

Sacristan's Prayer



Heavenly Father, please pour your
blessings on my ministry today.

It is an honor and privilege to
serve the Lord at his table.

Please guide my hands and my
steps that I may fulfill my duties
with grace and devotion.

I ask this in the name of Jesus
whom I serve with Joy.

Amen.

INSTRUCTIONS FOR THE MINISTRY OF SACRISTAN



SACRISTAN MINISTRY ASSIGNMENT

The Sacristan Ministry schedule is produced by a software program called *Ministry Schedule Pro (MSP)*. This program was developed and is maintained by *Rotunda Software*. After volunteers have completed Sacristan training, each will receive an email message with instructions on how to sign in and use *MSP*. Each volunteer should view the *MSP* tutorial video to learn how to navigate through the *Web Terminal* (name designated by *Rotunda Software*). After being trained, it is the responsibility of each Sacristan volunteer to log onto *MSP* and look at the schedule for the present and upcoming months to learn dates when he/she has been assigned to serve. Also, an email reminder will be sent to each volunteer four days before their assignment. And finally, it is the responsibility of each Sacristan volunteer to keep his/her profile updated, especially relating to the section that indicates when the volunteer will not be available to serve.

REQUESTING SACRISTAN MINISTRY SUBSTITUTES

In the event that a volunteer is unavailable to serve at the time(s) when he/she has been scheduled, the volunteer is responsible for finding a substitute or trading places with another volunteer. Either of these possibilities can be accomplished by logging onto *MSP* website and requesting a substitute or a trade. Periodically, Sacristan volunteers will be notified when substitutes are needed. Any volunteer who wishes to serve as a substitute can be assigned by following the instructions given in the email message received after he/she had completed the training.

ARRIVAL AT MASS AND SIGNING-IN

It is appropriate to dress neatly and modestly whenever attending Mass, but especially so when you are volunteering as a liturgical minister. Please do not arrive at Mass wearing a T-shirt, shorts or blue jeans. Also, avoid wearing flip-flops or tennis shoes. Sacristans should arrive at least 20 minutes before the start of Mass, and sign-in at the ushers' table in the Commons. Although the Deacon or the sacristan for the previous Mass will normally have completed the set-up for the Mass to which you have been assigned, it is important that you check the Credence Table near the choir after you have signed-in, to verify that the hosts, wine, and sacred vessels are properly prepared (picture below). (Check the glossary attached to these instructions if you are not familiar with the names of sacred vessels and other items used during Mass.) Also, make certain that the key has been placed in the door of the tabernacle.



Credence Table

DUTIES OF THE SACRISTAN AFTER MASS

Following the completion of Mass, the Sacristan places all soiled Purificators in the basket on the cabinet to the left of the sink. (The Finger Towel and Corporal are to be left on the Credence Table to be used at the next Mass!) Then wash the sacred vessels according to the following instructions and prepare the Credence Table for the next Mass. The first rinse of the sacred vessels has already been done by the priest and/or deacon at the Credence Table immediately after the distribution of Communion to the congregation. The Celebrant's (=priest's) Chalice and Paten, the Ciboria (dishes for hosts), and Chalices used for distributing Communion to the congregation are first rinsed into the Sacarium (sink on left with cover) before being more thoroughly washed with detergent in the sink on the right. In preparation or washing vessels, run 2-3 inches of water into the sink on the right and add a few drops of detergent. Use the brush to wash each vessel with the soapy water, then rinse with clean water under the tap, before drying with cloth towels stored in the plastic container on the cabinet to the right of the sink. **DO NOT IMMERSE OR SOAK** the Chalices or Ciboria in water as this may damage them.

After the Celebrant's Chalice and Paten are washed and dried, check the clergy schedule on the cupboard door (to determine which priest is presiding at the next Mass) and to determine which Chalice and Paten is to be used at the next Mass. The other Chalices and the Ciboria used for the Mass just completed are either placed on the credence table (after Sat. @ 5:00PM and Sun. @ 9:00AM) for the next Mass; or placed in the cupboard (after Mass on Sun. @ 12:00PM), because they will not be used again. After the Mass on Sunday @ 5:00PM, all sacred vessels are washed, dried, and returned to the cupboard.

After each Mass, be sure to wash the glass vessels used for the wine (Carafe and Small Pitcher) and water (Cruet) and place them on the mat to the right of the sink to drain/dry. These vessels will be filled with the wine and water by the deacon before the next Mass begins (except Carafe on Sun. @ 5:00PM. see next section below). Also, wash and dry the glass bowl used in washing the hands of the priest during Mass and return it to the credence table. Be certain to remove the key from the door of the tabernacle and place it on the lower shelf in the cupboard to the right of the sink.

Be sure that all candles except the Sanctuary Light (=red candle by Tabernacle) are extinguished and place the Lectionary on the pulpit, opened to the first reading for the Mass on that date and marked with the ribbon (except Sun. @ 5:00PM = when it is placed on top shelf of pulpit until the next weekend Masses). Return the wicker basket for the collection to the wooden table behind the last pew to the right of the center aisle, and the black binder with intentions to the table behind the last pew to the left of the center aisle. After all other duties are completed, be certain that the cupboard to the right of the sink where sacred vessels and hosts are stored, IS LOCKED.

PREPARING THE CREDESCENCE TABLE FOR MASS

(Saturday at 5:00 pm, Sunday at 9:00 am, and Sunday at 12:00 pm)

The following items are placed on the Credence Table for the Mass, either after cleansing from the previous Mass, from cupboard to right of the sink, or from the drawers to the right of the sink. NOTE: Large celebrant hosts and small hosts from the congregation are also in the cupboard with the sacred vessels. (Priests and deacons have the key to open this cupboard in the event that it is locked when access is needed by the Sacristan). Purificators and Corporals are stored in drawers to the right of the sink:

- Celebrant's Chalice prepared with a (1) Purificator, (2) Paten w/large 2" or 5" host, (3) Pall, and the Corporal used at the previous Mass (see picture A on page 7). The celebrant schedule on cupboard door in the sacristy will reveal which Chalice is to be prepared. Fr. Bryan's Chalice and Paten are kept in the tan, wooden box. Fr. Porter's Chalice, Paten, and Pall are kept in the black case. Also note, Fr. Bryan prefers to use the 5" dia. host; Fr. Porter prefers the 2" dia. host for the Mass (see picture A on the next page for illustration on preparing a Celebrant Chalice).
- 6 Chalices used to bring Precious Blood to the congregation; along with 6 Purificators from drawer to right of sink.
- 1 Ciborium with small hosts (1/3 full) for communion of the congregation.
- Glass bowl and Finger Towel (from box on cabinet or previous Mass) for washing hands of priests.
- Cruet with water for hand washing and purifying vessels (usually filled and brought to the Credence Table by Deacon).
- Carafe with wine (usually filled and brought to the Credence Table by Deacon).
- There is also an Oblation Bowl (small glass dish of water with a metal top for rinsing fingers and a Finger Towel on the table for use by clergy and Extraordinary Ministers of Holy Communion who have distributed the hosts.

Sacristans! When checking the Credence Table before Mass, be certain that all items listed above are present (see picture on page 4), that candles are lighted, and the key is in the Tabernacle!

PREPARING THE CREDENCE TABLE FOR MASS

(Sunday at 5:00 pm)

For the Mass on Sunday at 5:00 pm, the congregation receives only the bread/host at Communion, so the list of items to be placed on the credence table is much shorter:

- Celebrant's Chalice prepared with a (1) Purificator, (2) Paten w/large 2" or 5" host, (3) Pall, and (4=on top) Corporal (the Celebrant schedule on the cupboard in the sacristy indicates which chalice is to be prepared).
- 1 Ciborium with small hosts for congregation.
- Glass bowl and Finger Towel for washing hands of priests.
- Glass Cruet with water for washing hands and purifying vessels.

Picture A



Fr. Brooks' Chalice

Order of preparation:

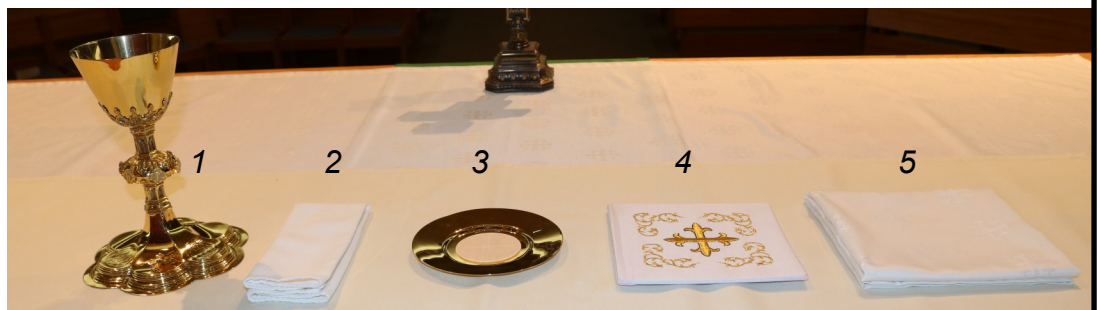


1) Chalice, 2) Purificator on top of the Chalice, 3) Paten with 5" host on top of Purificator, 4) Pall on top of Paten, 5) Corporal on top of Pall



Fr. Porter's Chalice

Order of preparation:



1) Chalice, 2) Purificator on top of the Chalice, 3) Paten with 2" host on top of Purificator, 4) Pall on top of Paten, 5) Corporal on top of Pall

PREPARING SACRED VESSELS FOR OFFERTORY PROCESSION

During the Mass after the collection has been taken, ushers/volunteers will process to the altar with the collection basket, black binder with written intentions, 2 Ciboria with hosts to be consecrated for Communion, and a Small Pitcher (with glass stopper) containing wine for the Celebrant's Chalice. **It is the duty of the Sacristan to prepare the hosts and the wine for this procession as follows (next page):**

- 2 Ciboria with small hosts (1/3 full) for congregation.
- Small Pitcher with wine (1" full) for Celebrant Chalice.



GLOSSARY OF TERMS USED IN IDENTIFYING LITURGICAL ELEMENTS AND ACTIONS

1. **Chalice** = sacred vessel (cup) used to contain the wine that is consecrated to become the Precious Blood of Jesus Christ during the Mass.
2. **Celebrant's Chalice** = specific reference to the sacred vessel (cup) used to contain the Precious Blood consumed by the Celebrant (priest) during the Mass.
3. **Ciborium (pl. Ciboria)** = sacred vessel used to contain the hosts distributed at Holy Communion or reserved in the Tabernacle.
4. **Corporal** = square piece of linen cloth upon which the chalice and hosts are placed during the Consecration of the Mass.
5. **Cruet** = small vessel used to contain water and/or wine for use in the Mass.
6. **Finger Towel** = small towel used for drying the hands of the priest when they are washed at the Offertory of the Mass.
7. **Flagon** = glass vessel used to contain wine at the Mass, which is narrowed to form a 'neck' at the top for ease in pouring.
8. **Lectionary** = book containing the Sacred Scriptures that are read during the Mass.
9. **Oblation Bowl** = small bowl, usually made of glass, which contains water used to rinse/purify the fingers of clergy or lay Extraordinary Ministers of Holy Communion.
10. **Offertory** = point during the Mass at which the priest offers up the gifts of bread and wine to God in preparation for the Consecration.
11. **Offertory Procession** = point during the Mass at which ushers or other members of the laity process to the altar carrying gifts of bread and wine for consecration.
12. **Pall** = square piece of cardboard covered with linen that used to cover the Celebrant's Chalice during the Mass.
13. **Paten** = small, round metal dish, on which is placed the celebrant host during the Consecration of the Mass.
14. **Purificator** = a small linen cloth used to purify sacred vessels, which is used to purify/wipe clean the Chalices, Paten, and Ciboria after they have been used at Communion.
15. **Missal** = book of Scriptures and other prayers read by the priest during the Mass.
16. **Tabernacle** = box-like container that is used for conserving (storing) consecrated host that have not been consumed during the Mass.

GLOSSARY OF TERMS USED IN IDENTIFYING LITURGICAL ELEMENTS AND ACTIONS



1. Chalice for congregation



2. Fr. Brooks' Chalice



2. Fr. Porter's Chalice



3. Ciborium (pl. Ciboria)



4. Corporal



6. Finger Towel



7. Flagon



9. Oblation Bowl



12. Fr. Brook's Pall



12. Fr. Porter's Pall



13. Paten w/5" host (Fr. Brooks)



13. Paten w/2" host (Fr. Porter)



14. Purificator



15. Missal