

Sacristan Duties

v1.1 (last updated 2/27/26)

All materials (vessels, hosts/wine, linens, candles, etc.) for Mass are in the Sacristy.

For unfamiliar terms, please see the last page.

- *For the 8:00 AM Mass on Sundays*, replace the (red) Sanctuary Candle next to the Tabernacle on the back altar (these are 7-day candles). Replacements are found in the closet (containing the priest vestments) next to the cabinet in the Sacristy.
- Turn on the **Ambo** light and make sure the Lector Book is open at the correct readings for the day – refer to a missal/hymnal if needed. Leave the Gospel Book at the Lectern (the priest will normally check this for the correct reading). If a deacon is available for the Mass, he will take it to the back of Church to process it in.
- Check the **Tabernacle** to see if there are enough spare hosts - Father likes around 20. Check with the priest or deacon for the Tabernacle key. Note: return the key (found with the vessels) after Mass.
- Put hosts in the **Ciborium** (with lid) for the Offertory Table at the back of church with the cruet of wine. Note: Make sure there are enough hosts – Note: Sacristans can check the sheet in back of Church for the number of attendees for each Mass.
- Put a **Pyx** on the altar for those in the choir loft.
- For the Credence (Server's) Table, place:
 - The **Chalice** and host for the priest. Put a **Purificator** over the Chalice, then the **Paten** with the host, and finally the **Corporal**. Put the folded Corporal on top of the host.
 - Two additional Purificators and Chalices containing enough wine for the Mass. (These will be used by the Extraordinary Ministers of Holy Communion – hosts and wine can be found in the big cabinet or in the closet behind the door in the **Sacristy**.)
 - The **Cruet** of water with cap and small platter and towel (for the priest's washing of hands).

*Unless otherwise noted, these items can be found in the large cabinet across from the **Sacrarium**.*

- Light all candles on the front altar. If it is a special feast day or holiday, the candles on the shelves on the back altar will be lit – Sacristans can check the calendar in the sacristy or ask the priest if unsure.
- For the Offertory table at the back of church:
 - The other Cruet and cap with just a little wine.
 - The other Ciborium with lid containing enough hosts for the Mass.
- Check to see if all ministers (Hospitality, EMHCs, and Lectors) are here and find backups if one is not here – reference the schedule sheet that is on the table in the back of church for help.
- After Mass, you will need to wash up the chalices used by the EMHCs in the Sacrarium (in the Sacristy) on the *left basin where the crucifix is*; this drains down under the church to holy ground. Also dry with the towel used during Mass. Sacristans can put vessels, etc. on the counter for the next Mass. The linens (except the Corporal which can be used at both Masses) will be put in the plastic bag on the Sacrarium. (Linen Cleaners will get this bag after the last Mass to take home, wash and return).

- Extinguish the candles.
- If you are Sacristan for the last Mass (12:00), please put all the vessels back in the cabinet in the Sacristy.

Terms:

- Ambo – also known as the Lectern or simply Podium (where the readings occur.)
- Chalice – cup that holds the wine or consecrated Blood of Christ.
- Ciborium – cup that holds the hosts (Body of Christ).
- Corporal – a sacred, square white linen cloth (approx. 18-20 inches) spread on the altar during Mass to catch any particles of the consecrated Body or drops of the Blood of Christ.
- Cruet – a small pitcher holding water or wine used at Mass.
- Paten – small, shallow plate that holds the host or consecrated Body of Christ.
- Purificator -a small, white linen cloth used to wipe the chalice, the priest's mouth, and his fingers during Mass.
- Pyx – container containing the sacred Body of Christ (used for homebound ministries and/or the choir).
- Sacarium - special sink used for cleaning vessels because the discharge water runs directly into the ground.
- Sacristy – room where the clergy prepare for mass (left side of the main altar).
- Tabernacle – the compartment on the back altar that holds a Ciborium of consecrated hosts.