

## GUIDELINES FOR SACRISTANS- St. John's Church

### Requirements

- Confirmed Adult
- **Come 45 minutes prior to Mass. Please be on time.**
- Yearly commitment as a Liturgical Minister and renew with annual training/workshop.

### Preparations

- Unlock all the entrance doors to the Church and the Sacristy door.
- Turn on all the required lights in the Sanctuary area and the entrance areas
- Check the heating or air conditioning and adjust for temperature if necessary (key for thermostat box is in the First Aid Kit in the Kitchen)
- Check the Sanctuary candle next to the Tabernacle. Replace it if necessary. Extra Sanctuary candles are in the closet in St. Ann's Chapel.
- Check the Ciborium in the Tabernacle for the amount of Consecrated hosts in it (this amount will determine how many additional hosts you will need for Eucharist. Place the Ciborium back into the Tabernacle.
- Check the check-in schedule for changes (i.e. second collection, visiting priest, guest speaker etc)
- If there is a guest priest – when they arrive ask about their preferences and initiate them to procedures for the Eucharistic Ministers - wine and bread crosses with colored cords.
- Put the check-in schedule and name tags out for all Liturgical Ministers to check in
- Prepare the items for the Credence Table and the Usher's Table

### Credence Table

- The bowl and white hand towel for washing of the hands
- Check to see that there are 2 purificators on the shelf under the Ambo (for accidental spills of the Blood and Body during distribution of Communion)
- **Be sure the key is in the tabernacle.**
- Two gold Chalices for normal Sundays (Holy days may require the larger silver Chalices)
- Two purificators
- One empty plate (please do not stack the plates because they stick together)
- Assist those needing Low-Gluten hosts (securing a host into the transparent Pyx)
- Place this transparent Pyx into the plate on the Ushers Table. Use rubber gloves when touching the low-gluten hosts to prevent contamination.

### Ushers Table:

- Fill two plates with the amount of hosts you estimate that you will need.  
(1 of the two plates will have the large bread and any Pyx with low-gluten host if needed)
- (Each bag of hosts contains 150 hosts)
- Prepare the Cruets – water in one and wine in the other. (usually 1-1/2 to 2 Chalices)  
NOTE: (if there is no time to put the Pyx into the plate on the Ushers Table you may place it in the plate on the Credence Table.

### Sound System:

- Check with the Music Ministry to be sure the PA switch is “on” and in the position needed for
  - The Music Ministry
  - The Lector
  - Make sure Father's mic is working and has functioning batteries

### Check In:

- Check in the scheduled ministers as they arrive, giving them any specific instructions for that Mass.

- Remind the Lead Usher about seating people who will be receiving Eucharist in their places. These people will sit on the outside ends of the rows and will raise their hands for Eucharist or in the front rows on the south entrance.
- If a scheduled minister has not arrived 10 minutes before Mass is to begin, either search one out or go to the microphone and announce that a Eucharist Minister is needed.
- Assist the server in lighting the candle taper to light any seasonal candles. (i.e. Easter candle, Advent candles)
- Server will ring the bell five minutes prior to mass
- Two or three minutes before the Mass is scheduled to begin send the altar servers to meet Father in the back entrance of the Church.
- Once the Priest is ready to begin Mass you may sit in the Church or St. Ann's Chapel.
- Ushers will assist the Gift Bearers with their vessels if necessary (The two plates of hosts, and Cruets of water and wine)
- Ushers will carry in the money and go ahead of the Gift Bearers at the presenting of the gifts
- The Sacristan is to be present when the collection money is transferred into the tamper-proof bag/drop safe. Be in the Sacristy at the Drop Box.

### **Distribution of Eucharist:**

- Sacristan will watch that the Eucharistic Ministers distribute Eucharist to everyone who wishes to receive in their places. (See Eucharistic Ministers diagram of plan for distribution).

### **After Communion:**

- Sacristan will wait in St. Ann's Chapel for the Eucharistic Ministers to return the plates, and the Ciborium is been placed into the tabernacle. You will consume any remaining blood. (Do not stack the plates)
- The Eucharistic Ministers will return their crosses and return to the congregation.

### **After Mass:**

- You will purify the sacred vessels used during Mass. For more instruction see Purifying the Vessels. This includes washing them in the sink with hot soapy water, rinse well and dry thoroughly. Please wipe off the Ciborium before you place it in the tabernacle.
- Return the vessels to the Vessel cabinet making sure the Tabernacle is locked and the key is returned to the Vessel cabinet and secure cabinet.

### **Purifying the Vessels:**

- All Plates – Wipe the plates with a purificator or a towel and tap any remaining particles of bread into one Chalice
- Add a small amount of water into the other Chalice and gently swirl the water around making sure the Chalice has no residue of wine. Then pour this water into the Chalice with the particles of bread
- Gently swirl the water around making sure the Chalice has no residue of wine and the bread particles are in the water. Then consume the water. Dry the Chalices with a towel or purificator.
- After you have purified the Vessels it is advisable to wash the Vessels in hot soapy water and rinse well and then dry thoroughly. Place Vessels into the Vessel cabinet

### **Closing up and securing the Church:**

1. Check with Music Ministry to make sure the PA switch is "off".
2. Turn off all interior and exterior lights, including those in the restrooms, Fortin Hall and Sacristy.
3. If you adjusted the thermostat for heat or air conditioning return it to the original setting.
4. Lock the sacristy door and vessel cabinet and all exterior doors of the church.

If you are **NOT** the last one to leave the building, be sure you have checked that there is someone else with a key and that they know it is their responsibility to secure the building!!!

Note: A book of all the Liturgical Ministers responsibilities is available in the Sacristy area.

## A Hospitable Table: Resources for Welcoming Persons with Celiac Sprue Disease

Over the last 25 years, the Roman Catholic Church has addressed the concern of welcoming persons with Celiac Sprue disease to Communion. Still, much confusion abounds because few know what Celiac Sprue disease is or how the Church is addressing this disease.

### **What is Celiac Sprue?**

Persons with Celiac Sprue disease are unable to properly digest gluten, a protein found in grains such as wheat, rye and barley. Gluten is not found in rice, corn or millet. Celiac Sprue is a genetic autoimmune disease.

If a person receives a bit of gluten, it will affect the individual's health. Most persons with Celiac Sprue must adopt a gluten-free diet to remain healthy.

At St. Genevieve's we ask those who have Celiac Sprue disease to:

- See the Sacristan before Mass in the Sacristy to arrange for a low-gluten host for their reception during Communion.
- The low-gluten host will be placed into a clear Pyx and then placed on the altar where it will be consecrated with all the altar breads.
- To receive a low-gluten host you need to sit and receive the host from the priest.
- When it is your turn to receive you will simply indicate that you are to receive the low-gluten host.
- The priest will give you the container with your consecrated host.
- Take out the host and immediately return the clear Pyx immediately to the priest.

## BAPTISM CHECKLIST – PCC

### Prepare Baptism Table in front of Space-

For baptisms during mass: Move table in front of tabernacle

For baptisms after mass: Set up the table to the side and after mass, move table in front of tabernacle

\_\_\_\_\_ Put Reserved signs on the back of chairs in the first 2 rows of right (tabernacle) side of PCC

\_\_\_\_\_ Glass bowl filled about 1/3 full with very warm water (It is easier to fill the bowl from a large pitcher from the kitchen)

\_\_\_\_\_ Baptism candle-take out of box and unwrap the cellophane from it

\_\_\_\_\_ White garment

\_\_\_\_\_ Chrism

\_\_\_\_\_ Easter Candle-place near the tabernacle

\_\_\_\_\_ Ask the ushers to have 2 ushers put collection in the safe and the other 2 ushers move the baptism table off to the side a little to not interfere with Communion lines

### Put out in the Sacristy Area for Fr. Greg

\_\_\_\_\_ wireless microphone-(Test the batteries in microphone by pushing the left button to turn on and test

\_\_\_\_\_ white baptism binder

### When the Family Arrives

\_\_\_\_\_ Introduce yourself to baptism family

\_\_\_\_\_ Give parents the baptism certificate and baptism book (gift from the CCW)

\_\_\_\_\_ Invite family to place coats, diaper bags in the front reserved row. Remind them that the baptism begins at the start of mass at the holy water font near entrance to worship space. At least parents, child and godparents need to be by the font. Parents should be ready to read their prayer of hope.

\_\_\_\_\_ Invite parents &/or godparents or other family members (up to 4 people) to bring up gifts (connect them with an usher to further instruct)

### Where Everything Is

Storage Closet: baptism table with the table cloth on it, Easter candle

Sacristy Counter: candle, book, baptism certificate, white garment, white baptism binder

Locked Cabinet: chrism

Usher Cupboard: reserve signs

Cupboard: wireless microphone