

THE ROLE OF THE SACRISTAN

To assist in setting up those things needed for the celebration of Mass.

1. Please make sure all lights are on and doors unlocked.
2. **What goes on the Credence Table** – (the wooden table in the Sanctuary by the Sacristy door)
 - a. 2 silver Chalices filled with wine *see filling vessels below*
 - b. 2 purificators found in top wooden drawer in sacristy.
 - c. The Lavabo – the bowl and pitcher filled with tap water and a finger towel. Finger towel is found in bottom right of wooden drawer in sacristy.
 - d. The cruet of water found in the frig – use water from dispenser found behind the door in the room next to kitchen
 - e. The Roman Missal and the stand go on the chair to the right of the credence table.
3. **What goes on the Gifts Table** (found in the back of church) –
 - a. The Book of the Gospels
 - b. Fr.'s Chalice covered by a purificator *see filling vessels below*
 - c. Paten with a large host in it *see filling vessels below*
 - d. Ciborium filled with small hosts to be consecrated. *see filling vessels below*
4. **A small glass of water** on the table next to the Presider chair. Please fill water glass from the Culligan water dispenser behind the door in the room next to the Kitchen.
5. **PLEASE NOTE:** If no altar servers, please light candles.
6. **PLEASE NOTE:** If no altar servers, put Roman Missal and stand on the left side of the altar positioned so he can read from the Roman Missal while standing behind the altar facing the people.

FILLING THE VESSELS

- Paten – For Sunday Masses (including Saturday evening) Place one large host in the Paten. (found in the frig or the freezer.)
- Fr.'s Chalice – fill about ½ inch to an inch with wine. Place purificator over it and place the paten on top.
- 2 Silver Chalices – fill ½ to 2/3 full – place on credence table.

- Wine is in the refrigerator
- 1 empty ciborium –
 - First check the tabernacle.
Reverently take out the ciborium in the tabernacle and count how many consecrated hosts there are. There should be about 8-10 leftover after Mass to distribute to the sick. Reverently put the ciborium back in the tabernacle, genuflect and close the door of the tabernacle.
 - For the 4 pm and 8 am Mass we need a total between 100-110
9:30 we need around 70
Please note this number varies on season, etc. Talk to staff if questions.

FIGURING OUT HOW MANY GO IN THE EMPTY CIBORIUM

- For example if there are 20 hosts in the tabernacle, we need about 10 left after Mass, so the extra in the ciborium is 10.
- Add the number of extra to 24 (the amount the large host is broken into)- so 10 plus 24 gives 34hosts.
- We need 100-110 hosts for 8 am Mass – subtract 34 from 100-110.
This gives you 66-76 hosts that need to go into the empty ciborium for the gift table.
- Note: hosts for Mass are found in a container in the frig. If container needs to be refilled or you need more hosts – they are in the freezer.

READINGS AND UNIVERSAL PRAYERS

1. Check and make sure the lectionary is set to the readings for that day. (If you are unsure, check with one of the staff members.) The lectionary should be open to the first reading. Also, the lectionary sets on top of anti-slip material.
2. Check and make sure the Universal prayers (Prayers of the Faithful are set)
They usually go on the right side of the ambo, under the anti-slip material
Sticking out about an inch so the Lector or Deacon can pull them out to read with ease.
3. If the Book of the Gospels is on the ambo, please take it to the back and place it on the gifts table.

OTHER

1. Please keep an eye on the sign-in binder in the hallway outside the Sacristy
Make sure people are highlighting their names to show they are here. If not, you need to find replacements - Denise can help with this.