

SACRISTAN PROCEDURE FOR SUNDAY MASS SETUP

St. Thomas the Apostle

Prepare the church

- **Always find a substitute if unavailable when scheduled**
 - Use Ministry Scheduler Pro to request a substitute
 - Notify the parish office by phone/email if you are unsure about MSP
- Arrive at least 30 minutes early
- Replace the **Sanctuary candle** to the left of the tabernacle only when it is extinguished
 - Allow to cool, discard. Light a new candle from the sacristy bottom cabinet
- Please *leave the sound system alone for staff only*. Leave all sound system power & cords on always; ensure the black cord on the sanctuary floor is plugged in
- Please do not water plants, ever. Notify staff with concerns
- If any **holy water fonts** are dry, fill them at the primary font
- In Summer, turn on the **fan** under the Altar

Prepare for the liturgy

- Tabernacle
 - **Key** (blue bead keychain) from the cabinet in the vestment closet
 - Check the number of consecrated hosts to plan accordingly, leaving the ciborium lid ajar inside the tabernacle, genuflecting after opening/before closing the door
- Vessels to credence table
 - **1 large corporal** linen (middle top drawer)
 - **4 large cups** in wood bowl (upper cabinet)
 - **4 small purificators** with cups in wood bowl (bottom left drawer)
 - **1 additional small purificator** placed on the credence table for use as needed
 - **3 host bowls** (called a ciborium or plural: ciboria)
 - **Chalice** (upper cabinet)/**large purificator** (middle bottom drawer, cross stitch)
 - **Cruet with water** filled more than half way (upper cabinet, small pitcher)
 - **Lavabo** (upper cabinet, hand washing bowl)/**ritual hand towel** (top left drawer)
 - **Water glass** (for the presider, placed on his stand; and for the deacon if present)
- Gifts to gifts table
 - **Large decanter** filled half way up the base of the cross below the arms (wine in floor cabinet). Place emptied wine bottles by the garbage for recycling
 - **Large ciborium** (bowl/plate) with 300 hosts, or 10 cups full (the number may vary based on tabernacle reserve) **WITH presider's host** (top right cabinet). Please do not put fragments of hosts in the large bowl. Discard empty host bags
 - Take a bag with extra hosts & a cup to the gifts table; place on the lower shelf
- Gospel Book Stand
 - Place on the center of the Altar

YOU ARE WONDERFUL; THANK YOU FOR PREPARING FOR LITURGY!