

NEIGHBORS NORTH CATHOLIC COMMUNITY

TRAINING SHEET: SACRISTAN MINISTRY

I. Mission

- Make sure nothing is lacking for the Mass
- Provide for needs of ministers
- Care for the sanctuary and sacred vessels

II. Quick Review

- Bow when passing the altar (from the waist)
- Genuflect when passing the tabernacle or approaching it
- Altar is the priority during Mass (bow), tabernacle outside of Mass (genuflect)
- Keep hands folded if not carrying anything
- Carrying vessels: one per hand, never under the arm, presider's chalice with two hands

III. Special Duties

- Monitor noise level in the sacristy
- Dress code: business casual on weekdays, Sunday best on Sundays and feasts
- Find replacements for absent ministers with clergy's help
- Do not ask ministers out of dress code to help (go without that minister instead)
- Let clergy/staff correct other ministers and enforce dress code
- Running out of hosts, wine, dirty or ripped vestments, constantly late/absent ministers: let David know at ddashiell@avilaparish.org or 412-367-9001 x517

IV. If the Priest is Nowhere to be Found (Extremely Rare):

- Call or walk to the office, ask about the celebrant/ask for help
 - Saint Athanasius: 412-931-4624
 - Incarnation: 412-931-2911, x7
 - Saint Sebastian: 412-364-8999, x8451
 - Saint Teresa: 412-367-9001, x500
- Apologize to the congregation and explain the situation tactfully
- Some priests tend to arrive just before Mass begins; others come very early

V. The Mass

- Arrive 30 minutes early for weekdays, 35 for Sundays and feasts
- Pray for a few minutes before setup
- Check who the celebrant and deacon are, liturgical color, feast day
- Adjust lighting to Pre-Mass setting

- Leave Lectionary, Missal, and binders open in the sacristy for ministers to use
- Take out book stand and/or bells if the celebrant prefers (check preference sheets)
- Check the tabernacle
 - Get the key
 - Genuflect when approaching the tabernacle
 - Unlock the tabernacle and check the number of ciboria
 - Check number of Hosts ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or 100% full)
 - Close and lock the tabernacle (keep key in)
 - Genuflect
 - How many stations are needed? How large is the crowd?
 - Hosts in tabernacle ciboria + extras + presider's ciborium or paten = Mass total
 - Each extra ciborium prepared should be about 50-75% full (depending on size)
- Seating Capacities
 - Saint Athanasius: 550
 - Incarnation of the Lord: 280
 - Saint Sebastian: 1,000
 - Saint Teresa of Avila: 1,000
- Setting up trays/vessels: Weekdays
 - Tray corporal
 - Presider's chalice with (bottom to top): purificator, presider's ciborium or paten, pall, altar corporal, chalice veil (if preferred)
 - Be attentive to personal chalices/sets, presider's host/ciborium preferences
 - Some priests like their ciborium to be used for Communion, sent back with gifts
 - Chalices, ciboria with lids (including priest's), pyxes, gluten-free pyxes if needed
 - Matching cruets for water and wine
 - Cruet for handwashing (if you have a third cruet), bowl
 - Wine: should not have much Precious Blood left after Communion
 - Hand towel, purificators (one per chalice; **do not put them inside the chalices**)
- Tray is the same for Sundays and Feasts except that a ciborium (unless presider prefers his own to go back) and wine cruet/flagon go up with gifts
- Gifts (Sundays and Feasts)
 - Altar servers set the gift table, ushers find gift-bearers
 - No gift procession on weekdays (everything is on the tray)
 - Only one ciborium and one cruet/flagon with wine go up with gifts
 - Saint Teresa daily Mass gift procession (two ciboria with tongs)
- Altar servers bring out tray and books (Missal and deacon's binder), Lector brings out Lectionary and lector's binder, Priest carries his binder in procession to sing
- Make sure altar servers light all candles before Mass.
- Make sure full Mass lights are on five minutes before Mass
- Make sure lights are back to Pre-Mass after closing music is finished
- Check tabernacle after Mass to see if you put in too many hosts, then return key to safe
- Make sure altar servers extinguish candles and return Missal, lectionary, binders after Mass
- Dim lights, make sacristy orderly, lock door if last to leave

Liturgical Ministry Questionnaire (Please print neatly)

Name: _____

Email address: _____

Phone number: _____

What ministries are you being trained for?

Note only those ministries you are attending a training for and want to be scheduled for. This sheet is meant to help us put you with the Masses you prefer.

Weekday Masses

*Please mark your preference with a 1 being the least desired and an 11 being the most desired Mass time. If you cannot serve at a Mass, do not mark it at all.

- I prefer not to serve on weekdays.
- 7:00am Monday (St. Athanasius)
- 12:00pm Monday (St. Sebastian)

- 8:00am Tuesday (Incarnation of the Lord)
- 12:00pm Tuesday (St. Sebastian)

- 7:00am Wednesday (St. Teresa of Avila)
- 12:00pm Wednesday (St. Sebastian)

- 7:00am Thursday (St. Athanasius)
- 12:00pm Thursday (St. Sebastian)

- 7:00am Friday (St. Teresa of Avila)
- 12:00pm Friday (St. Sebastian)

- 8:00am Saturday (St. Athanasius)
- ← **Sacristans only:** check the box if interested
9:00am Friday (St. Sebastian, Holy Cross Academy Students Mass)

Sunday and Vigil Masses

*Please mark your preference with a 1 being the least desired and a 9 being the most desired Mass time. If you cannot serve at a Mass, do not mark it at all.

I prefer not to serve on Sundays or Vigil Masses

4:00pm Saturday (St. Athanasius)

4:00pm Saturday (St. Teresa of Avila)

5:00pm Saturday (St. Sebastian)

8:00am Sunday (St. Sebastian)

8:30am Sunday (Incarnation of the Lord)

9:00am Sunday (St. Teresa of Avila)

10:00am Sunday (St. Sebastian)

10:30am Sunday (St. Athanasius)

11:00am Sunday (St. Teresa of Avila)

How often do you want to serve?

Daily

A few times a week

Weekly

Monthly

Every two months

Other (please explain) _____

Which parish do you belong to, if any? _____

Any other preferences (keeping family together, etc.)
