

# PROCEDURES FOR SACRISTANS

## IN PREPARATION FOR MASS

*(please arrive at a minimum of 15-20 minutes before Mass begins)*

### 1. From the cupboard marked Eucharistic vessels:

\*key for extra hosts & wine is also located in this cupboard

-2 small gold plates

-1 large gold plate

-4 gold cups (*\*4:30 Saturday 2 gold cups*)

-glass wine pitcher

-key for the tabernacle

-silver chalice (*presider's*)

### 2. From the drawer marked purificators:

-4 purificators (*\*4:30 Saturday 2 purificators*)

### 3. From the drawer marked corporals:

-1 corporal

### 4. From the drawer marked hand towels:

-one hand towel

*(We would like to reuse these as much as possible for the weekend liturgies; if it is not too damp or soiled, please do not exchange)*

### 5. From the cupboard marked Eucharistic hosts:

-fill large plate with appropriate number of hosts (150-200)

*(check quantity in tabernacle, adjust accordingly)*

-place 1 large presider host on top of small hosts in large plate

*(please make sure to dispose of small crumbs or very broken hosts)*

### 6. From the cabinet near the sink:

-glass cruet for water (*gifts*)

-glass cruet for warm water (*handwashing*)

-1 hand washing bowl

### 7. Place the following on the cupboard near the sink:

*(these items are picked up by the hospitality ministers and taken to the gift table)*

-glass wine pitcher with wine (2/3 or 3/4 full)

- large plate of hosts
- glass cruet of water (3/4 full)
- large collection basket

## **PLACEMENT OF VESSELS IN THE SANCTUARY**

### **7. Place the following on the credence tables in the sanctuary:**

Credence table on left side of door:

- 4 gold cups (*\*4:30 Saturday 2 gold cups*)
- 3 purificators (*\*4:30 Saturday 1 purificator*)
- 2 gold plates

Credence table on right side of door:

- Hand washing bowl and towel
- small cruet of WARM water
- 1 silver Chalice (*presider's*)
- 1 purificator
- 1 corporal for altar

### **8. Place the key in the tabernacle.**

*\*Empty wine bottles should be rinsed and placed near the garbage container in the sacristy for recycling.*

#### **After Mass:**

-Carry vessels back into sacristy, wash, wipe, and set on beige tray or back on credence tables if you are setting up for the next Mass.

**(OR** wash, wipe and put away after the 8:30am weekday, 4:30pm & 10:30am)

*-do not stack gold vessels (place cloth between them in cupboard to avoid scratching)*

-place soiled purificators, towels, and corporals in clothes bin in server's alb closet

-the covers on the credence tables can be wiped off if there are noticeable wine spills

-Put tabernacle key away **ONLY** after the 4:30pm & 10:30am

***Thank you for your ministry!!***

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