

GUIDELINES FOR SACRISTANS

Preparation

4:30 Sacristan will need to get the Ciborium from the tabernacle at the Centerville Church.

Arrive 45 minutes before Mass.

Wear your nametag.

Unlock doors (3 doors: 3 main doors at PCC, north, south & ramp door at StJ).

Turn on gathering space, stairway and worship space lights (PCC-press #1 in worship space).

Check the tabernacle candle & replace if needed.

Check the tabernacle ciborium for the number of consecrated hosts (should be about ½ full).

You will need to recruit if volunteers are not signed up/do not show up.

Credence Table

Sanitize hands.

Remove chalice and (weekend-3; Wednesday-2) plates from Vessel cabinet.

Pour small amount of wine into chalice (about 1-2 Tbls) and cover with purificator.

Add small hosts for guests to 1 plate. Plan so there are enough consecrated hosts kept in the tabernacle for the following weekend if a Word & Communion Service needed to be held.

Add large host for priest to one plate.

Make sure you have one low-gluten host consecrated or in the tabernacle.

Close vessel and wine cabinet.

Place plate containing the large host and chalice in center of altar, place plate with small hosts on the usher's table in the rear of the worship space for the offertory procession and place remaining plates on corner of altar.

Light the altar candles.

After Offertory Procession

With Ushers A & B, put collection into the safe

After Mass

Clean the vessels.

Swish the plates with water and tap any remaining particles of bread into the chalice.

Empty the water reverently outside in the grass (PCC) or in the sacrarium sink (StJ/StG).

Wash the plates and chalice in hot soapy water and rinse well and then dry thoroughly.

Place Vessels into the Vessel cabinet and lock it.

Closing Up

Turn off all lights.

Make sure all doors are securely shut and locked. Please pull doors from the outside after the last person is out to make sure the door is latched and locked.

10:30 Sacristan will need to take Ciborium to the tabernacle at the Centerville church.

Thank you!

If a Pastor is not available for Mass, a Word and Communion Service will be held. Details are in the white binder at the Liturgical Minister Check-In Table. Please use the following guidelines:

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Arrive 45 minutes before Mass.

Wear your nametag.

Unlock doors.

Turn on lights.

Check the tabernacle candle & replace if needed.

Check the ciborium in the tabernacle for the number of consecrated hosts.

Credence Table

Sanitize hands.

Remove (Sunday-3; Saturday-3; Wednesday-2) plates from Vessel cabinet.

Place plates on corner of altar.

Light the altar candles.

After Offertory Procession

With Ushers A & B, put collection into the safe

After Mass

Clean the vessels.

Swish the plates with water and tap any remaining particles of bread into the chalice.

Empty the water reverently outside in the grass (PCC) or in the sacrarium sink (StJ/StG).

Wash the plates and chalice in hot soapy water and rinse well and then dry thoroughly.

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Thank you!