

Sacristan Guide for Mass

Good Shepherd Parish

Before Mass

1. Arrive 45 minutes (earlier if Saturday for Confessions) before Mass to open church and set up.
2. Place the key in the tabernacle
3. Wash hands.

On Credence table covered with corporals

- a. Three corporals folded and placed properly for servers
- b. Patens/uncovered ciboria containing unconsecrated hosts for the people
- c. An extra sleeve of hosts
- d. Empty patens/ciboria
- e. Priest's chalice covered with purificator and pall/paten with priest host
- f. Pre-filled cups of wine for the people
- g. Purificators for all cups for the people
- h. Bowl, water cruet, and clean towel for washing of priest's hands
- i. The small and Large Roman Missal
- j. Tray containing empty pyx to be filled

Gift Table

- a. Cruet of wine
 - b. Paten/uncovered ciborium containing unconsecrated hosts for the people and the larger hosts for the priest
4. *Check Eucharistic Minister* sign in. If all are not there, either ask another (if you know commissioned) or place only the amount of plates and cups as ministers are available. The priest may recognize ministers present who ordinarily attend and serve mass at other locations. Also *check to see if the Lector is present* and *altar servers have checked in* as well. Especially at the weekend Masses, if children altar servers are present, they should be serving. If there are no children servers present, an adult may serve assisting the priest at Mass. (unless the priest prefers otherwise)

*** Do not place consecrated hosts into any bowls--This should be done by the priest from the Ciboria at communion. Do not stack Jesus.**

After Mass

1. As soon as the recessional begins, the sacristan and another person, retrieve the basket(s) of money from the altar and bring to the sacristy. (There must always be two unrelated people present when handling money)
2. Clean off the credence table.
 - a. Gently shake the corporals into a cup, if there are any crumbs at all, no matter how small, place a little water in the cup and drink. Then wash all vessels with mild soap and warm water.
 - b. If the purificators have precious blood on them rinse with cold water into a sink (please use a sink that drains into the ground if church has one) and hang to dry before laundering.
3. Two people should carry money to the bank to make deposit. (This may differ at different church sites)
4. Be sure all lights are off, all candles are extinguished, and all church doors locked before you leave.

What does a sacristan do?

The General Instruction of the Roman Missal (GIRM) states: “The following also exercise(s) a liturgical function: The sacristan, who carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of the Mass” (No. 105).

This statement is as important for what it says and for what it assumes. It clearly delineates the sacristan’s responsibilities, which are essential for the orderly celebration of the Eucharist. Each of the ministers involved in the liturgical celebration depends upon the sacristan’s attention to details, so the sacristan’s role is far from inconsequential. However, this responsibility is altogether supportive, and, once the liturgy has commenced, should situate the sacristan in the sacristy in case something additional might be required.

The GIRM also notes, “Even before the celebration itself, it is commendable that silence be observed in the church, in the sacristy, in the vesting room, and in adjacent areas, so that all may dispose themselves to carry out the sacred action in a devout and fitting manner” (No. 45). This suggests the sacristan set an example of quiet recollection, leading others involved in the liturgy to embrace with calm and dignity their roles in the rites that will follow.

The Basics

As Sacristan, we have three main roles: **Security** (of the sacristy and most importantly, the Eucharist), **Mass Set Up and Clean Up**, and **Mass Coordinator**. You will serve all three roles each time you are a Sacristan, though some of the roles may play a bigger part than others, depending on the mass. Below is a brief explanation of each role:

Security: We are responsible for assuring proper treatment of the Holy Species, namely that of the Sacred Blood and Blessed Sacrament during and after the celebration. We are also responsible for keeping the Holy Tabernacle secure.

Mass set up and clean up vary slightly depending on the individual mass and presider. At every mass, you are responsible for setting up for both Liturgy of the Word and Liturgy of the Eucharist which means preparing all the books, vessels, offertory, and incense when appropriate.

As **mass coordinator**, a sacristan also assists the presider with whatever details/duties he needs done. The sacristan will check to make sure the altar servers are ready and in place as well as making sure the assigned Readers and key Extraordinary Ministers are present and ready to serve.