

SACRISTAN GUIDE

Before Mass

1. Initial preparations

- Arrive at least 20 minutes before Mass begins (or earlier if you need more time)
- If there are any purificators in the glass bowl, ring them out and hang them up to dry.
- Check the number of hosts in the tabernacle.
 - o Take this into account when preparing the hosts for Mass.
 - o Leave the key in the tabernacle.

2. Prepare the Credence table:

- Principal Chalice, prepared in the following manner:
 - o Purificator evenly draped across the chalice
 - o Chalice pall atop the purificator
 - o corporal atop of the pall
- Other chalices (usually just one other chalice; 2 chalices total, including the principal chalice):
 - o Purificator evenly draped across each chalice
 - o Chalice pall atop each purificator
- Other Items: Lavabo Bowl, Towel, Large Water Cruet (with water)

Note: Whenever a Deacon is serving, unfold an additional corporal on the credence table (since he will purify the vessels there). Thus, 2 corporals total are at the Credence Table.

3. Place the Bread and Wine on the Gifts Table (under the Ambry)

- Hosts (divide the hosts to be consecrated into 2 gold patens)
 - o *Low gluten hosts and a special Low Gluten pyx are in the cabinet. If a request is made, place a Low Gluten host in the Low Gluten pyx and place it in one of the patens.*
- Wine (the amount will depend on how many people are at a given Mass)
- Coordinate with the Hospitality Ministers to recruit Gift Bearers.

4. Headcount

- Use the clicker (in the drawer with the tabernacle key) to make as accurate a count as you can.
- Record this number on the sheet in the Sacristy.
- Set out about that many hosts in the patens (but also take into consideration how many hosts are already in the tabernacle).

5. Candles (make sure the servers light them)

During Mass

- Remain in the back to assist with circumstances that may arise.
 - o Hosts can be added to / removed from the patens on the gift table.
- After the Prayer of the Faithful, assist with the collection and cueing the Gift Bearers.
- Assist the Ministers who distribute Communion to those who are pew bound.

After Mass

- Return the used items to the Sacristy
 - o Place used purificators in the glass bowl to soak (for Eucharistic particles to dissolve).
 - o The Corporal is reused and is replaced on a weekday (thus, do not soak it)
 - o Do not use the Lavabo towel to clean chalices or patens.
- Wash chalices and patens.
 - o Take off any rings (especially diamond rings), since they can scratch the vessels.
 - o Use a soft cloth dipped in warm water, sudsy water.
 - o Do not immerse the vessels, since this damages the metal and corrodes the inside.
 - o You may rinse the vessels in running water, but be careful to not direct the water into the base of the chalice or paten.
 - o Use a soft cloth to dry the vessels.
 - o Place used towels in the wicker basket to the right of the sink (drape damp towels over the edge of the basket to dry).

Thank you for your ministry!

“For the greater glory of God!”

– St. Ignatius of Loyola