

## Guidelines for Sacristans

The sacristan carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of Mass. In our community he or she sets the credence table, altar, and entrance area in preparation for Mass.

### **before Mass**

1 Arrive 30 minutes before Mass so that set-up (2, 3, 4, 5, 6, 7, 8, 9 and 10) is complete 15 minutes before Mass and it is quiet for people to pray. Do not plan to serve if you are not in Canon by 20 minutes before Mass. Choose a seat on the floor.

2 Keys for cabinet and drawer in the sacristy and drawer under the vestment cabinet in the vesting room are in the lock box on the side of vestment cabinet. Combination is 1-4-5-9.

3 Keep silence (or whisper) when in the chapel. If you need to talk, please go out into the hallway or in the sacristy.

4 The large altar cloth is on the "yellow" hanger and the smaller altar cloth, the credence table cloth, and the small linen cloth are on a hanger on the right side in the vestment cabinet; also in this cabinet are low gluten hosts with the pyx for them. All vessels, small plastic containers, hosts, wine and container of wipes are kept in the cabinet in the sacristy. Corporals, purificators, palls, and lavabo towels are in the drawer below the counter to the left of our cabinet.

5 Place large altar cloth on altar. The back side of altar cloth should be even with bottom of the altar. Make sure the same amount hangs over each end and it is straight across the bottom of the front.

6 Make sure the credence table is in the right place and is level and stable; use the one with smaller surface area top if available. On the credence table place the credence table cloth, centered and straight. On top of it place two corporals, a purificator, a pall, a chalice, a cruet with water, a lavabo bowl, a hand towel, a ciborium, and container of wipes. Stack chalice, pall, a corporal, and purificator. (photo in sacristy cabinet)

7 Place the small altar cloth on the altar in Rustin Chapel.

7 Pour a small amount (about a finger height) of wine in the carafe and put on lid. Take out small plastic containers and count 20 small hosts into one. Place 19 small hosts in bowl paten and one large host on plate paten.

8 On the table next to the entrance to the chapel, place small linen cloth. On top of the small linen cloth, place carafe of wine and bowl paten with plate paten containing large host on top. (photo in sacristy cabinet) On top of or next to cloth, place sign about low gluten hosts.

10 On platform by pillar at the entrance to the chapel, place small plastic container with counted hosts.

11 Gather in choir area for prayer ten minutes before Mass. After prayer, go to your seat.

### **during Mass**

1 When all stand for the Creed, go behind wooden curtain and count congregation. Place or remove the necessary amount of small hosts in bowl paten. Remember a large host will produce 21 small hosts and 19 small hosts are in paten, so you have 40 hosts to start.

2 Both Lectors and Sacristan bring up the gifts. All bow after the blessing and return to their seats. At morning Mass Noah usually helps with collection and bringing up gifts.

### **after Mass**

1 Tell Lector the count (attendance) for paper with collection information.

2 Carefully fold the large altar cloth and place it on the "yellow" hanger in vestment cabinet.

3 Put away low gluten host pyx in vestment cabinet if used. Bring all vessels from table and pillar at entrance to chapel and from credence table to sacristy.

4 Wash, dry, and put away all vessels in cabinet in sacristy. Place soiled purificator in dirty linen bag in drawer. Corporal, pall, and hand towel are usually clean enough to be put back in drawer to use again. If any is/are dirty, put it/them in dirty linen bag in drawer.

5 Carefully fold credence table cloth and small linen cloth and place on hanger in vestment cabinet.

6 After everyone leaves from Adoration, priest should bring ciborium and any small cloth (corporal or chalice veil) to sacristy and consume all consecrated Hosts. Put away any small cloth. Priest should purify, clean, and put away ciborium.

6 After night Mass or after morning Mass if no night Mass, carefully fold small altar cloth and place it on the hanger with credence cloth and small linen cloth in vestment cabinet.

7 Straighten sacristy, vesting room, and sanctuaries. Return keys to lock box on side of vestment cabinet if used.

8 If more low gluten, small, or large hosts or wine are needed for the next Mass, call Vickie Voll at (404)636-7730 home or (404)277-4449 cell or Fr. John (901)828-2620.