Holyday(s) that may fall during the month.** Please be at Church **45 minutes before the start of each Mass.**

The following is a checklist of the duties/responsibilities of the Sacristan; it is also posted in the Sacristy.

ON YOUR SCHEDULED DAY:

BEFORE MASS:

1. Arrive at least 45 minutes before Mass begins. Many people arrive early to pray.
2. Unlock the 5th Street and Courtyard doors.
3. Turn on the lights in the 5th Street vestibule.
4. Open the fire door (by the rest room). Put the door stop down so the door remains open.
5. Turn on the vestibule light just outside the rest room.
6. Turn on the lights in the sacristy and unlock the sacristy door.
7. Check to see if the Sanctuary Lamp (red glass candle holder hanging next to the main altar) is lit. If not, replace the candle.
8. Set the 5 thermostats: Summer set AC to 73 and Winter set heat to 68. 10 minutes before Mass turn thermostats down to 65 in Winter.
9. Unlock all four front entrance doors. Turn on the vestibule lights and church entrance lights if the time of day/year makes it necessary.
10. Turn on the lights in the church and sanctuary. Fans in summer if needed. See picture on page 3.
11. Turn on the sound system. The Master Switch (red button) can be found beneath the sound system. See picture on page 3.
12. Unlock the cabinet containing the hosts, chalices, etc. The key can be found in the top drawer middle section. See picture on page 4.
13. The Tabernacle key is on the hook inside the locked cabinet. Place it in the Tabernacle.
14. Check the Chalice in the Tabernacle to be sure there are sufficient Consecrated Hosts for redistribution and add an appropriate number of unconsecrated hosts to the Ciborium that will be brought up with the gifts.
15. Place a large unconsecrated host on the paten. (This will usually have already been done by the Sacristan or Altar Server from the previous Mass)

16. Prepare ½ cruet of water and ½ cruet of wine. See the picture on page 5 for the location of the cruets, water and wine.
17. Place the cruet of wine, the Ciborium with unconsecrated hosts, and the collection basket on the table at the back of Church. See the picture on page 6.
18. Place the chalice with a purificator (white cloth with a small red cross); the paten with the large unconsecrated host, and the chalice pall on the side table. The glass finger bowl should be filled with water and a hand towel should also be placed on the shelf. See the picture on page 7.
19. The dish with the cruet of water should be placed on the cabinet next to the altar server chairs.
20. On the first Saturday and Sunday Mass each month, the Precious Blood of Jesus will be served at Communion. Therefore, two additional Chalices should be filled to the ½ point and placed on the shelf outside the sacristy. Drape a clean purificatory over each chalice.
21. Be sure the Missal Book Father uses for Mass is set to the appropriate readings.
22. The 4 candles (2 on the altar and 2 in the stands next to the altar) should be lit. During Easter Season the Easter candle should be lit. The candles on the main altar should also be lit. **(The candles will usually be lit by the Altar Server approximately 10 minutes before Mass)**
23. Ask Father if he needs anything else.
24. On Saturday Only: 10 minutes before Mass be sure to dial WCCI so Mass can be broadcast. Directions are posted by the white telephone. See pictures on page 8.
25. On Sunday Only: Place 8 – 10 unconsecrated hosts in the pyx and place the pyx on top of the Chalice pall on the shelf to the left of the Sacristy entrance. See picture on page 9.

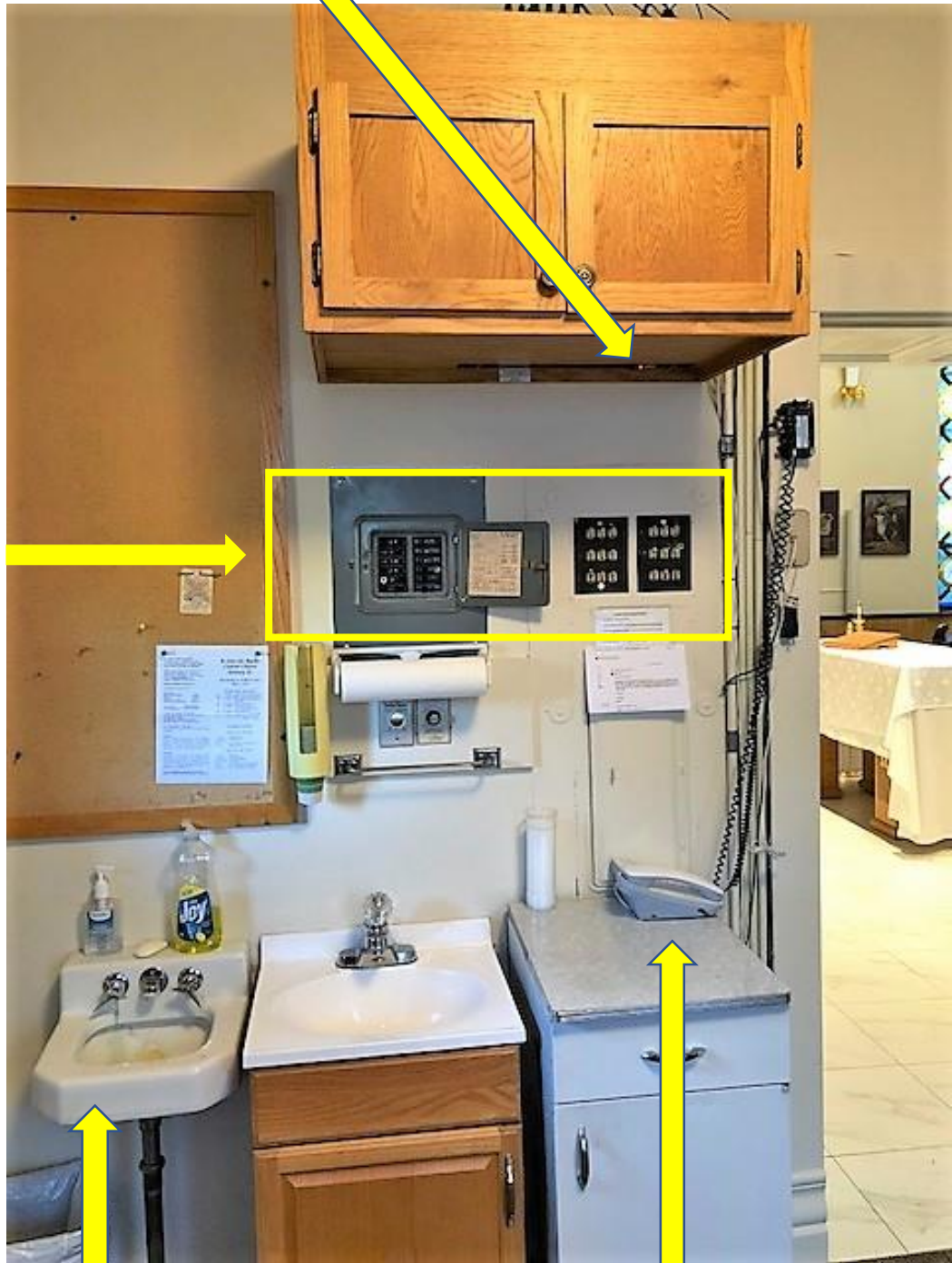
AFTER MASS:

1. Turn off the sound system (red switch). On Saturday follow the directions to cancel the broadcast.
2. Place collection in appropriate bank bag. Saturday: bag is usually deposited in the office safe by a parishioner. Sunday: the money bag is taken to Father's office for money counters (usually by a parishioner).
3. Return to Altar: extinguish candles (don't forget Easter candle). **Candles may be extinguished by the Altar Server(s).**
4. Reset thermostats to: Summer 78 and Winter 62. This is important in order to maintain heating and cooling bills.
5. Empty the water from the finger bowl into the small sink in the sacristy. This sink drains directly into the ground. Hang the damp finger towel above the sink.
6. Take the Tabernacle key, cruets, vessels, and purificator back to the Sacristy.
7. Put the vessels on the shelf and the Tabernacle key on the hook in the cabinet and lock it.
8. Put the cabinet key in the top drawer, middle section.
9. Put the damp purificator in the white bag hanging in the closet with the vestments. **Items 5, 6, 7, 8 and 9 may be taken care of by the Altar Server(s).**
10. Turn off all the inside lights (including the front and side vestibule lights), and the outside Chicago Ave. entrance lights.
11. Be sure all the doors are locked, including the Sacristy door. (push it shut tight)
12. Check to be sure that fans in the choir loft have been turned off.
13. Be sure the fire door is also closed on the 5th St. side of Church (by the rest room).

First Friday Adoration & Funerals: Check with Father for appropriate procedures.

Holy Days will follow Saturday/Sunday directions.

Sound system "on-off" switch



Breakers & switch panels for church lights & fans.

Pour finger bowl water into the small sink above after Mass.

Phone & transmitter for WCCI broadcast

Locked cupboard with hosts, chalices, ciboriums and tabernacle key



The middle section of the top drawer contains the key



Unconsecrated hosts

Extra Chalices

Tabernacle Key

Father's chalice with purificator, paten, large host and pall

Cruet Water and Wine



Pitcher with
cruet water

Cruet Wine

Cruets with
Water & Wine

Extra wine



Place the cruet of wine, the ciborium with unconsecrated hosts and the collection basket on the table at the back of church. The table may be found in the rear of church or sometimes in the front vestibule of church.



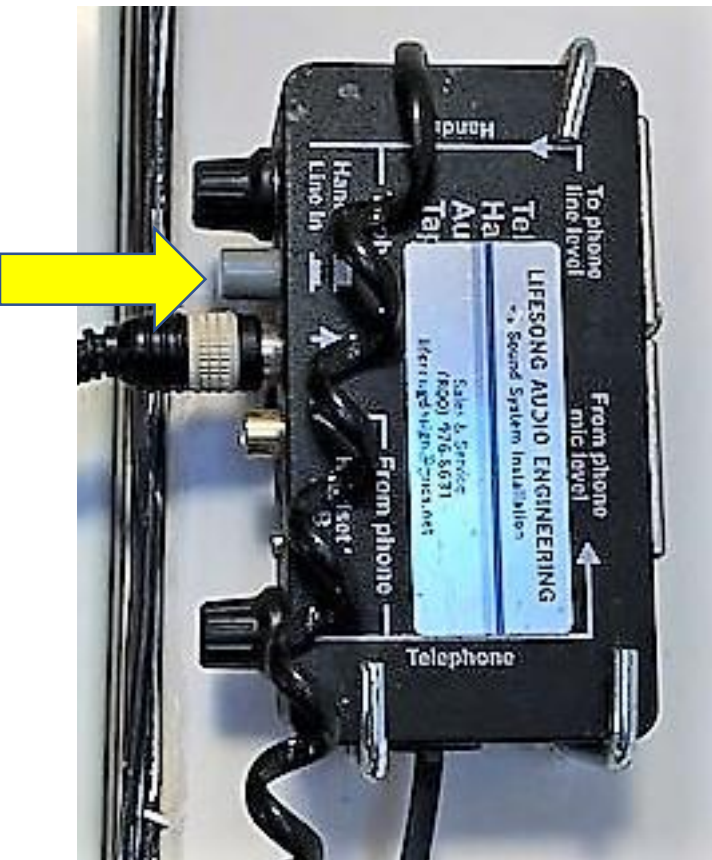
You will find Father's chalice covered by a purificator, a paten containing a large unconsecrated host and chalice pall in the middle section of the cupboard in the Sacristy. Place these items on the shelf outside the Sacristy as pictured above. Also fill the glass finger bowl with water and place it and a hand towel on the shelf.

Ten minutes before Mass on Saturday evening place a call to WCCI at 815-273-7757 so that Mass can be broadcast.

Tell whoever answers that "This is St. John's". When they acknowledge, place the hand-set on the cabinet. DO NOT HANG UP.

After contacting WCCI, push in the gray button on the black unit.

After Mass, release the gray button. Then hang-up the phone.

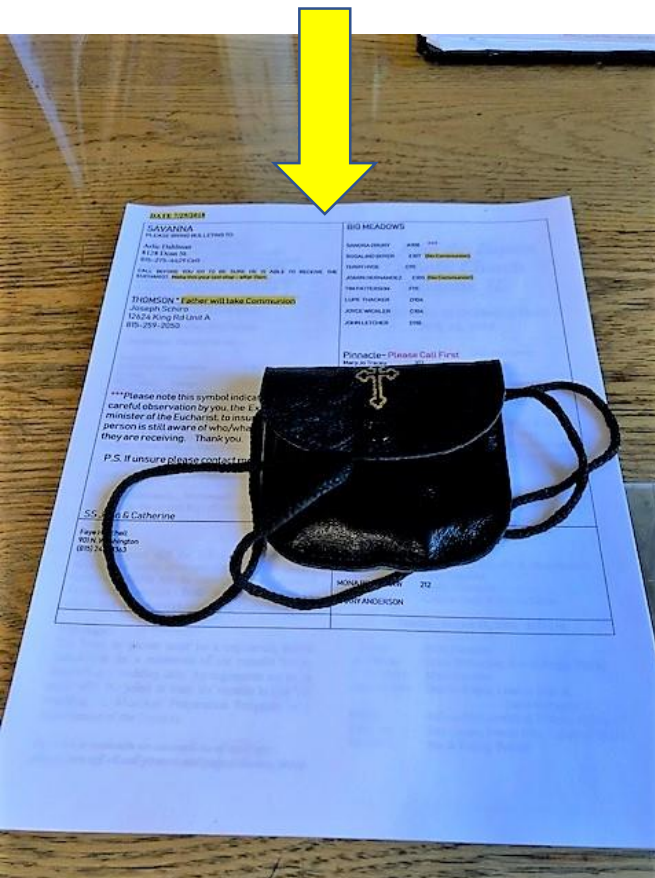


Set-up For Homebound Ministers – Sunday Mass



There will be an empty pyx in a Black leather case and a list of the Big Meadows, Pinnacle Place and Mest Manor parishioners that receive Communion along with copies of the weekly Bulletin sitting on the counter in the Sacristy.

Place sufficient un consecrated hosts in the Pyx for consecration during Mass.



Place the Pyx with un consecrated hosts on top of the Chalice pall on the shelf to the left of the Sacristy entrance.