

GUIDELINE FOR SACRISTAN MINISTRY



Thank you for volunteering for this very important ministry. While participating in this ministry, please remember that a large part of the preparation for each Mass belongs to the sacristan. In a sense, you are responsible for everything that is used in the parish liturgy and communal worship of God.

LITURGICAL ITEMS - overview

• In the Sacristy

Altar Breads: A plastic bag is provided for the storage of unconsecrated altar breads or hosts. Full bag is 500 hosts, ½ bag is 250 hosts and ¼ bag is about 125 hosts. The large hosts used by the Presider are in a separate bag and only used for Sunday masses. The medium size host is used for weekday mass, funerals and weddings. These unconsecrated hosts are stored in the cabinet to the right of the sink.

Upper Cabinets: Located against the east wall - the tabernacle key, chalices, patens, sacred vessels and valuable items are stored here.

Closets: West wall closets are for hanging the larger vestments used by the priests and deacons. The single closet on the left is for hanging and storing specialty linens and banners.

Refrigerator: Located in the southwest corner just left of west wall closets - used for storage of the wine used at mass and the water and wine cruets.

Books: Located in the east wall cabinets - the Ordo is a small calendar in book form providing detailed instructions, including the vestment color for each day's liturgy. The Sacramentary is the principal book used by the celebrant. The Lectionary contains the scriptural readings and responsorial used during the Liturgy of the Word. The Book of the Gospels is used to read the Word of God.

Other Items: The Switch Panel controlling the lights in the church is labeled for use as is the Sound Panel. The Candle Lighter/Snuffer is located along the south wall. The Lighter is located on the shelf - facing the shelf on your left side.

Sacred Vessels: Certain utensils, sacred vessels, serve special functions in the liturgy and are consecrated or blessed and are to be treated with dignity and care. The principal sacred vessels are used in the celebration of the Eucharist. These are the Chalice or cup which holds the wine for consecration and the Paten or plate which holds the hosts. The covered Ciborium is used to store consecrated hosts in the tabernacle. The Monstrance is a vessel designed to hold and display the consecrated host when it is exposed for adoration upon the altar or carried in procession.

• The Liturgical Area (altar area)

The Ambo is the pulpit or lectern where the Word of God is proclaimed, and the homily delivered. It also serves as a symbol of the Word of God.

The Gift Table holds the cruets and unconsecrated hosts. The gift table is located in the back of the church.

The Ambry is a locked cabinet on the west wall to store the holy oils. These are the Oil of Catechumens used for baptism, Oil of Sacred Chrism used in confirmation and holy orders and Oil of the Sick used in anointing of the sick.

The Credence Table is located near the side of the altar (against east wall) and is used during Sunday, Holy Day, Wedding and Funeral Masses. The patens, tray with the cups, the presider's chalice, purificators, corporal and sacramentary are placed there until placed on the altar during mass.

• Linens and other Liturgical Items

The Corporal is a cloth spread upon the altar upon which the chalice, patens, wine cups and hosts are placed.

The Purificator is the cloth used to purify the sacred vessels.

The Hand Towel is used by the presider to dry his hands.

The Basin or tray is for hand washing.

The Easter or Paschal Candle is a large ornamental candle symbolizing the Risen Christ. It is blessed and carried in at Easter Vigil and will be lit during all liturgies throughout the Easter season. It is also lit for baptisms and funerals.

The Servers' Candles are carried by the servers.

Cruets are smaller pitchers used for water and/or wine during mass.

The Processional Cross is a crucifix attached to a staff about five feet tall. It is carried at the front of the liturgical procession and placed in a stand on the west front side of the Altar.

The Thurible is an ornamental container suspended on a chain in which incense is burned on a small piece of charcoal. The incense container is called the Incense Boat.

SACRISTAN PROCEDURES FOR MASS SET UP

Secure key and turn on lights for Mass. Make sure doors are unlocked and return key to safekeeping.

In the Sacristy –

1.
 - a) From the upper east wall – far right cabinet, take down 2 large Chalices.
 - b) From the upper east wall left side cabinet next to center doors, take out Priest Chalice, glass plate (2) and bowl of breads.
 - c) From the refrigerator, take large host and place onto Priest Paten.
 - d) Take wine from refrigerator and fill glass flagon or pitcher with wine at least 1 1/2 inches from the bottom (one full cruet measure out correctly.)
 - e) Retrieve the bowl of breads, Gospel Book, glass bowl to the back of the church and place on Gift Table located in the back of the church. Move table to center aisle and open Prayer book.
 - f) Fill the cruet of water from the plastic spring water container and place the Sacramentary and two Chalices with Purificators on the Credence table.
 - g) Leave the Tabernacle key on the Paten on Priest Chalice.
2. Turn **ON** the PA System.
3. Set books up – includes the Sacramentary, Lectionary and Gospel Book.
 - a) To set up the Sacramentary – see pages in the Sacristy for proper settings.
 - b) To set the Lectionary, you need to know the date of the Sunday you are setting up for. There is a calendar in the Sacristy.
4. Place the written petition sheet which originated in the back of the church for people to list their prayers – open book.
5. *****AFTER MASS***** Please make sure the Collection Basket and contents is put into Sacristy. Also, extinguish the candles and put all the items brought out back to their proper places in the Sacristy. Turn off the PA System and the lights. Please be sure to ensure that both doors into the Sacristy are tightly closed and locked.

Head Sacristan – Diane Liebel phone 654-4859 (cell) or 654-2169 (home.) Diane is the main contact for all Sacristan Ministers, please contact her for issues or needs. Office Manager Brenda Rummel will continue to schedule Ministers, and everyone is asked to find their own replacement if you cannot meet schedule.

Head Sacristan duties.

- Participates in quarterly Liturgy & Worship Commission Meetings
- Responsible for training new sacristans (assisted by Julie Howell and/or Gina Webb)
- Keeps inventory for: Candles, Hosts, Ashes, Wine and Station books and coordinates needs with Fr. Felix and or office manager.
- Assist and coordinates with Fr. Felix - daily Mass and Sunday sacristans and special events such as Confirmation, Ash Wednesday, Lenten evening mass, stations, Holy Thursday, Good Friday, Easter Vigil and Christmas and Easter mass set up.

The follow is only to serve as a guide to the Head Sacristan, please coordinate all with Fr. Felix and/or office manager. All Sacristan Ministers are urged to review and offer to assist if you are schedule for one of these special activities.

CONFIRMATION

Place a small table near the credence table with the following:

- ✓ Small bowl with lemon wedges (Purchase a lemon)
- ✓ Bowl for washing hands.
- ✓ Carafe with warm water (Located on the bottom shelve of the locked safe)
- ✓ Towel to cover table.
- ✓ Towels to dry hands
- ✓ Soap
- ✓ Small bottle of water for the bishop

LENT

At least a month before Ash Wednesday check to see if there are enough ashes. If not let church office know so they can be ordered. All towels should be clean and in bins in the sacristy closet. If more are needed contact church office to order more. Also make sure tapers are ordered for Easter Vigil.

Ash Wednesday

Before mass:

- ✓ Small bowls with ashes are placed on table at the left side of the altar. Cover tablet with purple cloth.
- ✓ Water carafe fill it with warm water place on credence table.
- ✓ Cover one of the credence tables with a towel, have a large bowl, soap and paper towels for hand washing available.

After mass:

- ✓ Bring carafe back to sacristy.
- ✓ Bring bowl back to empty and clean.

Other ash distribution services:

- ✓ Make sure ashes are in place by the altar.
- ✓ Refill carafe with warm water and bring to credence table.
- ✓ Make sure large bowl, soap and paper towels are at the credence table.

After ash distributions services:

- ✓ Clean large bowl and return to credence table.
- ✓ Make sure soap and paper towels are available.

Stations of the Cross

Altar:

- ✓ Small Corporal
- ✓ 4 candles located in servers' closet.
- ✓ Monstrance
- ✓ Thurible and Incense boat placed at the foot of the altar- right side facing altar.
- ✓ Light charcoal just before service starts and candles on the altar.
- ✓ Station books placed at side door as well as on table behind baptismal font. These books are located in priest sacristy cabinets.
- ✓ Humeral veil on front pew Church staff will set up small kneeler for presider After Stations:
- ✓ Clean out Incense boat into can, under sink, and leave on tile floor by the sink to cool.
- ✓ Put everything you brought out away.

HOLY WEEK

Holy Thursday Setup:

- ✓ Bowls and pitchers in cabinet in priest sacristy
- ✓ Take bowls and place 2 at each of the 4 front pews, place 1 by the priest and deacon chairs and 1 at the station set up by Mary's shrine, place a towel under these two bowls.
- ✓ Place about 2 dozen towels by each bowl
- ✓ All the pitchers are put in the back sacristy for filling and distribution at the service.

- ✓ Place the carafe with warm water, soap, bowl and towels at a table near credence table for hand washing after feet washing, cover this table with a towel.
- ✓ Towels are located in the lower cabinet in the corner of priest sacristy.
- ✓ Set like for Sunday Mass for Servers and others are assigned to bring pitchers to and from foot washing stations.

Make sure extra hosts are consecrated. There is no consecration on Good Friday but there is communion distribution. Set up a spot in the corner of the priest sacristy for storing the consecrated hosts. Place a corporal on counter, have an extra corporal to cover ciborium, large glass candle and lighter.

Good Friday Afternoon Stations of the Cross:

- ✓ Station books on table in back of church and at side entrance
- ✓ Paper napkins to be used to wipe the cross at veneration Evening Service: At credence table.
- ✓ Small corporal • Patens for EM's
- ✓ Sanitation wipes/paper napkins for wiping cross at veneration Someone will bring the consecrated hosts from the priest sacristy during the preparation of the altar, this is usually the deacon.

Easter Vigil (Saturday Evening)

Prior to Saturday Vigil service assemble tapers for congregational use. They are located in work sacristy. Place them in the 2 large baskets under the sign in table in sacristy. Ushers will take care of bringing the baskets out and will distribute them to the congregation.

Set up like Sunday Mass with these additions:

- ✓ Small bowl with lemon wedges
- ✓ Carafe with warm water, bowl, soap and towels for hand washing will go on the extra table set up near the credence table, cover this table with a towel.
- ✓ Two large towels placed on the baptismal well floor.
- ✓ Holy Water bowl and aspergillum

Easter Sunday set up as you would regular Sunday Mass – check with Fr Felix @ any details.