Instructions for the Sacristan

Introduction

The sacristan has the humble but necessary responsibility of preparing the altar and worship space for the congregation and the priest-celebrant to properly and prayerfully celebrate the Mass and has both pre- and post-Mass duties. The sacristan is also responsible for ensuring that the collection is properly handed over to the designated individual responsible for placing the collection into the safe.

Arrival Time, Lights, Sounds System, General Inspection, Bulletins

- Arrive at least 30 minutes before Mass is scheduled to start. Consider arriving earlier if needed to adequately prepare.

- Turn on the main lights by pressing the top button labeled “Day” on the bank of light switches just inside the doors to the nave, on the right.

- Turn on the sound system by pressing the button labeled #1 “Mass” on the small control panel just to the left inside the door of the closet next to the confessional.

- Turn on the chandelier by going to the bank of light switches on the wall to the right of and behind the altar (on the choir side) and pushing the bottom button labeled “Altar”. It takes a few moments for this light fixture to warm up.

- Inspect the worship space and put into good order. This may require picking up papers and other litter from the pews and the floor, replacing hymnals in the racks on the backs of the pews, general straightening, and occasionally a quick sweep of areas of the floor with a broom. A broom and dustpan are kept in the closet next to the confessional.

- Place bulletins on table or stand in narthex.

Tabernacle Preparation The tabernacle is prepared by (1) unlocking the tabernacle door and (2) checking the quantity of the Precious Body in both the ciborium and the small pyx that contains the Precious Body in low-gluten form. The key to the tabernacle is located on a hook above the first shelf in the upper cabinet on the right (above the sink) on entering the sacristy.
Go the tabernacle and genuflect to reverence the Blessed Sacrament. Unlock the tabernacle by turning the key two full turns to the right (clockwise). *Leave the key in the lock.*

Open the tabernacle and check the quantity of the Precious Body in ciborium. It should be at least half full. If not, let the priest-celebrant know and when preparing the gifts table, add more congregational hosts to the communion bowl.

Check the quantity of the Precious Body in low-gluten form in the small pyx in the tabernacle. Note how many more, if any, are needed to bring the total up to five and, when preparing the gifts table, put that number of low-gluten congregational hosts in a small pyx and place the pyx with the congregational hosts in the communion bowl. A small pyx should be on the first shelf of the cabinet where the tabernacle key is kept.

Close the door to the tabernacle and genuflect to reverence the Blessed Sacrament. *Do not lock the tabernacle. Leave the key in the lock.*

**Gifts Table Preparation**

Place the appropriate laminated EMHC cards and gift bearers card on the gifts table. The laminated EMHC cards will be labeled for either off-season or peak-season. In the off-season, set out one EMHC card for the Precious Body (with a green color dot) and two EMHC cards for the Precious Blood (one with a green color dot and one with a blue color dot). In the peak-season, set out three EMHC cards for the Precious Body (one with a green color dot, one with a red color dot and one with a yellow color dot).

Measure out wine and place on gifts table. In the off-season, fill the glass cruet with 3/4 white wine and 1/4 red wine up to the top of the handle. In the peak-season, pour only enough wine (white and red mix) into the glass cruet for the priest-celebrant (about half-way up to the bottom of the handle), since the Precious Blood is not distributed to the congregation during the peak-season.

Fill a communion bowl with congregational hosts and place on the gifts table. Use a small communion bowl in the off-season, and a large communion bowl in peak-season. Add additional congregational hosts as necessary to make up for a low count in the ciborium. Also, place a pyx of low-gluten
congregational hosts, if necessary, to make up for a low count in the pyx in the tabernacle.

- Make sure there are 8 Spanish missalettes on gifts table.

**Credence Table Preparation** Refer to the two photographs in the sacristy, one showing the arrangement of the sacred vessels and other items on the credence table and the other showing the priest’s chalice.

- In off-season, 2 chalices for EMHCs; in peak season, no chalices for EMHCs;
- In off-season, 2 purificators for EMHCs; in peak-season, no purificators for EMHCs;
- In off-season, 1 small communion bowl; in peak-season 3 small communion bowls;
- Priest’s chalice properly assembled with purificator, paten, priest’s host (3”), pall, and large square corporal; use 2 corporals during peak times – one large square and one medium rectangular);
- Cruet of water;
- Lavabo half full with water, and finger towel;
- Other items as needed for a special occasion (per priest-celebrant).

**The Lectionary, General Intercession Binder, and Book of the Gospels**

- Place the Lectionary on the ambo.
- Check the General Intercession Binder to make sure the intercessions for that weekend are inserted and place binder on ambo shelf just below the Lectionary.
- Put the Book of the Gospels on the long table in the sacristy.
Altar Preparation

- If there is one or more altar servers for the Mass, move the Missal stand off of the altar platform and place out of the way next to the processional cross stand.

- If there is more than one altar server for the Mass, altar servers will process with one or two (depending on the number of altar servers) of the altar candles located at the front of the altar. The altar servers are responsible for bringing the altar candles to the sacristy prior to the start of Mass. The sacristan should either light the candles for the altar servers or supervise the altar servers in lighting the candles.

- Light the altar candles at the altar about 5 minutes before Mass is scheduled to start.

When Visiting Priest Is Celebrating (or Concelebrating) Mass

- The sacristan should be prepared to assist a visiting priest-celebrant as needed. It would be helpful to review use of a lapel microphone, the set up of the priest’s chalice, and procedures for Holy Communion. The sacristan may also ask the visiting priest-celebrant whether he purifies the sacred vessels at the altar or in the sacristy after Mass, so that the sacristan will be prepared.

Duties after Mass

- Extinguish the altar candles. Use care and shield the flame with the hand to avoid soiling the altar cloth.

- Turn off chandeliers.

- Take the collection to the sacristy and seal it in a deposit envelope (located in the bottom drawer below the counter on the left as one enters the sacristy). Date and initial the sealed envelope. The sacristan may ask another adult volunteer to perform some or all of these tasks, but should confirm that the tasks are completed. The sacristan must then ensure that the sealed and labeled deposit envelope is received by the individual responsible for placing it into the safe. The names of these individuals are posted in the sacristy.
• Check that the tabernacle has been locked and that the key is on the pall on the priest-celebrant’s chalice or elsewhere on the credence table. This may not have occurred if Mass was celebrated by a visiting priest.

• Take all items on the credence table to the sacristy. These sacred items should always be handled with care and reverence. Clearing the credence table may take more than one trip. There is a tray and a rolling cart in the sacristy to aid in this process.

• If the priest-celebrant has not purified the sacred vessels at the altar, remove them to the sacristy BUT DO NOT EMPTY OR WASH. The priest-celebrant must first purify these vessels in the sacrarium. After being purified by the priest-celebrant, they may be washed.

• Return tabernacle key to hook in cabinet.

• Wash all liturgical vessels in the sink on the right and dry them. Place a new, clean purificator on the priest’s chalice, below the paten. Put all away in the cabinets according to the labels.

• Place soiled linens in green bag.

• Turn off the sound system and the main lights upon leaving. Note: ushers will walk through the downstairs to check that doors are locked, lights are turned off, and space is vacant.

**General Instructions for all Liturgical Ministers**

All liturgical ministers work together as a team and are encouraged to stand ready and able to assist other liturgical ministers as needed or convenient for the proper and prayerful celebration of Holy Mass.

Liturgical ministers are scheduled quarterly at the Mass time of their preference and as often as their schedule permits. If unable to serve on a scheduled date, the liturgical minister should try to find a substitute and so inform the office at least one week in advance, if at all possible. If a substitute cannot be found, the liturgical minister should so inform the office as soon as possible.

Certain Masses known to have maximum/overflow attendance will be scheduled separately with additional liturgical ministers.
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Peak-season is the weekend before 4th of July through the weekend after Labor Day; the Trailing of the Sheep weekend and the Jazz Festival weekend (mid-October); the weekend before Christmas through the weekend after New Years; Presidents’ Day weekend through the end of February; and Easter Sunday. The quarterly liturgical minister schedule will indicate for each weekend whether it is in off-season or peak-season.

Any questions, comments, or suggestions should be directed to Martha Deffe at 208-622-3432 or mdeffe@ourladyofthesnowssunvalley.net.