

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.

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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.

PREPARING THE CREDESCENCE TABLE FOR MASS

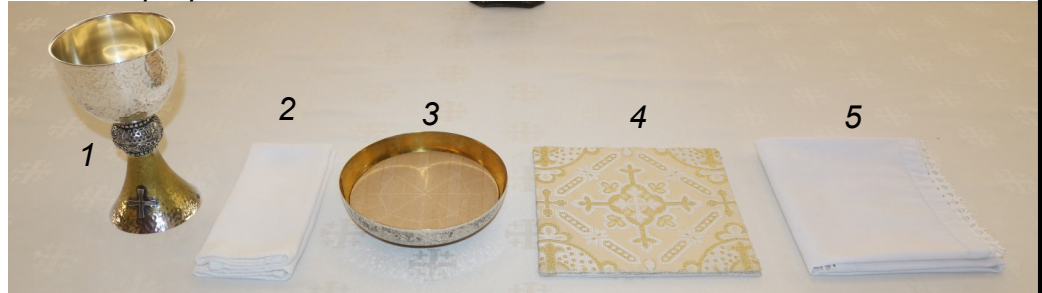
The following items are placed on the credence table for the Mass, either after cleansing from the previous Mass, from cupboard to right of the sink, or from the drawers to the right of the sink. NOTE: Large celebrant hosts and small hosts for the congregation are also in the cupboard with the sacred 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 (1) prepared with a Purificator (2), paten w/large 2" or 5" host (3), pall (4), and the corporal (5) used at the previous Mass (see picture on page 5). Check the Celebrant schedule on the cupboard door in the sacristy to see which chalice is to be prepared. Chalices are kept on the top shelf of the cupboard to the right of the sink. Fr. Bryan's chalice and paten are kept in the wooden box. Fr. Alessandro's chalice and paten are on the shelf without a box. Also note, Fr. Bryan prefers to use the 5" dia. host; Fr. Alessandro prefers the 2" dia. host.



Fr. Brooks' chalice

Order of preparation:

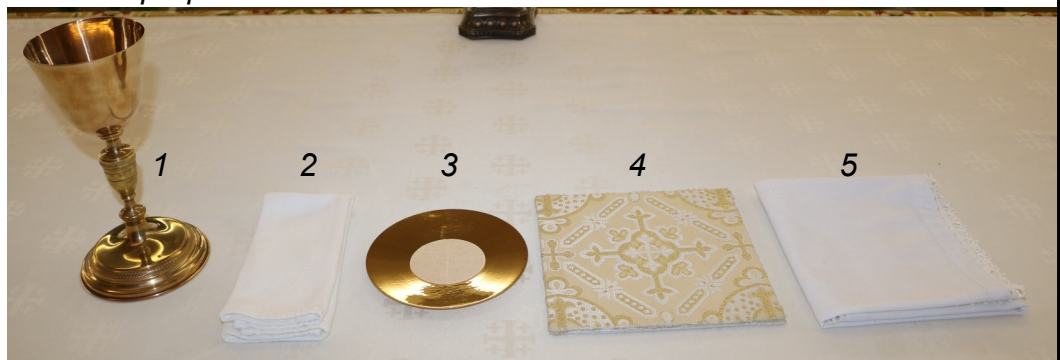


1) chalice, 2) purificator on top of the chalice, 3) paten with 5" host on top of purificator, 4) pall on top of paten, 5) corporal on top of pall



Fr. Alessandro'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

- 4 chalices for the Precious Blood for the congregation, and 4 purificators from the drawer to the right of the sink. (2 chalices and 2 purificators for the Sunday at 5:00PM Mass.)
- 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 the Priest.
- Cruet with water for hand washing and purifying vessels after communion.
- Flagon with wine.
- Ablution bowl and a finger towel (from drawer to the right of the sink).



Sacristans! When checking the credence table before Mass, please be certain that all items listed above are present (see picture above), that candles are lit, the key is in the tabernacle, and the lectionary is on the ambo opened to the correct page.

DUTIES OF THE SACRISTAN AFTER MASS

After 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, Acolyte, or Deacon at the credence table after distribution of Communion.) The Celebrant's (=Priest's) chalice and paten, the ciboria, and chalices used for distributing Communion to the congregation are first rinsed into the sacrarium (sink with cover) before being more thoroughly washed. In preparation for 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 IMMERSER OR SOAK** the chalices or ciboria in water as this may damage them. **DO NOT USE** paper towels to dry vessels as this will 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 which chalice and paten is to be used. 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 and 12:00PM) for the next Mass. 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 (flagon) 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 Sacristan before the next Mass begins. 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 binder with prayers of the faithful 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 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, binder with prayers of the faithful, 2 ciboria with hosts to be consecrated for Communion, and a flagon containing wine. **It is the duty of the Sacristan to prepare the hosts and the wine for this procession as follows (see picture next page):**

Place the following on the table (on the left) at back of the church:

- 2 ciboria with small hosts (1/3 full).
- Flagon with wine.



GLOSSARY OF TERMS USED IN IDENTIFYING LITURGICAL ELEMENTS



Celebrant's Chalice = specific reference to the sacred vessel used to contain the Precious Blood consumed by the Celebrant (Priest) during the Mass.



Paten w/5" host
(Fr. Bryan)

Paten = small, round metal dish, on which is placed the celebrant host during the Consecration of the Mass.



Paten w/2" host
(Fr. Alessandro)

Paten = small, round metal dish, on which is placed the celebrant host during the Consecration of the Mass.



Purificator = a small linen cloth which is used to purify the chalices, paten, and ciboria after they have been used at Communion.

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Pall = square piece of cardboard covered with linen that used to cover the Celebrant's chalice during the Mass.



Corporal = square piece of linen cloth upon which the chalice and hosts are placed during the Consecration of the Mass.



Chalice used by the congregation = sacred vessel used to contain the Precious Blood for distribution to the congregation.



Flagon = glass vessel used to contain wine at the Mass, which is narrowed to form a 'neck' at the top for ease in pouring.

GLOSSARY OF TERMS USED IN IDENTIFYING LITURGICAL ELEMENTS



Ciborium (pl. ciboria) = sacred vessel used to contain the hosts distributed at Holy Communion or reserved in the Tabernacle.



Cruet = small pitcher used to contain water and/or wine for use in the Mass.



Missal = book of Scriptures and other prayers read by the Priest during the Mass.

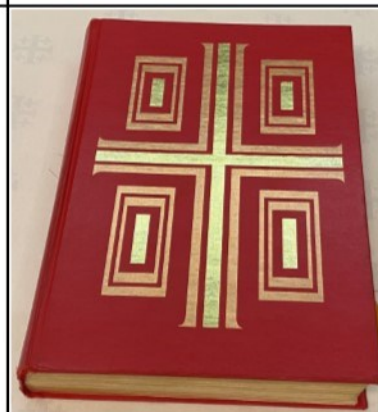


Finger Towel and bowl = small towel and bowl used for washing/drying the hands of the priest at the Offertory.



Ablution Bowl = small bowl which contains water used to rinse/purify the fingers of

clergy or lay Extraordinary Ministers of Holy Communion.



Lectionary = book containing the Sacred Scriptures that are read during the Mass.



Tabernacle = locked container that is used for conserving (storing) consecrated

hosts that have not been consumed during the Mass.