

Sacristan Duties

Turn on lights

Check on the countertop to see if there are any added instructions for the sacristan.

Check to see who the presider is. A list is on the bulletin board.

Before 5:00 PM, 8:00 AM 10:00 AM and 6:30 PM Masses

Set up the credence table with following items:

1. Finger Bowl
2. Filled Water Cruet
3. Hand towel
4. Sacramentary – large book on credence table, smaller book on table next to the presider's chair
5. One purificator on the altar for wiping out the ciboria after communion
6. Large tray with chalices and purificators (1 per chalice), presider chalice with pall purificator and pall.

Mass	Chalices
5:00 PM	5
8:00 AM	7
10:00 AM	7
6:30 PM	5

7. Wire basket for used Purificators
8. Larger vessel cloth to use for covering the chalices and ciboria after communion

Set up Gift table in the back of the church

1. Check the tabernacle for the number of consecrated hosts and number of ciboria.
2. Leave the key in the tabernacle
3. Approximate the number of unconsecrated hosts needed for each mass.

Mass	# of Hosts needed	# of ciboria
5:00 PM	2.5 bowls	4
8:00 AM	2	4
10:00 AM	2.5	4
6:30 PM	1.5	4

- Place the additional unconsecrated hosts only in the ciboria that will be placed on the gift table.
Place one large celebration host(5") on top of a large filled but unconsecrated ciborium
- Fill the Decanter of wine, based on measure on the Lucite paper tray
- Take the Decanter of wine and a large ciborium and the 2 small ciboria to the gift table

Check servers to see if they are prepared.

- Check that the servers have prayed
- Robes (should be ankle length)
- Cinctures

Miscellaneous

- Make sure the servers have lit the candles.
- See if presider needs any assistance.
- Coordinate with the assigned Extraordinary Ministers of Holy Communion. They will usually find people for slots needed to be filled.
- Make sure that readers are present.
- Sit in the end of pew in the west transept, by the door to the sacristy. If your services are needed during Mass, you can get up easily and discreetly.

After All Masses

- Vessels should be in the large tray on the credence table and covered with large vessel cloth. The sacristan should take these to the sacristy after mass and the priest or deacon will purify. **Do not let anyone wash the ciboria and chalices until they have been purified!**
- The priest or deacon should purify the vessels before Baptism.

3. Place used purificators in the plastic bin in right large closet.
4. Chalices and ciboria should be washed and prepared for next mass.
5. Be sure the tabernacle is locked and the key is returned to where it belongs.
6. Check that the servers have extinguished all candles.
7. Servers have put away their robes and cinctures.
8. Please check the presider's chair, ambo and piano areas for water glasses. Please remove to Sacristy and wash and put away.

After the 5:00PM and 6:30 PM Masses

1. Chalices and ciboria should be returned to the cabinet. Be sure the cabinet is locked and key returned.
2. Check to see that the musicians have put away the microphones and turned off the sound system.
3. Take the announcement and Mass prayer books back in the sacristy.
4. Turn off lights.

Baptisms

If there are Baptisms after Mass, set up the Baptismal Font:

1. Baptism Ceremony book for presider
2. Baptism Ceremony pamphlets for families
3. Baptism candidate information.
4. Baptism oils
5. Baptism Candle(s)
6. Pitcher of warm water
7. Towels
8. Light the Easter candle

Make sure the Easter candle is extinguished after the baptism