

Procedure for Sacristan Ministers

The role of the Sacristan Minister is to make sure everything is ready for the liturgical celebration.

The Altar Servers are instructed to help with some of the tasks. (See Altar Servers' Procedure sheets.) Assist the Altar Servers as much as possible. They may need help with their Albs (robes) and Cinctures (ropes). The Sacristan Minister should be familiar with those tasks in case the Altar Servers forget something or are absent. In case the Altar Servers are absent, begin to light the candles on the altar and begin to look for Altar Servers in the assembly. Make sure of the color of Cinctures (look on the calendar for Sunday's Mass).

The Sacristan Minister will turn on the light before Mass and turn off lights after Mass. Also lights by steps by back entrances should be turned off upon leaving church.

The Sacristan Minister shall turn on the sound system. The controls are in the Altar Servers' Sacristy. The Sacristan Minister should just turn on the green light. After the Saturday 4:00 PM and Sunday 10:30 AM Masses, the green light should be turned off.

After Mass, the Sacristan Minister is now in charge of turning off the light and locking doors in St. Francis Chapel.

The Sacristan Minister is to clean all cups and place soiled Purificators in the drawer second to the bottom on the right side. Please place all items in the cabinet except for the (rinsed out) cruets by the sink. After Mass, the key needs to be placed under the beretta.

The Sacristy Manual and the Altar Servers Instructions are available in the St. Francis Chapel for reference.

Notes:

- Make sure we have 3 or 4 Gluten Free Hosts in Tabernacle consecrated.
- If there are any questions about Altar Servers, please contact Heidi Huberty (920-207-1016).
- Any questions about Sacristan Ministers, please contact Ann Johnson (920-467-2372) or (cell# 920-627-9036).

Setting Up the Altar Tray

On clothed altar tray, place Chalice topped with a Purificator, then Paten with medium Host, cover with Pall (stiff, square, white cover), followed by the Corporal cloth which is folded into 9 sections. Cover all with crossed veil.

Cross on this Chalice should face Father and the Cross on veil should face the congregation.

If large capacity at Mass, then use more Ciboriums for extra Eucharistic Ministers.

Water cruet with (1) Ciborium and rectangular silver tray with finger towel on top.

Tray to be placed on table by altar on back wall.

Wine cruet along with covered (Chalice like Ciborium), containing Hosts to be brought to the Baptistry area.