

# PROCEDURES FOR THE SACRISTAN SUNDAY MASS

**If a Sacristan or Eucharistic Minister is scheduled to be on duty, they must dress appropriately. Please be mindful of attire.**

**Scheduled sacristans must report for duty. We definitely do not want no Sacristan at any Mass.**

**If a Sacristan cannot report for duty at their scheduled Mass, they have to find a replacement.**

**Communion to the sick** – If a sick person cannot consume an entire Host, breaks off a small piece, and gives it to the sick person. Consume the rest yourself.  
Or, if you know before going that someone cannot consume an entire host, take a small piece from the Tabernacle.

## **BEFORE MASS**

1. Unlock front church doors (if it is the first mass of the day).
2. Turn on the hall lights (the light switches are across from the water fountain in the corner of the hall).
3. Unlock restrooms and door on Toyopa Street (near the office).
4. Unlock Sacristy door.
5. Turn on lights in church;
  - ✓ All switches of top row
  - ✓ **Turn on the spot light 10 minutes before the mass.**
6. Unlock Sanctuary door.
  7. Turn on the Church microphone. Touch the screen to the right of the light switches. Enter the code (last four digits at the bottom of the screen) and select Medium Mass.
- 7a. Begin new sign-in sheet.
8. Unlock cupboard in sacristy where sacred vessels are kept (key is in the middle drawer, front right corner) and obtain the key to the Tabernacle.
9. Go to Tabernacle:
  - ✓ Check quantity of hosts in ciborium (small, round Ciborium with handle holds approximately 180 hosts).

- ✓ Cover ciborium, replace in tabernacle, leaving the key in the door.
- ✓ Ensure there are sufficient hosts for evening mass, if a priest is not assigned.
- ✓ For student masses (with ALL school students) allow for approximately 350 people.

10. Credence table

- ✓ Have clean wash cloth, dry bowl and cup of water for washing hands.

11. Ciborium

- ✓ Sunday: Use 4 ciboriums (prefer gold), including the one in the tabernacle, and place the 3 ciboriums on the credence table.

12. Chalice: use celebrant's personal choice

- ✓ Sunday: Celebrant – Take his chalice (IF HE HAS HIS OWN; ONLY FR. KIDNEY HAS HIS OWN CHALICE) + 2 for congregation. If the priest does not have his own chalice, then you only need 2 chalices.

- ✓ Place purificator and pall over chalice of celebrant.
- ✓ Place the corporal on the Altar (in the center)
- ✓ Place purificator on or inside other chalices.
- ✓ Take 2 or 3 chalices and place on credence table.



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- ✓ Wine - **PLEASE DO NOT USE THE WATERFORD CRYSTAL PITCHER OR CIBORIUM BUT FOR SPECIAL OCCASIONS.**

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**Sunday** – Fill pitcher with approximately 2 cups of wine.

If more wine is needed, check box in cupboard on bottom shelf. If the box is empty, check candles storage room for more wine (storage room is next to the steps in the Sacristy, by the bulletin board).



Hosts

***NOTE: The hosts from the cupboard are NOT consecrated, therefore, should NOT be mixed with the consecrated hosts within the Tabernacle.***

> **Sunday** – Fill approximately 2 ciborium's, (a ciborium with handle holds approximately 180 hosts) and pour into large ciborium, depending on the amount of hosts in the tabernacle.

**Place one LARGE wafer on top of hosts.**

Place pitcher and large ciborium, with large wafer, on gift table near front entrance. Place other empty ciboriums and chalices on credence table.

14. Lectionary book – The Lector is responsible to place the Lectionary book on the ambo.
15. Sacramentary book – The Sacramentary book goes on the table behind the right pillar (right pillar when facing the Altar).
16. Candles – this is Sacristan's responsibility, but Altar servers usually help with this task \*\*\*\*\*
  - ✓ Get the candle holders with amber bulbs and light them about 10 minutes before mass.
  - ✓ Light the three candles on the Altar.
17. If the required number of Eucharistic ministers is not present for mass, the assigned sacristan will go to the congregation and find the necessary additional Eucharistic ministers needed.

***NOTE: Keep Sanctuary door closed during mass.***

## **DURING MASS**

1. Wine not used will be placed at the end of altar, a server will remove and place it on the credence table. (This wine is **not** consecrated and may be poured back into the bottle after mass).

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2. After the sign of peace, the **assigned** Sacristan ONLY: Remove the ciborium(s) from the tabernacle, remove the lid and place the lid next to the tabernacle. Place the ciborium(s) on Altar **on corporal**. **If you are NOT the assigned sacristan, PLEASE DO NOT GO TO THE TABERNACLE, TO AVOID CONFUSION ON THE ALTAR.**

**If you are signed up as a Eucharistic Minister, but show up late, your spot might be taken. If there are enough EM's after the sign of peace, you do not need to go up.**

**If you are not signed up as a Eucharistic Minister, and do not have an assigned spot, please wait until all who are signed up pick up their vessels. Then proceed to pick up the vessels that are left over, and assume an unattended position. This does require some improvising; please maintain order at the altar at all times.**

**If you are not signed up, but notice that there are not enough Eucharistic Ministers during Mass, you can go up to help. But, if too many people go up to help, please do not turn around and go back to your seat immediately. Wait until the EM's have taken their positions to distribute communion. Then go back into the congregation.**

2a. When giving out communion, please stand with your heels against the first step of the Altar, except for position 6 (by the piano). Piano position should stand close to the wall, in order to allow a second EM to help on the other side.

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3. If someone approaches a Eucharistic Minister for a blessing, the Eucharistic Minister should put his/her hand on their shoulder and say "Peace be with you".

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4. After Communion to the Congregation, the Eucharistic Ministers should place all empty vessels on the credence table, and their Vessels on the Altar and step away from the Altar, while waiting to receive Communion (clear of the Altar itself).

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The two (or more) Chalices should be placed on either end of the Altar and the Eucharistic Ministers take the Chalice and receive the Blood of Christ themselves (self-communicate).

5. After Communion, ciborium with consecrated hosts should be placed on the Corporal. If need be, please empty vessels into one (or two) vessels to make room on the Corporal.

6. The Sacristan on duty should place the left over consecrated hosts in the Tabernacle. If the ciborium(s) has a lid, place the lid on the ciborium(s) and place the ciborium(s) in tabernacle. Leave key in tabernacle.

7. Left over consecrated wine should be consumed at the credence table or brought directly to the sacristy. **Only the Sacristan can take vessels back to the Sacristy.** If left over wine is not consumed, open cover of sacrarium and pour any unconsumed wine down the sacrarium (side of sink with lid) which empties directly into the ground. Run water while pouring wine then close cover.

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8. Please do not remove the corporal from the Altar until after the Mass.

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9. All Eucharistic Ministers must go back to their seats after receiving communion.

10. Musicians must line up for Communion if they want to receive. Giving Communion to the Choir is no longer the Eucharistic Minister's duty.

**AFTER MASS**

**Assigned sacristan is responsible for cleaning after mass.**

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1. Remove key from tabernacle and place in cupboard where the sacred vessels reside.

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2. Extinguish/turn off all candles.

3. Clean sacred vessels in the sacristy.

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**PLEASE WASH CHALICES THOROUGHLY WITH SOAP, INCLUDING THE HANDLE. \*\*\*\*\***

- ✓ Wash pitchers, chalices and ciborium's with hot water and soap, dry with towel.
- ✓ Place in cupboard where the sacred vessels are kept and lock. Please be sure to lock the cupboard.  
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4. Return pitcher to counter next to (sink) samarium.

5. Lock sanctuary door.

6. Turn off all lights and microphone in church.

7. Lock sacristy door in hallway.

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8. Lock all church doors to outside, including the center doors of the church entrance during the day. After the evening mass, lock all doors.

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## NOTES TO SACRISTANS:

After Mass, it is the Sacristan's responsibility to:

1. remove key from Tabernacle and place in cupboard
2. wash, dry and place Sacred Vessels in cupboard
3. lock cupboard
4. empty wash bowl (on credence table)
5. replace used hand towel with new towel (on credence table)
6. lock ALL Church doors (if last Mass of the day)
7. lock Sacristy door if not last Mass of the day

1. Scheduled sacristans must report for duty. Not showing up is not an option. If a Sacristan cannot report for duty at their scheduled Mass, they have to find a replacement.

Please notify the head Sacristan of your replacement.

If the replacement cannot make it, they must find their own replacement and notify the head Sacristan of their replacement.

If a Sacristan (scheduled or replacement) does not show up for duty, it is the responsibility of the assigned Sacristan.

1a. EM's must sign in 15 minutes before Mass

2. Please do not use Waterford crystal for regular Mass. Waterford crystal is to be used at wedding, Christmas, and Easter Masses only (unless, of course, you are asked to use it by the celebrant).

3. When lighting the Altar candles, please do not dispose of the used matches in the candle holder. Please use candle extinguisher/lighter to light candles.

4. At the Tabernacle, genuflect before opening the Tabernacle door. \*\*\*\*

5. Lighting Altar candles and globe candles is responsibility of Sacristan, but Altar servers usually help

6. Sacristan should be the one to pour the wine into the chalices to avoid too much commotion

7. Please don't create a fuss on the Altar

- a. if there is a shortage of EM's and too many EM's come up from the congregation, the extra EM's should not turn around immediately and go back to their seats. Stay on the Altar and wait for the Priest and EM's to start heading towards their positions before going back into the congregation
- b. Priests have different ways of distributing communion. Visiting priests need to be advised before Mass of Corpus Christi procedures. \*\*\*\*

the host.

8. When giving out communion, please stand with heels against steps, except for Piano positions

9. Please stand to the side during communion to allow a second person to server Always rinse vessels with consecrated host or wine in the sacrarium

10. When washing the Chalices, please use the soft side of a sponge and be sure to use soap and wash the entire Chalice thoroughly.

11. Please use towels for drying of Sacred vessels and washcloths for cleaning the sink area/surface