

Guide for Sacristan

1. 45 minutes prior to the start of mass, remove the security bars from all front outside doors; use hook to secure bars on doors as open; put security bars in small closet by choir loft elevator. Open north side church door and use hook to secure bar on door as open.
2. Ensure the collection baskets are near the tabernacle side Confessional. Put time of mass on collection bag found in sacristy; remember to ask one or two people to help collect. Place the collection inside the sealable plastic bag
3. Unlock the rear restroom using the keys provided by the office staff. Or use the keys located in the Sacristan drawer in the priest's sacristy. Make sure that the restrooms have ample paper towels and toilet paper. If not, additional supplies are located in the maintenance closet (rear vestibule area on tabernacle altar side). The maintenance closet key is located on the Sacristan keychain. Keys to unlock toilet paper and paper towel receptacles are hanging on wall above maintenance closet light switch.
4. Check the answering machine in the sacristy to see if any people have called in and will need replacements. To retrieve messages from the machine, press the *message* button. The four digit password is located under the receiver on the phone.
5. Change candles in all devotional locations within the church body. New candles are located in the Servers sacristy near the sanctuary doors. All candles are in boxes and are marked on the outside as to what and where they are used.
6. Unlock and open Priest's Sacristy doors to Sanctuary area.
7. Unlock the closet where the vessels are kept. The key is in the sacristan drawer.
8. No later than 30 minutes prior to Mass turn on lights to **entry** from the light panel in the sacristy. Turn on side altar lights, St Xavier statue, and vestibule lights under choir loft. The switches for each of these lights are located behind the old altar in three separate marked locations. (Lights on in front vestibule area between entry doors if very dark outside. The switch for these lights is accessible in the Maintenance closet in the vestibule area.
9. Place key in tabernacle and check to see quantity of consecrated hosts in the tabernacle and inform presider of the amount. The tabernacle key is located in the Misc. drawer in the sacristy.
10. Sacristan will place in the ciborium the appropriate amount of unconsecrated bread (4 - 200; 9 - 250; 10:30 - 200; 12 - 200; 5 - 200; *a handful is about 25 hosts*), and one medium or large host (presider's preference); and the amount of wine in the carafe (1½ cups for all masses.) Open new wine box if needed. Extra wine box is kept in the closet near sink. Use skeleton key to open (located on hook in upper left side of Alb closet).
[Note for Ash Wednesday masses hosts needed – 6:00 am 75 people; 7:00 am 175 people; 11:00 am use the 1/2 bowl of consecrated hosts from the tabernacle; 1 large shallow bowl filled (usually the one used for Christmas); 2 small filled bowls; 12:00 noon use 1 full bowl of consecrated hosts from the tabernacle; 1 large shallow bowl filled (usually the one used for Christmas); 2 small bowls filled; (used 2 additional empty silver bowls to be used for the fraction rite); 5:00 pm 200 people.]
11. Prepare Mass tray for the credence table
 - a. Fill wine cruet or carafe; put hosts into the large shallow bowl.
 - b. Set up the Credence table with the water pitcher, lavabo bowl, **2 cups**, choir pyx (located in the drawer marked pyxes), towel, corporal and 2 purificators (located in the marked drawer; extras are located in the long drawer in the cabinet beneath the

telephone). The pyx is used for all weekend Masses excluding 7:00 am and 9:00 am. Check with the Presider beforehand to see if additional cups, purificators, or communion bowls are needed. For the weekend Masses 2 additional small bowls are needed, with the exception of the choir Mass (10:30) in which case there are 3 including the bowl from the tabernacle.

- c. Place the bread and wine (large bowl and carafe) to be presented during offertory on the stand near baptismal font in the back of church.
12. Take the collection basket to the back of the church and place under the vigil lights by the Confessional on the tabernacle side. Use a plastic collection bag identifying the mass collection details. The sealable plastic bags are located in the sacristy and in the small usher cabinet drawer in the vestibule area.
13. Make sure the Book of the Gospels stand is in the sanctuary for all masses.
14. Be sure that there is a black binder with the Prayers of the Faithful and Announcements in the opening under the ambo; and the white binder on the table next to the Presider's chair.
15. Set up the Roman Missal for the priest (place on altar, etc. per priests' instruction)
16. Take gold-cased Lectionary out of bag (kept in closet by Priest Sacristy doorway) and place on Ambo. Open the Lectionary to the readings for that day.
17. Place the Book of the Gospels on the Gospel throne in the sanctuary.
18. Be sure that all ministers are checked and signed in for Mass. If they have not shown up by 5 minutes before Mass begins, secure someone to fill in, should they not show up. The booklet with photos of ministers, ministries, and usual Mass times is located on the counter in the Sacristy closest to the back stairway door
19. Light the altar candles no later than 10 minutes prior to Mass, turn on PA system and leave on for all Sunday morning masses, get out portable microphone if needed. Check portable microphone to be sure that the batteries are operating. The extra batteries are located in the PA Drawer. During Advent, it may be necessary to light the advent wreath candles, and the Easter candle during the weeks following Easter.
20. Switch panel light switch to **Mass** five (5) minutes before start of mass. This may be done earlier if darkness outside requires additional lighting.
21. It is the responsibility of the sacristan to invite individuals to bring up the gifts at Offertory, (or to check that the ushers have invited individuals to bring up gifts). Ask a variety of individuals to bring up the gifts
22. When there is a Baptism during Mass ensure that the tray with everything used during the Baptism is prepared and taken to the back of church at the Baptismal font. Also put the *Reserved* signs on each end of the first pews (depending upon the number of family members attending).

Following Mass

1. Tidy church, pick up papers, and straighten books in pew book racks (blue, 2 red, blue), place kneelers in upright position.
2. Tidy restroom and empty garbage (trash can under spiral staircase). Lock restroom; lock door leading to undercroft stairway.
3. Empty votive light money boxes (keys in drawer labeled *Misc.* use green cloth bag from sacristy to collect money); put slip in bag with time of mass and *Votive*
4. Unless there is a wedding scheduled following 4:00 pm mass, replace security bars on all front doors. (Begin with two side front doors, this leaves only the center front door left to place security bars.) Lock the north side church door. Release hook by pushing button located under the hook *in* and lifting hook.

5. Following the afternoon Masses on Saturday and the noon Mass on Sunday remove key from the tabernacle and replace in Misc. drawer in Sacristy.
6. Wash the bowls and cups with the liquid detergent near the sink. Be sure to remove all suds, rinse, and wipe the inside and outside with a dry cloth. Re-set the tray for the Credence table for the next Mass. If Saturday or Sunday afternoon Masses, re-set the tray and leave in the sacristy. Any wine remaining in the carafe on Sunday can be put into the small cruet for Mass on Monday.
7. Take the books from the altar (return the gold-edged Lectionary to its bag and return to closet by Priest's Sacristy door); put others on the priest's table.
8. Return the Book of the Gospels to its stand in the sanctuary.
9. Lock sacristy and closet where vessels are kept, turn off PA system, close windows, turn all lights to off.
10. After final check, exit through center door behind the old altar (relock after exiting) and go out the north side church door. You may also lock the sacristy and exit through the south side sacristy door to the outside exit.

Thank you very much for participating in this ministry!

Updated 6/28/17