

Sacristan

1. Please turn the lights on in the Church and unlock the front doors (just the one on the left) and the lounge door (the one on the left).
2. Change the battery in Fr. Lam's microphone
3. Take the following items up to the Credence Table:
 - a. 4 silver chalices
 - b. 1 paten
 - c. Fr. Lam's chalice and another paten on top (separated by a purificator)
 - d. The Lavabo (bowl for washing of hands) and a towel
 - e. The cruet of water
4. Place 4 purificators on the baptismal font.
5. Fill the large glass container with wine (about half way) and place it on the credence table in the back of Church.
6. Go to the tabernacle and count how many hosts are in the ciborium. We typically like between 8-10 leftover after a mass to distribute to the sick.
 - a. Once you have found out, go to the fridge in the kitchen and grab a LARGE host. (A large host will make 25 smaller hosts.
 - b. For the 10:30 Mass I usually start with 200 hosts. That includes the number in the tabernacle, the big host, and the ones I count out.
 - Example: If you have 30 hosts in the tabernacle (Remember we want about 10 left in there, so count on 20). So 20 in the tabernacle and 25 in the big host—so that's 55 hosts. So, you need to count out 145 hosts in the big crystal bowl.
 - Put this bowl on the credence table in the back of church next to the wine.
7. Make sure the lectionary is set to the readings for that day. (You can double check with one of the staff members if you are unsure).
8. Make sure the Prayers of the Faithful are up under the ambo.

9. Put the Book of the Gospels in the Sacristy for either Deacon John or the lector.
10. Put a glass of water on the window ledge next to Fr. Lam's chair. Use the water from the Culligan Water tank in the kitchen.
11. Light the candles around the Altar.
12. Once everything is set up, keep an eye on the binder in the Sacristy. Make sure people are highlighting their names to show they are here. If they aren't here, you will have to find replacements. Katie can assist with this (if she is here). You can also check the list in the binder to help you with names.
13. Once Mass begins count the number of people. This includes babies and children in the nursery. Put the count in the binder on the sign-in sheet for that date.
 - a. From this count, you will need to figure out how many hosts to put out.
 - b. Example: If you count 220 people but roughly about 30 of them are babies or small children who won't be receiving Communion, I would put about 190 hosts in. Remember, Hosts can be split in half, so that number can multiple. So don't stress too much about getting the "perfect" number.
14. Once that is all set up—you're ready to go and enjoy Mass 😊

Special Notes:

Once in a while Fr. Lam will need something (new batteries, another towel, etc.) When he motions for the Altar Servers to come forward and then sends them to the back, please meet them in the back (if Katie is not here) to see what they need and assist them with this.