

PROCEDURES FOR SACRISTANS

(Last updated May 18, 2015)

Before Mass

- Turn on lights (Use Sunday Mass Setting).
- Turn on Sound System (Use the **White** Rocker Switch located at the bottom left ONLY). This powers the system up and powers it down.
- Place the Missal and a hymnal near the presider's chair.
- Place the following special items for Fr. Donahue in the sanctuary area:
 - Plastic book stand on altar, to the left of microphone
 - Missal on plastic book stand
 - A song hymnal on altar, to right of microphone
 - Stool behind altar, to the left of center
- Remove the Lectionary from the cupboard in the sacristy and place it on the counter in the sacristy.
- Remove the Book of the Gospels from the vessel closet and place it on the counter in the sacristy.
- Remove the Tabernacle Key from the drawer in the sacristy and place it in the Tabernacle.
- Check the Tabernacle to gauge number of additional ciboria needed. In sacristy, prepare ciboria. Do not overfill ciboria. Generally, 3 ciboria will be needed at the 5:30 pm, 8:00 am and 12 noon Masses; depending upon the presence of the CCD students, either 3 or 4 ciboria will be needed at the 10 am Mass.
- Assemble celebrant's chalice, with a clean purificator on top of the chalice, a large host on the paten, and the pall on top of the paten.
 - Place the veil on the pall and the burse on top of the veil.
 - Include two corporals with the priest's chalice.
 - The first corporal goes inside the burse; the second is placed on top of the burse.
 - For priests who do not have a burse, the two corporals can simply be placed one on top of the pall, underneath the veil
- Place assembled chalice on credence table.
- Place additional chalice(s) on credence table, if needed.
- Place a clean purificator on credence table for priest or deacon to use when purifying vessels after Holy Communion.
- Remove the cruets from the refrigerator.
- Place wine cruet and one ciborium on the table in the back of church.
- Place remaining ciboria, if any, on the credence table.
- Make sure pitcher with water, bowl, and finger towel are on the credence table.
- Make sure that there is a wick in the device used to light the candles.
- Make sure that the altar servers have lit the candles. If not it falls to the sacristan to light the candles.
- Make sure ablution cups, filled with water, along with a finger towel each are at the Tabernacle and on the credence table. If they are not there, the cups may be found in the vessel closet or the cupboard above the sink.
- Make sure that the announcement binder is placed to the right of the presider's chair.
- Make sure that the General Intercessions binder is on the counter in the sacristy.
- Make sure the lectors have reviewed the readings and the General Intercessions.
 - If only one lector arrives, that lector does both readings and General Intercessions.
 - If no lector arrives, the sacristan/priest should find one in the congregation.
- Make sure the lector in the procession has the Book of the Gospels before leaving to go to the back vestibule.

- Once lectors have reviewed the readings and the General Intercessions, place Lectionary on ambo and place General Intercessions binder on the ambo ledge. Make sure the Lectionary is open to the correct page.
- Note number of Extraordinary Ministers and inform the Celebrant.
- **For 10:00 am Mass: Add the following items:**
 - Make sure the Visiting EMHCs have contacted the sick/homebound for visitation
 - Make sure there is a pyx and note card on the tray for each Visiting EMHC
 - Once tray containing the pyxes is ready, place tray on credence table

After All Masses

- Make sure candles extinguished.
- Remove Lectionary and General Intercessions binder from ambo and place on sacristy counter.
- Remove Book of the Gospels from ambo and place on sacristy counter.
- Remove celebrant's chalice, other chalice(s) and ciboria from credence table. Disassemble celebrant's chalice and return all chalices and ciboria to vessel closet. Place soiled purificator in the basin below sacristy sink.
- Remove cruets from credence table and place in refrigerator.
- Make sure water pitcher on credence table has sufficient water. Empty water from wash bowl and replace soiled finger towel with a clean finger towel.
- Replace soiled finger towels beside ablution cups with clean finger towel.

After the 5:30 p.m. and 12 noon Masses

- Remove all books and binders from the sanctuary.
- Return Book of the Gospels to the vessel closet.
- Return the Lectionary to the cupboard.
- Return the Missal to the cupboard and put both binders on the counter in the sacristy.
- Lock the vessel closet.
- Remove the key from the Tabernacle and place it back in the drawer in the Sacristy.
- Turn off the Sound System
- Attend to the sacristy and church lights
 - After the 5:30 pm Mass, set church lights to "Prayer Time" setting, and make sure sacristy lights are turned off.
 - After 12 noon Mass, either turn church lights off, or set to "Prayer Time" setting. Make sure sacristy lights are turned off.