

# Sacristan Procedures

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## GENERAL PROCEDURES FOR WEEKEND MASSES – edited for Covid-19

### When Sacristan Arrives

1. The Sacristans at the 5:30 Saturday and 11:00 Sunday Masses will check/refill oil candles and replace any wax candles, if needed. This ensures that candles will burn correctly at all Masses.
2. Check supply of Hosts in tabernacle. The ciborium holds approximately 185 Hosts. The other ciborium has Hosts for the sick. Please do not mix the two ciboria as they have different types of Hosts.
3. There should be a pyx in the tabernacle for those who have celiac issues. If not, there are pyx in the last drawer in the sacristan workroom. There are extra celiac hosts in the freezer compartment of the refrigerator in the sacristan workroom.
4. Check that the Lectionary Book is set on the correct readings. The Readers usually do this themselves.
5. Check hand sanitizer on the credence table and refill, if needed.

### Preparations in the Sacristy

1. Set the tray with the chalice (pre-filled with small quantity of wine for the consecration), purificator, paten (place large host on it for the consecration), chalice pall, corporal, ciborium with lid filled with unconsecrated hosts (check sign-up ahead of time for # of people attending), cruet with water, lavabo and towel and large cloth and the glass of water for Father. Also, include a small corporal (7-inch square) which is set on the altar before Mass. This corporal is stored on the shelf above the tray. Place the tray on credence table.
2. Leave everything in the tray except for the lavabo and huck towel. Place these on the credence table next to the tray. Place the glass of water by the Presider's chair.
3. Set aside a towel and large bowl that will be filled with soapy water for the Presider and Sacristan to use prior to distributing Communion.
4. Prepare the money bag (one for each collection). Log the numbers on the log sheet and the deposit bag. Do not sign-off on the deposit forms in advance. This should only be done by the two people dealing directly with the deposit after Mass.
5. When leaving the sacristy, please be sure that the door is closed. Fr. Todd also prefers that the light is turned off when not in use during the Mass.

## Greeting Presider, Ushers, Server and Readers

1. Let the Presider know that you are the Sacristan. If it is a visiting priest, the Sacristan might need to unlock the vesting room door for him and also determine if he will be performing the purification rite.
2. Remind all volunteers who are serving to sign-in on the minister sheet on the desk below the bulletin board. Have substitutes include their information.
3. Check with Acolyte/Server 1 regarding setting the altar.
4. Designate someone to ring the outdoor bell.

## During Mass

1. Altar Servers light the candles 15 minutes before Mass.
2. Take your seat, usually in the front pew with the server.
3. After the Great Amen, retrieve the key to the tabernacle and remove the ciborium of consecrated hosts from the tabernacle.
4. Proceed down the side aisle. During the Lamb of God, proceed to the bottom of the altar stairs and hand the ciborium to the Presider. Immediately return to the sacristy and retrieve the bowl of soapy water and a towel and set it on the credence table.

## Preparation and Distribution of Communion

1. While the Presider is giving instructions on the distribution of Communion and before the final blessing, the Sacristan will wash hands in the soapy water, then apply hand sanitizer. Once Mass ends, the Presider will follow the same process. \*
2. The Presider will hand the Sacristan a ciborium. The Presider will distribute Communion on the Baptismal side of the worship space. The Sacristan will distribute to the sections on the choir side.
3. Begin with the section closest to the side door exit. Start with the person sitting closest to the door in the last row and distribute to the entire row. Begin with the next row in the same manner until the section is completed.
4. Move to the other section and follow the same order.

*\*Note: If there is any skin to skin contact during Communion, hand washing/sanitizing must be redone before resuming.*

## When Communion Ends

1. Sacristan receives Communion after distributing communion to the Faithful.
2. The Presider will then combine the hosts into one ciborium and hand it to the Sacristan to return it to the tabernacle. Lock the tabernacle and return the key to its proper place.
3. Once all of the vessels have been placed in the tray, return it along with the washing bowl to the sacristy.
4. Place the tray on the right side of sacrarium (sacred sink) and carefully lift all cloths over the lid and directly into the sacrarium to be rinsed, then hung to dry. **NOTE: Please do not dampen the small corporal. Instead, simply shake it over the sacrarium and return it to the shelf above the tray.** Make sure the large corporal is opened and free of any small particles of the Host in it. To complete the purification process, rinse the chalice and ciborium with water in the sacrarium.
5. Place all vessels into the other sink and use hot water for washing. Be careful not to allow water to collect inside the base of the chalices as it will drip when in use. Return vessels to the locked cupboard, unless you are serving at the 9:00am Sunday Mass when you would set the tray for 11:00am Mass.
6. Have someone bring the collection baskets to the sacristy. Two people are needed to complete the collection deposit. Place the collection into the plastic deposit bag. Both people need to sign the log and the deposit bag before dropping it into the safe. The two signatures may not be spouses. Return the collection basket(s) to entryway credence table.

## SPECIFIC DUTIES FOR EACH MASS

### Saturday - 5:30 Mass

1. Unlock front doors.
2. Turn on lights, including Crucifix light (switch is inside door of sacristy).
3. Replace water that is in the small bowl on the credence table. Pour the old water into the sacrarium, then wash and refill the bowl with tap water. Place back on the credence table. Check supply of hand sanitizer.
4. Check all candles. Replace all oil candles that are low. Refill extra oil containers before placing them in the wooden holder. Replace wax candles below Crucifix, if needed,
5. Check to see if the altar cloth needs to be changed.
6. Set up tray with vessels needed for Mass.
7. Set the Lectionary Book to the correct readings.
8. Place the Lectionary Book on the Ambo pedestal for use at all the weekend Masses.
9. After Mass, return all Communion vessels and to the locked cupboard.

10. Turn off sound system.
11. Turn off lights, including Crucifix light.
12. Lock sacristy door, then all outside doors once ushers have sanitized areas.
13. Make sure that all votive candles are burning safely.

### **Sunday – 9:00AM Mass**

1. Unlock front doors.
2. Turn on lights, including Crucifix light (switch is inside door of sacristy).
3. Set up tray with vessels needed for Mass.
4. Refill votive candles.
5. Following Mass, set up tray for 11:00AM Mass.

### **Sunday – 11:00AM Mass**

1. Check all candles. Replace oil candles that are low. Refill extra oil containers before placing them in the wooden holder. Replace wax candles below Crucifix, around the altar and Altar Server candles, if needed.
2. Lock front doors, once ushers complete sanitizing process.

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