

OLBH Sacristan Guidelines

Before Mass

All liturgical Ministers: Arrive 20 min. early. Check your name off the ministry schedule on the counter in the gathering area. If you can't be there, please find a replacement so the sacristans won't have to find one at the last minute. **5 minutes before Mass begins we will pray together.**

Sacristans: Sacristans should arrive 40 min. early.

BOOKS:

1. Prepare the **Roman Missal, Lectionary** and **Book of Gospels**. Mark the pages according to the calendar. Have the priest double check the prayers and readings.
2. Prepare the **Priest's & Deacon's (or Lector's) binders**. His binder will match the color of the church season.
3. Place the Roman Missal on the stool next to the server chairs, and the binder(s) on the table next to the Priest's chair.
4. After the lectors have reviewed their readings, place the Lectionary on the ambo, opened to the first reading.
5. The Book of Gospels will be carried to the altar by the first reader or Deacon.

LIGHTS & SOUND

1. Turn on the main lights and those over the Baptismal font. The switches are located next to the Holy Family chapel and over the counter in the narthex.
2. Check the portable headset microphones with the battery tester to see if new batteries are needed. If so, change them.
3. Five minutes before mass, make sure the servers have lit the candles. During Advent, Christmas, and Easter, the candles in the windows must also be lit.

TABERNACLE

1. Unlock the tabernacle and leave the key in the lock. Make sure there are at least ten consecrated hosts in the ciborium in the tabernacle, in case they run out during communion. If this is not the case, then place ten extra hosts in the paten with the hosts to be consecrated at Mass.

LOW GLUTEN HOSTS (*see also the sheet with special instructions*).

Preparation: Low gluten hosts and a pyx reserved for the use of low gluten hosts only, are stored in a container on the top shelf of the freezer in the kitchen off of St. Joseph's Hall.

If a parishioner wishes to receive a low gluten host they will contact the sacristan prior to Mass; please instruct the parishioner to approach the low gluten Eucharistic Minister who will stand in front of the ambo.

Thoroughly wash your hands with soap and water before handling the low gluten hosts, count out as many low gluten hosts as have been requested and place them in the designated pyx. Please do not enter the sacristy with the pyx but proceed directly to the altar and place the pyx there and open it.

Distribution: Please request a Eucharistic Minister that is not already scheduled from the congregation to distribute the low gluten host. Give them the sheet of instructions titled; LOW GLUTEN HOSTS, Instructions for the Eucharistic Minister

CREDENCE TABLE: Prepare the following:

1. **Corporals** (2): ONE at the credence table, and ONE opened on the altar where the chalices are placed.
2. **Hand towel** and **five purificators** (one extra in case of a spill)
3. **Presider's chalice** and **three other chalices**
4. **Small water cruet** filled with water
5. **Small ciborium** with lid
6. **Small paten**
7. **Lavabo bowl** and **pitcher** filled with hot water.

Using the wooden tray, carry these to the credence table and set them out according to the diagram in the sacristy. Take the tray back to the sacristy.

GIFT TABLE:

1. After you get a head count from the usher, measure out approximately one half cup of wine for every 60 people and pour it into the **large flagon**.
2. Place hosts on the **large paten** minus ten from the count. Then put ten regular hosts on the paten to complete the number needed. If extra hosts are needed the priest will go to the tabernacle during communion.
3. If someone needs to receive the **low gluten hosts**, they will tell you before Mass. These hosts are in the refrigerator. Put them in a **pyx**.
4. If there are **pyxes** for homebound ministers or low gluten hosts, do not place them on the paten. Place them on the altar on the left side as you face the congregation.
5. Place the **flagon and paten** on the gift table just before Mass begins.
6. Make sure there is a **collection basket** next to the priest's chair.

INCENSE:

1. If incense will be used, set up the incense stand near the credence table.
2. About 15 minutes before mass, light one piece of charcoal and place it in the thurible.
3. If incense will be used more than once during the Mass, place some backup charcoal in a little dish near the incense stand. Make sure there is enough incense in the boat.

ATTENDANCE:

Make sure all ministers have checked in. If not, find replacements.

After Mass

Candle Bearers:

After most people have left, and the music has ended, extinguish the candles in the sanctuary, and replace all candles in their stands next to the altar.

Hospitality Ministers and Sacristans:

Locate on the counter of the Sacristy the bags that are labeled for that Mass's children's and general collection. One Hospitality Minister and one Sacristan will sort the money: cash, checks, envelopes and put in the correct bags and zip closed. This always must be done with two adults—one Sacristan and one Hospitality Ministers present. If teens are helping as Hospitality Ministers, then sorting the money is to be done with the oversight of two adults. The Sacristan will place the bags in the slot. **This is required by the diocesan financial policy.**

Sacristans:

1. Lock the tabernacle and remove the key.
2. Wait for the presider, deacon or acolyte to purify the vessels at the credence table.
3. Purification of the pyx for low gluten hosts: After thoroughly washing their hands, the sacristan will purify this pyx separately from the other sacred vessels to prevent any cross contamination. Then return it directly to the freezer for storage without entering the sacristy.
4. Using the wooden tray, gather all vessels and linens from the credence table and return them to the rear counter in the sacristy.
5. Leave the corporal on the altar for the chalices, unless it is stained by wine.
6. Wash, rinse, and dry the vessels, and put them back in the cupboard.
7. Place the soiled linens in the used linen drawer.
8. Return all books and other items to their places.
9. Turn off the lights. If you are the last one out after the 5:00 PM or 9:00 AM Mass, make sure all other church lights are off.
10. Leave the candles burning in the Holy Family Chapel.
11. Close any open windows. Sometimes people will open the windows when it is too warm.

Thank you!