

SACRISTAN DUTIES

Note: These instructions apply to the first Mass of the day. When serving at the last Mass of the day, put the items back where they belong on the shelves in the back part of the Lower Sacristy.

Before Mass

- I. Sanctuary Lamp, Tabernacle Side Candles, and Altar Candles
 - A. Sanctuary
 - 1) Sanctuary Lamp candle - These are seven-day candles and need replaced whenever the light can no longer be seen. If it needs replaced, tell Clergy.
 - 2) Altar candles - These need replaced when the base of the glass protector touches the base of the brass candle holder. New candles are located in the back part of Lower Sacristy on the shelf across from the vestments. Used candles are put in the box in the cabinet under the counter across from the sink.
 - 3) Tabernacle candles - These tea lights need replaced frequently. New candles are located in the front part of Lower Sacristy in the lower cabinets across from the sink. Used candles are put in the box in the cabinet under the counter across from the sink.
 - ii. Altar Bells
 - A. Sanctuary
 - 1) Verify the Altar Bells are by the Server's chair on the right side of the Sanctuary. Note: If not there, find them in the Lower Sanctuary.
- III. Chalice and Tabernacle Key
 - A. Lower Sacristy
 - 1) Determine the Mass celebrant by the initials listed on the calendar posted on the bulletin board to the right of the sink..
 - ◆ JCM = Rev. Juan Carlos Marin: Even though Fr Juan Carlos has a Chalice with his name on it, he has asked me to use one of the large gold Chalice designated for visiting priests.
 - ◆ EA = Rev. Eugene Azorji: Silver Chalice with the green stone on the stemNote: If the scheduled priest does not celebrate this Mass, and you have enough time before Mass starts, you may trade out the Chalice by taking the one on the Credence Table to the Lower Sacristy, swap Chalice and return the desired Chalice to the Credence Table
 - 2) Collect the group of Purificators from the drawers on the counter across from the sink against the outside wall. Each Mass has its own group and is marked accordingly. Leave six Purificators by the sink and carry one with you. Extras should be located in the upper cabinet to the right of the drawers holding the Purificators. They are usually in a basket. Make sure they are the ones without holes.
 - 3) Go to the back part of the Lower Sacristy, turn right past the vestments and left to the shelves along the outside wall. Select the appropriate Chalice. Collect the Tabernacle Key that is under a Chalice to take with you. Open the remaining Purificator and place over the top of the Chalice lengthwise. NOTE: The Tabernacle key may be in drawer under cabinet with Purificators in the front part of the Lower Sacristy.
 - 4) Place the Paten over the Purificator.
 - 5) Place appropriate-sized host next. Hosts are located on the right side of the third shelf from the top in two different sized boxes.
 - ◆ Sunday Liturgies - large host
 - ◆ Daily liturgies - small host
 - 6) Place the White Pall next.



7) Take the prepared Chalice and Tabernacle Key to the Sanctuary.

B. Sanctuary

1) Place the prepared Chalice on the right, front side of the Credence Table.

IV. Number of Consecrated Hosts

A. Sanctuary

1) Put the Tabernacle Key in the Tabernacle lock. Unlock, open and check the number of consecrated hosts.

2) Note: The large, full Ciborium holds approximately 200 hosts. The smaller, full Ciborium hold approximately 175 hosts.

3) Close the Tabernacle door, lock and leave the Key in the Tabernacle lock.

V. Ambo

A. Sanctuary

1) Verify the Lectionary is on the Ambo and open to the appropriate first reading for today's Liturgy. Adjust as needed.

2) Drape the ribbon book marker so it extends out the side.

3) Verify the white binder used by Lectors is on the Ambo and has the sheet for today's Liturgy, Prayers of the Faithful and Announcements. Move the sheet for the current liturgy to the front.

4) Close the binder and leave it on the Ambo.

5) Note: If the binder or sheets are missing, tell Clergy.

VI. Large Roman Missal

A. Sanctuary

1) Verify the large Roman Missal is on the lower shelf of the Credence Table. Note: If the large Roman Missal is not on the lower shelf of the Credence Table, return to the Lower Sacristy and get the large Roman Missal from the shelves of the upper right-hand cabinet across from the sink. Return to the Sanctuary.

2) Open the large Roman Missal to the appropriate first reading for today's Liturgy. Adjust as needed. Drape the ribbon book marker so it extends out the side.

3) Check the ribbon book marker for the Preface and put on the appropriate Preface. Drape the ribbon book marker so it extends out the side. You may confirm the Preface by checking the Small Roman Missal or with Clergy.

4) Close the Missal and return it to the lower shelf of the Credence Table.

VII. Mass Binder

A. Sanctuary

1) Verify the Mass binder is on the table next to the Presidential Chair and has the sheets for today's Liturgy, Prayers of the Faithful, and announcements (may not be needed in the Mass Binder used by the Clergy).

2) Note: If the binder or sheets are missing, tell Clergy.

3) Move the sheets for the current liturgy to the front.

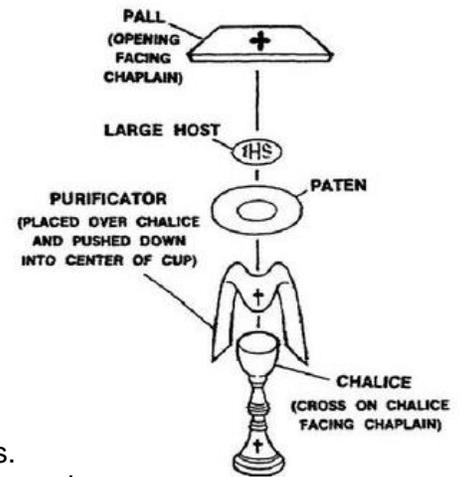
VIII. Small Roman Missal

A. Lower Sacristy

1) The small Roman Missal may already be on the table next to the Presidential Chair. If not, get the small Roman Missal from the Lower Sacristy and get the small Roman Missal located on the lowest shelf of the upper right-hand cabinet across from the sink.

2) Verify the red ribbon book marker is on today's Liturgy. Adjust as needed. Drape the ribbon book marker so it extends out the side.

3) Check the ribbon book marker for the Preface and put on appropriate Preface. Drape the ribbon book marker out the side.



- 4) Close the Missal.
 - 5) Take the prepared Missal to the Sanctuary.
- B. Sanctuary
- 1) Put the small Roman Missal on the table next the Presidential Chair.
 - 2) Note: Selected Preface in both small and large Missals must be the same.
- IX. Lavabo Bowl (ceramic bowl)
- A. Lower Sacristy
- 1) Get one white towel from the drawers on the counter across from the sink against outside wall and put next to the sink.
 - 2) Get the Lavabo Bowl off the shelves in the back part of the Lower Sacristy and take to the sink.
 - 3) Pour 1 1/2 cups water in the Lavabo Bowl .
 - 4) Take the Lavabo Bowl and one white towel to the Sanctuary.
- B. Sanctuary
- 1) Place the Lavabo Bowl on the back, left side of the Credence Table
 - 2) Place the folded white towel in front of the Lavabo Bowl .
- X. Communion Cups, Water Cruet, and Wine Cruet
- Note: Use the new, shiny gold Communion Cups for the following liturgies. They are located on



the shelves in the back part of the Lower Sacristy under a cloth.

Note: When we are short Extraordinary Ministers, communicate with the Deacon. He may want you to put the Communion Cups, bottle of wine, Purificators and plastic measuring cup by the sink. The Deacon will be able to collect and prepare for use as appropriate.

- A. Lower Sacristy
- 1) Get six Communion Cups appropriate for the Liturgy from the shelves in the back part of the Lower Sacristy and put them on the tray.
 - 2) Get the Wine Cruet from the shelf in the back part of the Lower Sacristy and, when needed, fill with wine. Leave the Wine Cruet on the counter by the sink until the Ciborium are prepared.
 - 3) Get the Water Cruet from the shelves in the back part of the Lower Sacristy and, when needed, fill with bottled water located on the lower shelf in the back part of the Lower Sacristy. Put on the tray with the Communion Cups.
 - 4) Take the tray of Communion Cups and Cruets to the front part of the Lower Sacristy and put on the counter to the right of the sink.
 - 5) Get the bottle of wine and plastic measuring cup/or small plastic glass from the shelves in the back part of the Lower Sacristy and bring to the tray of Communion Cups. (Wine will either be on the shelf with other Communion Cups or in a box under the shelf.)
 - 6) Wait to complete preparations until 15 minutes before Mass.
- I. Ciborium
- A. Lower Sacristy
- 1) Note: Prepare additional Ciborium so there are four total counting what is in the Tabernacle. One or more may be in the Tabernacle. Ideally, each Ciborium would hold the same

amount; however, the number in the Tabernacle varies in quantity. A Ciborium could hold up to 200 when shaken and filled to the top. Sometimes it is appropriate to put as few as 15 in each of the Ciborium taken to the table located just inside the Narthex. That said, the following are the needs for the English Masses.

Ordinary Time

- ❖ 5:00 p.m. - Average attendance: 345. Fill each Ciborium for approximately 400 total.
- ❖ 8:00 a.m. - Average attendance: 320. Fill each Ciborium for approximately 400 total.
- ❖ 11:30 a.m. - Average attendance: 470-500. Fill each Ciborium full for approximately 500 total.

Special Liturgies

- ❖ All Saints: Vigil 2018 approximately 95 attendees, 8:00 2018 approximately 75 attendees, Noon 2017 approximately 200 recipients
- ❖ Immaculate Conception Attendance 2017: 5:30 approximately 75 in attendance
- ❖ Assumption Attendance: 2018: Vigil-327, 8:00-70, Noon-110, 5:30-94, Spanish 7:00-215. So few EM, only distributed hosts.

- 2) Go to shelves in the back part of the Lower Sacristy and get the required number of Ciborium and corresponding lids.
- 3) Collect the large PIX or small Ciborium to take with you. The large PIX may be located next to or under one of the Ciborium. The small Ciborium is used sometimes for the choir. Do not bring the lid for the small Ciborium.
- 4) Fill the large Ciborium with the required number of hosts from a large, plastic container of hosts located to the left of the Ciborium. Discard any broken pieces. Cover the large Ciborium with lid and gently shake. If needed, add additional hosts as space allows.
- 5) Place the prepared large Ciborium and the large PIX or small Ciborium on the second tray located in the Lower Sacristy.
- 6) Take the large PIX or small Ciborium to the front part of Lower Sacristy. Place the large PIX on the counter next to the basket with the lighter. It will be collected 15 minutes before Mass starts.
- 7) When used, place the small Ciborium next to the tray of Communion Cups. It will be collected 15 minutes before Mass starts.



B. Inside the Church and Next to Narthex

- 1) Carry the tray with the prepared large Ciborium and Wine Cruet to the small table located by the statue of our Blessed Mother near the entrance of the church.
- 2) Place the Ciborium on the front part of the table.
- 3) Place the Wine Cruet behind the Ciborium.
- 4) Return the tray to the shelves in the back part of the Lower Sacristy.

15 minutes before Mass

I. Light Candles

A. Lower Sacristy

- 1) Test the lighter. Note: If lighter doesn't work, use matches which are located in the drawer on the left side of the sink.
- 2) Collect lighter or matches

B. Sanctuary

- 1) Light the Altar and Tabernacle candles. Note: When matches are used, the glass protector needs to be lifted from the candle before the candle can be lit. Carefully replace protector after candle is lit.

Note: During Advent and after the first Mass when the wreath is blessed, it may be necessary to light the appropriate candle(s). Light the same candle(s) for each week. Yes, the first one will burn down more than the others. Usually, a parishioner is asked to light the

candles for the Advent wreath during the Penitential Rite. Verify procedure with Deacon prior to Mass.

During Easter, the Easter candle is lit through Pentecost.

A. Lower Sacristy

- 1) Return to the Lower Sacristy with the lighter/matches and put in appropriate locations. Throw away the matches.

II. PIX or small Ciborium, Communion Cups and Water Cruet

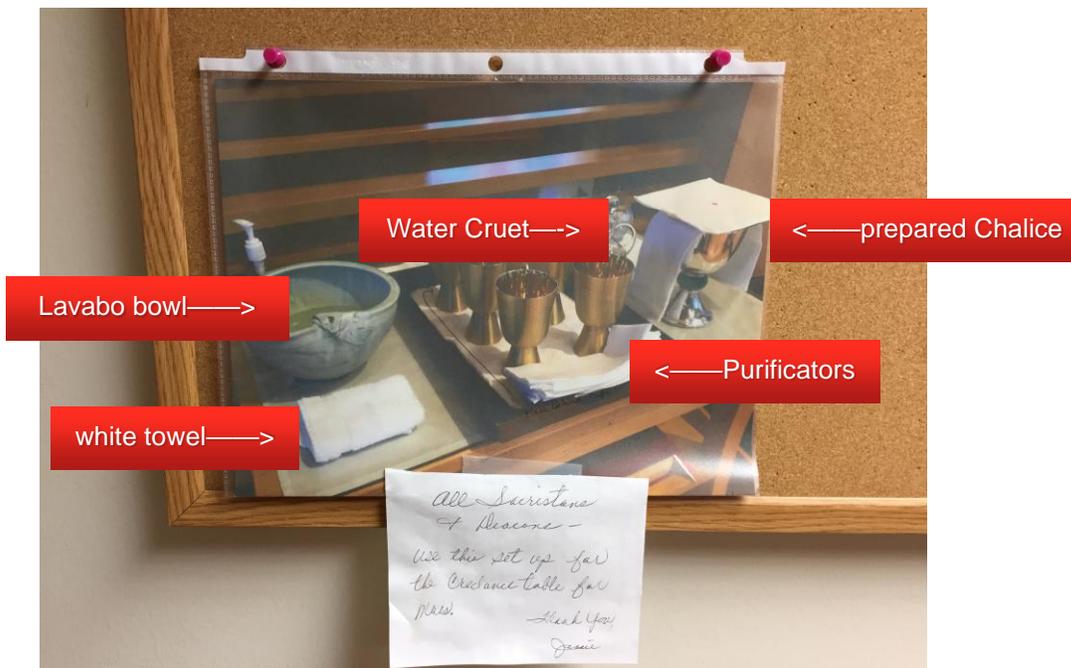
A. Lower Sacristy

- 1) Pour approximately 2" or 1/4 cup of wine into each Communion cup. When available, use small plastic glass as measuring cup.
- 2) Rinse and dry the plastic measuring cup. Return it and the bottle wine to the shelf in the back part of the Lower Sacristy.
- 3) Collect the six Purificators that were sitting by the sink and place on the left side of the tray with the Communion Cups.
- 4) Collect the large PIX or small Ciborium and other PIX placed there by EMs visiting the shut-ins. Close when open.
- 5) Take all the PIX or small Ciborium along with tray holding Communion Cups, Purificators, and Water Cruet to the Sanctuary.



B. Sanctuary

- 1) Place the tray on the center of the Credence Table.
- 2) Place the Water Cruet behind Chalice.
- 3) The Credence Table is complete and should look like the following picture. Adjust as



needed.

- 4) When used, place the small Ciborium on the Credence Table behind the Chalice and to the left of the water cruet. Because the small Ciborium is used infrequently, it is not pictured in the above picture.
- 5) Place the PIX on the altar in a vertical line to the right of the Corporal along the left side of the Purificator starting at the top of the Purificator.

III. Mass Intensions

- 1) Mass intensions should be on left side of altar. Note: If the intensions are missing, tell Clergy.

IV. Duties are complete until Mass is over.

After Mass

Note: Only after the last Mass Saturday night and 11:30 am Sunday Masses, carefully blow out candles to keep from blowing wax against the glass protector.

I. Return items to the Lower Sacristy

If any of the following items remain in the Sanctuary, follow this order and return them to the Lower Sacristy, clean when necessary and put where indicated.

- A. Tray of Communion Cups and Purificators - Put tray of Communion Cups to the right of the sink for the Deacon to purify. Put all but one Purificator on the used altar cloths plastic bin against the outside wall to dry. The Deacon will use the remaining Purificator to dry the vessels. After the Deacon purifies the Communion Cups, Paten, PIX, and Ciborium:
 - 1) Wash and dry the Communion Cups quickly and thoroughly to be ready for the next Mass. Wash the vessels with warm water and dish soap. Use the left side of the sink to wash the purified vessels. Note: The right side of the sink is the Sacarium which goes directly into the soil not the plumbing and is only used for very special situations.
 - 2) Use a "frayed" Purificator to dry the vessels. When finished put the Purificator on the used altar cloths plastic bin against the outside wall. There is a container of "frayed" Purificators which are to be used to dry the vessels. It may be located to the right of the sink or in the upper cabinets to the right of the drawers holding the clean Purificators.
 - 3) Put the dry Communion Cups on the tray and return to the back part of the Lower Sacristy.
- B. Pick up another tray from the back part of the Lower Sacristy and return to the Sanctuary. Use for Chalice, Paten, White Pall, Lavabo bowl, white towel, cruets, PIX, Ciborium. Return to Lower Sacristy.
- C. Chalice and Paten - Return to the shelf in the back part of the Lower Sacristy. It is not necessary to wash these because the Deacon has already purified them.
- D. White Pall - Return to the shelf in the back part of the Lower Sacristy.
- E. Ciborium and large PIX - Put to the right of sink for the Deacon to purify. Once purified, return to the shelf in the back part of the Lower Sacristy. Do not wash.
- F. Lavabo Bowl and white towel - Pour out the water and put the Lavabo Bowl on the shelf in the back part of the Lower Sacristy. Put the white towel on the used altar cloths plastic bin against the outside wall to dry.
- G. Water and Wine Cruets - Return to the shelf in the back part of the Lower Sacristy.
- H. Small Roman Missal - Put on the lowest shelf of the upper right-hand cabinet across from the sink.
- I. Gospel book - If the Gospel book is still in the Sanctuary, take it to Upper Sacristy and place on the lowest shelf of the upper right-hand cabinet.

At the End of the Day after the last Mass perform as needed

I. Sanctuary

- A. Lock the Tabernacle and take the Key.
- B. Carefully blow out the Altar and Tabernacle candles to keep from blowing wax against the glass protector.
- C. Close the Lectionary and return to the shelf in Ambo.

II. Lower Sacristy

The following items are returned to their homes.

A. Front Part of the Lower Sacristy

- 1) Basket for the children's bulletins

- 2) Small Roman Missal is put on the lowest shelf of the upper right-hand cabinet across from the sink.
 - 3) Used Purificators and towels are put in the used altar cloths plastic bin against the outside wall.
- B. Shelves in the back part of the Lower Sacristy.
- 1) Empty and dry Lavabo Bowl
 - 2) Water and Wine Cruets
 - 3) Purified, washed and dried Communion Cups are turned upside down and put on the tray.
 - 4) Purified Ciborium are put upside down with lids near by.
 - 5) Purified large PIX used for the choir is placed under a Ciborium.
 - 6) Purified, washed and dried Chalice is turned upside-down.
 - 7) Tabernacle Key is placed under a Chalice.
 - 8) Paten is placed on top of the base of a Chalice.
 - 9) Pall is placed on top of the Paten.
- III. Upper Sacristy
- A. Take Gospel book to Upper Sacristy and place on the lowest shelf of the upper right-hand cabinet.

Number of hosts in a medium-sized Ciborium

25 hosts



50 hosts



75 hosts



100 hosts

125 hosts



150 hosts

175 hosts

