

ST. CECILIA PARISH

Guidelines for Sacristans

Set Up for Mass:

Check the tabernacle to see how many consecrated hosts and ciboria are inside. Close the door, leaving the key in the door.

Check to see who the celebrant is for the Mass and set up accordingly (with the appropriate chalice). The priest's chalice is layered in the following order (see photos):

- 1) Purificator
- 2) Paten
- 3) Pall
- 4) Corporal (use the large one at 9:00am & 10:45 Masses)

Prepare the gifts:

- Pour some wine into the small decanter (just enough for all celebrants and deacons).
- Put unconsecrated hosts into the ciborium, with the priest's host on top. (Each packet holds 250 hosts.) Remember to consider how many consecrated hosts are already in the tabernacle.
- Set the decanter and ciborium on the gift table at the back of the church.

Set up the credence table and the altar:

- Determine how many chalices are needed (add one if there'll be a choir), and set them in the basket. Fill the chalices with wine to the desired level.
- Determine how many additional ciboria will be needed, considering how many are in the tabernacle (add the small one if there'll be a choir).
- Fill the water cruet full.
- Set items on the credence table: basket of chalices, ciboria, water cruet, priest's chalice, empty pendant basket.
- Place one purificator for each chalice on the altar.
- Check that the finger bowl and hand towel on the table are acceptable. Replace if necessary.
- Check the condition of the hand sanitizer containers. Refill if necessary.
- Check that the Roman Missal is on the credence table.
- Check that the processional and altar candles have been lit by an altar server.

Clean Up After Mass:

Wash and dry the vessels:

- The ciboria and the chalices have already been purified by the priest or deacon. Wash the chalices gently with soap & water, dry them and return them to the basket or the cupboard.
- The decanter and ciboria may be rinsed in clear water and dried.

Place the used purificators in the appropriate container below the sink.

Hang the pendants from the basket on the hooks in the server sacristy (return the basket to the credence table).



Chalice – Fr. Cary



Corporal – Regular vs. Large Size



Credence Table – No Choir



Chalice – Fr. Mark



Credence Table – With Choir