

Introduction

When you set up for mass, you open the building, set out the bread, wine and vessels. The priest and deacon will wear vestments appropriate to the day's liturgy. They and lectors and readers will pray and proclaim from books marked with ribbons for the day's celebration. Those in the entrance procession will hold hymnal. All the while you prepare everything in a timely way for the variety of ministers and for the members of the assembly who will worship together at this service,

Why do we worry about the color of vestments, the placement of ribbons, the number of hosts, the quantity of wine? The simple answer is that it keeps things orderly. But if you step away from the details, you can appreciate the larger purpose for which we gather.

Sacristan Duties

- Arrive 45 -30 minutes ahead of mass time
- Keys & Alarms: a system is being implemented, but staff will have the building unlocked ahead of time
- Dress appropriately for your role, you may need to serve on the Altar
- Review Documents for the weekend to see what might be happening at your mass
 - o *Place minister sign in sheets out for your mass, and sign yourself in*
- Help find more Extraordinary Ministers of Holy Communion

Books

- Lectionary: set out on the ambo (if it is not already there)
- Book of the Gospels: set on the counter for the deacon to pick up
- Roman Missal: set on the counter for presider to set before mass

Vessel & Gift Preparation

- *Masses at SMC @ GA*
 - o *4 ciboria, 4 chalices*
- *Masses at SMC @ SJ*
 - o *2 ciboria, 2 chalices*
- Credence Table
 - o Presider Chalice
 - o Corporal
 - o Extra ciboria
 - o Chalices
 - o Purificators (put out enough for the number of chalices, including presiders chalice)
 - o Lavabo, filled with water, and white towel
- Gifts Table
 - o Unconsecrated hosts
 - be sure to check tabernacle to determine number of hosts needed for mass
 - o Pitcher of wine
 - o Pyx for low gluten hosts
 - o Paten with large host
 - o Pyx basket

Presentation of Gifts

- 2 Ushers will carry up the collection (Ushers will find a family, check with them)

Setting the Altar

- If there is no Altar Server(s) the sacristan will set the Altar (come up after the prayers of the faithful)
- Corporal should be set out on the Altar first, remove stand for the Book of the Gospels
- The Roman Missal and its stand
- The tray of vessels should be brought up and all vessels should be removed from the tray and set on the Altar
- remove tray from the Altar and return to credence table
- Help presider receive gifts from the congregation and bring them to the Altar
- Deacon will prepare the vessels for the presider
- Deacon will hand over cruet of water and empty pitcher of wine, take and return to credence table (on tray)
- When the presider bows to the altar, proceed up with the lavabo and towel, bow to presider and return to credence table

After Mass

- Return all vessels and books to sacristy
- purify all vessels that have held the Blessed Sacrament in the Sacramarium
- wash, dry, and put away all vessels
- shut off lights if necessary, and close and lock the sacristy

Administrative Items:

- Kathy Steiner distributes the schedule; you may sign up online
- Should you be unable to attend when you are scheduled to, simply request a sub, which usually are found fairly quickly, or contact Robbie

THANK YOU!