

## Sacristan Duties

### Before Mass:

- Set air to 75 degrees
- Set up altar cloth
- Set up ribbons in books in Sacristy
  1. Roman Missal (set up by Priest)
  2. Gospel - open to Sunday's reading - leave on ambo in gathering area
  3. Daily reading book - open to Sunday's reading
  4. Lector's green binder - insert printed pages and leave open
- Set up Msgr or Priest chalice
  1. Turn chalice so cross is facing front center
  2. Place purificator cloth upside down/open across chalice
  3. Place paten (gold host plate) on top of cloth
  4. Place large host in paten
  5. Top with pall (decorated white cover)
- Set up 3 ciboria
  1. Count number of consecrated host in ciborium in tabernacle
  2. Place equal number of unconsecrated hosts in each of 3 ciboria to total 300 including number of hosts in tabernacle for 5:30 Mass.
- Set up cruets
  1. Wine cruet - fill with wine app 2/3 full on glass jigger in safe
  2. Water cruet - half fill with regular water
- Set up 4 chalices
  1. Fill halfway with wine
  2. Add drop of water to each chalice from water cruet

- Set up Credence Table on side of altar (beginning at left end from back)
  1. Priest chalice with cross facing front center
  2. Corporal (sq white cloth)
  3. Rinsing bowl with small purificator inside bowl
  4. Small felt lined dish for cruet tops
  5. Roman Missal - ask Priest if it is ready
  6. 4 purificators next to chalices/nested
  7. 4 chalices filled with wine
  8. Hand Sanitizer
- Place fully filled oil candles in the 2 altar server torches
- Refill used oil torch candles with oil and place in “Filled” notches in wooden holder
- Place 3 ciboria and wine cruet and water cruet on Welcome Table at back of church
- Place book holders
  1. On ambo
  2. On altar - place in center
- Place worship leaflets
  1. One on each of altar servers chairs
  2. One on Deacon’s chair - if Deacon serving at that Mass
- Assign responsibility of bringing ciborium from Tabernacle to altar for Communion
  1. First choice is Deacon if one serving at that Mass
  2. If no Deacon, assign to Minister of Service on Joseph side
- At 5pm
  1. Turn church lights to #1 position

2. Turn on microphone on ambo
3. Remove used oil torch candles from 2 altar server torches and place in “Empty” slots in wooden holder as they are too hot to fill immediately after used
4. Replace with oil torch candles that were filled prior to Mass

NOTE: If special Mass with larger congregation expected or you think you have not put out enough hosts, place anticipated shortage of hosts in empty ciborium from safe, and bring it Welcome table, where you will transfer the additional hosts into the ciboria already placed there. Bring empty ciborium back to Sacristy for cleansing.

After Mass:

- Set air to 80 degrees
- Turn church lights to #4 position
- Close safe after all vessels cleaned and returned
- Make sure safe dial is set to between 0 and 10 before closing safe