

Revised Sacristan Duties for Mass

As of June 14th, 2021

1. Please place the following items on the credence table:
 - a. Empty celebrant's chalice and paten
 - b. Lavabo (hand washing bowl)
 - c. Full cruet of water
 - d. Hand towel
 - e. Four ciboria (gold bowls for hosts)

2. Please place the following items on the altar:
 - a. Roman Missal (big read book...should always be there)
 - b. Lighted candles (also will probably already be lit for adoration)

3. Please place the following items on the table in the back of the church:
 - a. One small cruet of wine
 - b. One handled ciborium of unconsecrated hosts with a celebrant's host on top
(Weekend masses, weddings, and funerals: Large host
Daily mass: small host)

4. Lights will be already dimmed for adoration and Father will switch them on right before mass.

5. Turn on sound system
 - a. Find small sound cabinet key in the sacristy cupboard
 - b. Open the cabinet and press each marked button in order

- c. Please do NOT touch any of the dials or settings on the soundboard. They are delicately set up for the best possible sound balance in the church.
6. Make sure bulletins are in the back for ushers
7. Check to see which Liturgical ministers have signed in and find replacements if needed
8. Following the 4:00pm mass, please take the money over to the parish office and lock it in the safe and bring the keys back to the sacristy

After Mass:

1. Please hand wash and dry the four gold ciboria in warm soapy water. No need to wash Father's chalice and paten, he will take care of it.
2. Take the collection basket to the sacristy and take the money to the parish office (as described above).
3. Please do not extinguish candles; that is a good thing for the altar servers to learn and remember to do
4. Turn off all church lights and make sure everything is locked (this applies only to 4:00pm and 10:00am masses...Father will take care of lights in the short turn around after 8:00am before 9:15am adoration starts).
 - a. Another note on the lights...please do not turn off the lights if there are still a significant amount of parishioners congregating and talking after mass...this could be

interpreted as saying “get out of here!” Use your best judgement.

Masses with Baptisms:

Masses with baptisms either during or after happens frequently throughout the year. This information can be found in the bulletin.

1. Reserve the necessary number of pews (usually just two in the front on Mary’s side).
2. Please place the large glass bowl inside the baptismal font
3. On the small table next to the baptismal font, please place the following:
 - a. Baptismal garment
 - b. Baptismal candle
 - c. Two hand towels
 - d. Baptismal Oils (the two glass vials marked “OS” and “SC”)
 - i. Oleum Sanctum (Holy Oil) and Sanctum Chrisma (Sacred Chrism)
4. The warm water in the pitcher will be retrieved by one of the altar servers and Father will have the Baptismal Rite book with him already.
5. Light Easter candle before mass and extinguish after
 - a. (Note: when lighting, please either use a stool to reach the wick OR carefully lift the candle out of it’s holder to bring it down to eye level.
When extinguishing, please do NOT use a candle snuffer that is smaller than the circumference of the candle. This cause

the snuffer to be dipped in wax and then Bootie has to clean it. We do not want to make Bootie unhappy. Until we purchase a large enough candle snuffer, please use the brown glass candle base that sits on the presiders chair.

- b. During funerals, the candle should be wheeled to the area in front of the altar near where the casket will be. Please do not wheel the candle back until the pool of wax has had sufficient time to cool off otherwise it will splash down onto the candle base. Once again, let's keep Bootie happy...

Please plan on gathering in the sacristy with all the other ministers at exactly 5 minutes before every weekend mass for a prayer and blessing led by Father before we begin the liturgy. This strengthens our spirits and our bodies and reminds us that we all have a part to play as the one body of Christ.

Thank you so much for volunteering your time and skills to make this family operation work and to help bring the sacraments to this parish!! Remember, we are not going back to normal: we want to move forward to BETTER than normal with gratitude and joy for all the blessings God has given us.

Peace,
Father Jacob Rouse