

SACRISTAN GUIDE

❖ Before Mass:

- Please arrive at least 15 minutes prior to the start of Mass
- If there are any purificators in the glass bowl ring them out and hang them up to dry above the bowl. (If the Precious Blood remains noticeable, they need more time to soak.)
- Check the number of hosts kept in reserve in the tabernacle.
 - Take this into account when preparing the hosts for Mass
 - Leave the key in the tabernacle
- Prepare the Tray:
 - Father's Silver Chalice
 - Purificator draped across top of chalice
 - Father's silver Paten with one 2" host
 - Folded Corporal on top
 - Lavabo Bowl – Towel – Water Cruet (with cold water)
 - Take these items to the credence table
- Prepare the Gifts:
 - Additional Paten – covered with pall
 - Add the hosts to be consecrated at this Mass
 - Wine Cruet with at least enough wine for this Mass
 - The wine cruet is kept in the refrigerator.
 - Place these items out on the gift table
 - Coordinate with Hospitality Ministers to recruit gift bearers
- Make as accurate of a count of those in attendance as possible
 - A clicker can be found in the drawer with the Tabernacle key
 - Record this number on the sheet in the Sacristy
 - Set out about that many hosts
- Low Gluten "Gluten Free" Hosts
 - You will find the low gluten hosts and pyx in the cabinet. If a request is made, place the pyx and host in the paten.
- Ensure candles have been lit
 - Please allow the servers the opportunity to light them.



❖ **During Mass:**

- Remain in the back to assist with circumstances that may arise.
 - Hosts can be added to / removed from the paten on the gift table.
- After the Prayer of the Faithful assist the gift bearers, if there are no gift bearers please work with the hospitality ministers to bring them forward.
 - The additional paten should remain covered
- Along with the Hospitality Ministers look for individuals not going forward for Holy Communion. Come to the deacon or EMHC for Communion last in line. Bring the minister to the back showing them who needs to receive OR inform them that everyone has come forward.

❖ **After Mass:**

- Return the used items to the Sacristy.
- Unfold the used purificator and place it in the glass bowl to soak.
 - The corporal is reused and is replaced on a weekday
- Please do not use lavabo towel for clean-up.
- The used chalices and patens should be washed after Mass
 - Please use a soft cloth dipped in warm, sudsy water.
 - Please do not immerse the sacred vessels. Doing so will damage the metal and corrode the inside.
 - You may rinse the vessels in running water but be careful to not direct the water onto the base of the chalice or paten.
 - Be mindful that rings, especially diamonds, can scratch the metal.
 - Using a soft cloth please be sure to dry the vessels.
 - Place used linens in the wicker basket to the right of the sink.
 - If towels are damp, drape over the edge of the basket to dry.
- Place the wine cruet back in the refrigerator.
- Wash the lavabo bowl, dry, and put away along with the water cruet.
- Verify that the servers have extinguished the candles.
- It is a nice gesture to let Father know that you're finished and leaving.
 - 8:30 AM - If there is no Sacristan for the following Mass, it would be helpful to setup in advance.

NOTE: For a trial period Deacon/Father will remove the ciborium from the tabernacle before the distribution of Holy Communion, add to it some of the consecrated hosts from the paten on the altar, and Father will distribute Holy Communion using the ciborium. He will then return the remaining consecrated hosts to the tabernacle.



Thank you for your ministry!

PAX et BONUM

Updated September 2021