

# *Church of St. Mary*

## Ministry of Sacristan

*Guidelines as of August 2008*

### **Concerning Servers:**

Light candles 15 minutes before Masses begin. Lighter is in ambo shelf. After 5:30PM and 8:00AM Masses extinguish candles.

### **Concerning Lectors:**

First lector carries the Book of Gospels and proclaims the First Reading.

Second lector proclaims the Second Reading and reads the Intercessions. The presider does the announcements.

### **Sacristans:**

- Sacristans should arrive 20 to 30 minutes prior to the celebration of the Mass to carry out their ministry.
- Sacristan usually sits near the work sacristy but this is optional.
- Five minutes before each Mass check in the Ministry Sacristy that all liturgical ministers are accounted for on sign-in sheets. This includes lectors (2), servers (2-3), Eucharistic ministers (8 cup and 3 bread), hospitality ministers (4), gift bearers, and musicians. Once everything is prepared, announce to the presider that all ministers are in place.

### **Preparation for Eucharistic Ministry:**

- The Sacramentary (presider's book of prayers) is placed on a chair near the server seats in the front row near the work sacristy before each Mass.
- Place the stand on the altar for the Book of the Gospels. The stand is near the work sacristy.
- Make sure the Sunday Lectionary is placed on the ambo before Mass. The Sunday Lectionary for the given liturgical year is either at the ambo or in the work sacristy in the cupboard. Check the missal or ordo for accurate readings if in doubt.
- Intercessions should be placed on the first shelf in the ambo at the Saturday evening Mass and this should be verified at the Sunday Morning Masses.
- In work sacristy: The following are suggested amounts. (Always check the tabernacle to see how many are in there. A full ciborium contains approximately 200 hosts.) One large and 200 small hosts at 5:30 pm; one large and 300 at 8:00 am one large; and 400 small hosts at 10:30 am. Hosts go on the silver plate that is in the fourth drawer for the English Masses. The hosts and the wine are placed on the gifts table in the back of

church. Decanter (pitcher) of wine: ½ full at 5:30 pm and 2/3 full at 8:00 am and ¾ full at 10:30 am. Use the small decanter for Noon Mass and fill less than ½ full. For the Noon Mass one large host and 25 small hosts are needed. These are placed in a ciborium.

- Key to tabernacle is in the drawer on the right in work sacristy main set of drawers. Place key in the tabernacle before Mass on Saturday evening and on Sunday morning before the 8:00AM Mass. Key is to be returned to drawer after 5:30 pm Mass on Saturdays by sacristan and after Spanish Mass on Sundays.
- **Place the following on the credence table in this order:**

Left side	Middle	Right side
Silver oblong tray (found in the fourth drawer) with 8 cups and chalice  one purificator (found in the second drawer) on top of the chalice.	Dish, water pitcher, and towel  In third drawer take one clean towel and place used one in laundry basket in the sacristy.	4 communion plates  8 purificators on top of the plates (purificators are found in the second drawer) place two purificators between each ciborium

- During the Sign of Peace, move through the work sacristy to get the ciborium in the chapel and place it on the altar. Remove the cover.

**After 5:30 pm and 8:00 am Masses:**

- Check with the priest regarding the purification of the chalice and communion cups.
- Put the Lectionary, intercessions book, Gospel Book, and Sacramentary back to the places they need to be for the next liturgy. Blow out candles.

**After the 10:30 am Mass:**

- Check with the priest regarding the purification of the chalice and communion cups.
- Return the intercessory prayer book to the gathering area stand. The Book of Gospels should be placed in the ministry room. The Sacramentary and Lectionary are returned to the shelf in the work sacristy.
- Leave 2 cups, the chalice, dish, water pitcher, and towel out for the Spanish Mass. The Ciborium of hosts and small decanter of wine are placed on the gifts table in the back of church.