

SACRISTANS' TASKS - WEEKEND MASS

When entering the sacristy:

- ◆ Turn on sound system that's in altar servers' alb closet.
- ◆ Turn on outside porch light if it is dark or will be dark before the end of Mass.
- ◆ Open refrigerator to make certain that there are hosts, celebrant hosts, wine and water.
- ◆ Remove cruets and water pitcher, placing water pitcher and water cruet on credence table.
 - Make certain that the water cruet and water pitcher are full.
- ◆ Place on credence table 2 purificator cloths and a towel, stacked in that order from top to bottom.
- ◆ The corporal should be placed on the altar before Mass.
- ◆ Place lector's notes on the ambo and open the Lectionary to the proper page for that Sunday.
- ◆ The Book of Gospels, marked for that day's Gospel reading, should be placed on the table at the rear of the nave.

When entering the priest's sacristy:

- ◆ Turn on the sconces, the hanging lights and the lights behind the palm plants on the altar.
- ◆ During winter, set the thermostats for 66' and during the summer set them for 75' and then touch the "hold" button. Be sure to touch the "sched" button after Mass to return stat to its program.
- ◆ Move 2 chalices and 1 small ciboria from cabinet and place on credence table.
- ◆ Move 1 large ciborium from cabinet and put the equivalent of 100 hosts and a large celebrant host in it. Celebrant host (equals 24 smaller hosts) should be on top of the smaller hosts. Check number of hosts in the reserve ciborium and adjust the number of new hosts accordingly.
 - Take plastic box of extra hosts from the refrigerator to the small table in the back of the church so that hosts may be added/taken away during Mass.
- ◆ Unlock the tabernacle and close but do not lock the tabernacle. This will allow a Eucharistic Minister to access the tabernacle during Mass, avoiding difficulties with the tabernacle lock.

Before Mass:

- ◆ Go to narthex to make certain that one of the outside doors is unlocked.
- ◆ If it is dark or will be dark before the end of Mass, turn on all of the lights outside of the narthex. Switches are on the short wall next to the exit doors.
- ◆ Turn on all other narthex lights located on the short wall to the right of interior doors.
- ◆ Turn on light in hallway between narthex and nave and light to left of second set of interior doors.
- ◆ Use Lector's Notes to identify hymn numbers. Get numbers from the left drawer under countertop in the priest's sacristy, and post them on the hymn board near the tabernacle. Also post numbers for the readings in parishioners' missal.
- ◆ Adjust priest's missal and lector's missal for this Mass' readings and hymns.
- ◆ Remind servers to:
 - Light all candles before Mass.
 - Take gifts to table near the rear of the nave.
 - Decide who will be cross-bearer, book-bearer and acolyte candle bearers.
- ◆ About 15 minutes before Mass, make certain that all lights are on. See "Lights for Mass" notes on inside of breaker panel. Turn on all of the lights with switches to the right of the breaker panel. Turn on all of the lights on the right side of the inside of the breaker panel.
- ◆ Assist priest with vestments.
- ◆ Check the Mass intention to find people to take the gifts to the altar.

(See reverse side of this page for more information.)

During Mass:

- ◆ Before the first readings, count the number of people in church. Using the plastic box of extra hosts, adjust the number of hosts in the large ciborium that is on the gifts table at the rear of the nave.
- ◆ Assist the ushers with the collection baskets. Take collection basket to people in narthex.
- ◆ Assist gift bearers in finding the wine cruet and ciborium that is at the back of the church.

After Mass:

- ◆ Stand near the back of the church and take Father's hymnal as he approaches the rear of the church. Place the hymnal on the countertop in the priest's sacristy.
- ◆ Remind one of the Eucharistic Ministers to use the priest's restroom to clean the chalices and ciboria with antibacterial soap and hot water. If the Eucharistic Ministers do not clean the vessels, then this is the responsibility of the sacristan.
- ◆ Empty the water bowl that's on the credence table.
- ◆ Hang purificator and towels on coat rack to dry.
- ◆ Refill the wine cruet and place it in the refrigerator.
- ◆ After the 6:00 Saturday Mass place extra Sunday Bulletins on the choir loft steps.
- ◆ After Mass, turn all lights off.
- ◆ After the 6:00 Mass lock the outside and interior sacristy doors and the front doors of the church.
- ◆ Place clean purificators and a towel on the credence table to get ready for the next Mass.
- ◆ After the 9:30 Sunday Mass remove the hymn numbers from the display board and place them in order in the left draw under the counter in the priest's sacristy.
- ◆ After the 9:30 Sunday Mass set the Lectionary for the next Sunday's readings.
- ◆ Assist priest with vestments.
- ◆ Candle money may be removed from the basket on the counter in the narthex and placed in a marked plastic bag in a cabinet under the counter. If there is more than a few dollars, place the plastic bag in the collection basket.
- ◆ Before leaving check the restroom in the narthex to make certain that the toilet has been flushed and that the light is turned off.