THE ROLE OF LITURGICAL MINISTER AT MASS
As one accepts a role of ministry for liturgy, he/she has prayerfully discerned that God is asking this service of them. The role is to be fulfilled with all due reverence and dignity warranted in serving Christ in the Sacrifice of the Mass. All of the Mass ministries, and those who execute them, are present to serve this sacrifice and to assist all who participate in it. When answering the call and embracing a role for liturgy, one understands the privilege, responsibility, time for preparation each time he/she serves, and time for ongoing spiritual enrichment with the ultimate goal of a beautiful and dignified liturgy.

THE ROLE OF THE SACRISTAN AT MASS
Sacristans prepare the sanctuary, set in place texts, vessels, ready the bread and the wine for the Holy Mass, and make sure that other liturgical ministries are covered. The sacristan has overall responsibility to diligently obtain, arrange, and verify that all elements necessary for the celebration of the Mass are in place before the start of the Mass (GIRM 105a).

REQUIREMENTS:
1. Sacristans must be active, practicing, confirmed Catholics at least 18 years of age, with no impediments, and in the state of grace to be able to receive the Eucharist.
2. Sacristans must have a history of service in the role of Eucharistic Minister of Holy Communion and be specifically appointed for the role of Sacristan by the pastor.
3. Dress for ministry shall reflect the minister’s great respect for the Eucharist and their role in the Liturgy.
   a. Men – No shorts, jeans, flipflops, or printed T-shirts
   b. Women – Modest dresses or blouses, dress slacks and skirts. No shorts, flipflops, or jeans.
4. To be trained in the correct methods for distribution of the Eucharist. To review and update training as requested by the Pastor.
5. To be trained in special procedures for preparing for and distributing low gluten hosts.
6. To be trained in special procedures for handling spills of the precious blood.
7. To actively participate and be present when assigned to minister, or obtain a trained alternate through personal contact if you are unable to be present. It is your responsibility to get a substitute if needed. Advise the administrator of the Ministry Scheduler Pro system.

BEFORE YOU ARRIVE AT MASS:
1. Pray for the grace to be worthy to represent Christ and bring Christ to fellow parishioners. We are there to worship God and minister to Him. One idea is to pray the prayer that is near the Liturgical Ministers bulletin board.
2. Plan to be present in time to have the credence table and altar set up done at least 30 minutes prior to the start of Mass. Also, to be able to check in and coordinate with other ministers.
UPON ARRIVAL / BEFORE MASS

A Preparation of the Sanctuary

1. Put on your “Sacristan” name badge.
2. Lights: turn on the lights in the church
3. Adjust temperature: turn on fans or heat depending on time of year; turn off heat right before Mass (to lessen noise); turn on fan at altar.
4. Sound: be sure microphone on the Ambo is on (2 switches near the piano; if music ministers are present, they will take care of this). Be sure Father’s headset is ready and that the batteries have adequate life (4 bars). Doors: Be sure main doors to the church are unlocked.
5. Use hidden sacristy key if you are the first to arrive.
6. Ascertain if a Deacon is scheduled. (If no Deacon is scheduled, place the Book of the Gospels in the middle of the altar. Be sure ribbon is placed for the correct reading).

B Check the Ordo for the feast, readings, and liturgical color

1. Verify the Sunday Lectionary is set to the proper readings, adjust as needed.
2. Ensure the binder is ready with the announcements and prayers of the faithful.
3. Set out the Sunday Lectionary and binder on counter in the Sacristy for the Lectors to review. (They will bring to ambo.)
4. Saturday 5:00 Mass: Set the Roman Missal to the proper prayers. Leave the Roman Missal open on the Sacristy counter so Father can confirm readings. When Missal is closed, this is your cue that Father has reviewed and it is ready for Mass. Set the Roman Missal on the stand on the right side of the credence table as pictured. (It should remain there all weekend until after the 6:00 p.m. Mass).
5. All other Masses: Confirm the Roman Missal is on the stand on the right side of the credence table facing backwards.
6. Make sure the bells with pillow are on step for the altar server.

C Set up the credence table

1. Assemble the chalice in this way—cross on the chalice base should be in front:
2. Using the three setup trays, arrange the vessels for Mass and take the vessels to the credence table. (See picture below)
   a. Small rectangular tray to be placed on the credence table:  **4 communion cups and 4 purificators**
   b. Medium rectangular tray to be placed on the credence table:  **4 communion paten bowls and 1 extra purificator**
   c. On large setup tray, to be placed on lower shelf when items are placed on the credence table:
      i. Chalice Assembly
      ii. Two water cruets filled with water (from the cooler in the kitchen)
      iii. Wash bowl (Lavabo Bowl) half full of hot water
      iv. Hand towel
      v. Small water purification bowl (Ablution Bowl) half full of water and purificator for host ministers to purify fingers (use small water font bowl, and set on back counter)
      vi. Tabernacle Key
3. Set up the credence table as pictured here (NOTE correct placement of Roman Missal):

D Preparation of the Bread
It is desirable that the faithful, just as the priest himself is bound to do, receive communion from the hosts consecrated at the same Mass (GIRM, 85). For this reason, we take several steps to follow this instruction.

1. Check the Tabernacle to see how many hosts are in the ciborium (the full ciborium will hold 200 hosts), and then lock the door closed. The tabernacle key is stored in the locked cupboard in the sacristy. When lighting the candles 10 minutes before Mass, then place the key into the Tabernacle and unlock it.
2. Consider how many hosts will be needed for Mass. This number will vary depending on weather conditions, feast days, and special situations with faith formation, or RCIA.
3. Using the number of hosts left in the ciborium and the number of people expected for Mass, fill the large gold paten dish with the needed number of small hosts. There are 250 hosts per bag and the bags of hosts are in the drawer to the left of the inset display board. Partial bags of hosts are stored in the jar on the counter. If only a partial bag is needed for Mass, use what is in the jar first. If a bag needs to be opened, place any extra hosts in the jar on counter for future use. More hosts are in a box in the locked cabinet with the wine.
4. Just before the start of Mass, survey the number of parishioners who have come to the liturgy and adjust the number of hosts in the paten if necessary.
5. If Mass has started and Sacristy is locked, use hidden key to access Sacristy.
6. Low gluten hosts are available at the parish (kept in the kitchen refrigerator on the bottom shelf of the freezer door). Those who require a low gluten host must request it before Mass. If requested, put the low gluten host(s) in a special pyx and then place the pyx on top of the purificators on the tray with the cups.

E Preparation of the Wine:

1. Pour wine into the pitcher. For regular Sunday Mass use 3-1/2 cups of wine.
F  Confirm coverage of liturgical ministers:

1. Review the various schedules & lists to see who is anticipated to serve, including:
   a. Deacon*
   b. Lectors
   c. Altar servers*
   d. Extraordinary Ministers of Holy Communion—Check with those ministers who are new or who have not recently served to ensure they know their position and role.
   e. Hospitality Ministers

   *If there is no Deacon or Altar Server, you may play a more active role. Check with Father prior to Mass.

Remain attentive that each has signed in or checked in with you. If someone has not checked in by 10 minutes before Mass begins, find substitutes. *(NOTE: If there are not enough EMHCs, there will be no Precious Blood distributed. Advise EMHCs of changes in positions and either remove cups from the credence table, or let the Deacon know.)*

G 10 minutes before Mass:

1. Place the large gold dish with hosts and the pitcher of wine on the small gift table at the back of the center aisle on the right side as you face the altar. Do a final check on the number of hosts needed.
2. Turn heaters to “automatic” (blowers)
3. Light candles on the altar *(lighter in sacristy)*
4. Place the Tabernacle key into the Tabernacle
5. *(During November: bring up the Book of the Dead and place it in the sanctuary—bring it back after Mass; light the Pascal candle)*
6. *(During Advent: light the appropriate candle(s)*
7. *(During Easter Season: light the Pascal candle)*

NOTES: (1) All the faithful (including sacristans) should genuflect toward the tabernacle upon entering their pew both before and after Mass. Profound bows are to be made to the altar otherwise. (2) Sit in the area designated for sacristans, behind the altar server row.

**During Mass (Sacristan & EMHCs)**

1. Immediately after the Sign of Peace -- after exchanging the greeting of peace with one or two people -- **you should be the lead in proceeding to the altar.** Do not wait for someone else to make the first move.
2. Proceed to the front of middle pews and use the hand sanitizer that is attached to the front of the pew, then line up front below the steps of the altar in accordance with position as pictured below. **Hands should be in the prayer position.**
3. Sacristan is in the middle and **will take the lead.** Immediately after Father drinks from the chalice, the Sacristan will lead the **profound bow together with all the other ministers.** Then, lead the procession of ministers around and to the back of the altar as shown.
4. The Deacon will get the ciborium from the tabernacle and return it. (In the absence of a Deacon, the Priest will do so)

5. Sacristan will be handed paten bowl with consecrated hosts and pyx with low gluten hosts.

6. While the other “B” ministers are serving Holy Communion to those in the front pews who are disabled, the Sacristan will proceed to serve Holy Communion to the disabled and those requesting low-gluten hosts in the triangular areas near the rear of the church and to those in other areas identified by the Hospitality Ministers. Those people requesting low gluten hosts, need to let the Sacristan know where they are seated. (If they have a severe condition, they need to set toward the front of the Church so they can be served first.)

7. Sacristan will go over to the Choir and stand by the Organ for the distribution of Communion. (Sacristan will not weave and bring Communion to them personally.)

8. When done, put paten with pyx on the altar on the corporal, dip fingers into finger purification bowl on back counter and dry with purificator, then stand next to the credence table. Be available to assist EMHCs in any needs that may arise (eg. dropped Precious Blood, needing extra hosts from Father, etc.). Sacristans should be familiar with all remaining procedures as outlined in the EMHC Guidelines. See picture.
**After Mass**

1. Make sure the last hymn has ended before going up to the altar to extinguish all candles
2. Be sure the Lector has brought back the Book of Gospels to the Sacristy
3. Be sure the tabernacle key has been brought back and placed in cupboard.
4. The Sacristan of the last weekend Mass should bring back to the Sacristy, the:
   5. Roman Missal
   6. Sunday Lectionary if lector has not
   7. Worship binder if lector has not
   8. Turn off all sanctuary lights
   9. Be sure sound system is off
10. Lock the Church doors after the Saturday and Sunday evening Masses
11. Let the Lead Sacristan know if we are running low on any supplies (hosts, wine, etc.) or if you see anything out of order.

*NOTE: When there is Spanish Mass on the 1st & 3rd Sundays of the month: 10:30 Sacristan should bring the English versions of texts (Roman Missal and Excerpts) to the Sacristy and 6pm Sacristan should be sure Spanish versions have been brought back to Sacristy and English version to the Sanctuary for Mass.

**Questions may be directed to:**
Fr. Francisco Flores
Deacon Chris and Mary Stewart
Lead Sacristan: Kathy Roberts
Precious Blood Spill Kit

The Precious Blood Spill Kit is a combination of two plastic containers with old clean purificators and a bottle of water and is located on the right side of the bottom shelf inside of the Credence Table. The outside empty plastic container will be used to put all soiled purificators in. Use this kit for major or minor spills.

Off Duty Sacristans should always be on alert to a possible spill. If a spill occurs, the off duty Sacristan should be the first to immediately come up to attend the cleanup.

For spills: The EMHC will take the cup to the credence table and return to the covered spill. The Sacristan will immediately get the spill kit with extra plastic container from under the credence table. Using the purificators from the kit, blot up as much of the Precious Blood as possible (includes the person who may have the Precious Blood on their hands, outside cup or chalice, and or on the floor—tile or carpet). Then, wet a purificator with water from the water bottle and blot area again—will probably need to use several purificators. Make sure all of the Precious Blood is wiped up. If the spill is on the carpet, wipe as much of the Precious Blood up with clean purificators, then apply water to the spill and blot again with purificators. You will need to keep doing this until all of the Precious Blood is cleaned up. Place all soiled purificators into the empty plastic container. Take this container with the soiled purificators back to the sacristy and place it on the counter in the corner just as you walk into the sacristy.

If a spill is on a person’s clothing, take that person back into the sacristy and using a wet purificator, clean the area until all of the Precious Blood is cleaned up. You can use the water from the sink and can rinse the purificator out in the sink since this water does not go into the sewer system.
SACRISTAN CHECKLIST (CONDENSED)

Before Mass

Preparation of the Church

1. Lights
2. Adjust temperature
3. Sound
4. Unlock Doors
5. Check batteries (mic)

Preparation of the Texts and Vessels

1. Check the Ordo
2. Verify the Sunday Lectionary is set to the proper readings, adjust as needed.
3. Ensure the binder is ready with the announcement and prayers of the faithful.
4. Set out the Sunday Lectionary and binder
5. Roman Missal (on counter for Father-5:00 Mass); already on credence table (other Masses).
6. Set up the credence table

Preparation of the Bread

1. Check to see how many hosts are in the ciborium in the Tabernacle. Do not leave the key in the Tabernacle.

Preparation of the Wine

Confirm coverage of liturgical ministers

10 minutes before Mass

1. Turn off the heater (in winter)
2. Light the altar candles and put key into the Tabernacle and unlock it
3. Place the large gold dish with hosts and the pitcher of wine on the small gift table—do a final check on the number of hosts needed
4. Depending on the season, Nov-bring up Book of the Dead and light Pascal candle; Advent-light Advent wreath candle(s); Easter Season-light Pascal candle
5. Assist with lineup of altar servers/procession as needed

After Mass

1. Be sure the Lector has brought back the Book of Gospels to the Sacristy
2. Be sure the tabernacle key has been brought back and placed in cupboard.
3. The Sacristan of the last weekend Mass should bring back all books to the Sacristy
4. Turn off all sanctuary lights
5. Extinguish all candles and make sure the sound system is off
6. Lock the Church doors after the Saturday and Sunday evening Masses