

## **Sacristan Duties**

### **Preparation for Mass:**

1. Place the holder for the Book of the Gospels on the front of the altar, and bring the Book of the Gospels to the vestibule.
2. Place the main chalice and the two communion cups on the credence table. All three should have fresh purificators (white cloth napkin) for each Mass.
3. Place the white corporal (folded square cloth) on top of the main chalice. (The corporal does not need to be changed for each Mass.)
4. Place the four communion bowls on the credence table.
5. Place the pitcher, bowl, and hand towel on the credence table.
6. Place the water cruet on the credence table.
7. Check the ciborium in the tabernacle to see how many hosts are there. If it is full then we don't need to consecrate as many hosts for Mass. If it is only 1/3 full then we need to consecrate more hosts.
8. Place the appropriate number of unconsecrated hosts in the large communion dish. We usually have between 150 - 300 people for each Mass, so put out 150 - 200 hosts depending on the number of hosts in the ciborium. (Each plastic bag contains 50 hosts.) Then place a large host on top of the small hosts.
9. Fill the wine cruet and bring it and the large communion dish to the vestibule of the church.
10. Make sure the Lectionary is on the ambo and turned to the correct page for the first reading.
11. Check the oil level in the altar candles. If they were filled prior to the Vigil Mass then they should last for all four weekend Masses. (The brass top unscrews very easily when cool but is difficult to loosen when hot.) Do not overfill – leave about an inch of empty space.