

SACRISTANS

Before Mass

Check the Ciborium to estimate how many consecrated hosts we have (“full” is about 300). Leave the Tabernacle key in the Tabernacle door. You then need to decide how many *additional* host are needed for the large paten knowing that each bag of small hosts contains 250 and your goal is to finish communion with the Ciborium about ½ full (so approximately 150-200).

Get the following from the work Sacristy, and place on the sanctuary shelf:

- priest’s (gold) chalice with purificator and corporal
- dish with hand towel
- 2 water cruets
- communion bowls (3 for 5:00, 9:30, and 12:00. 2 for 7:30)
- purificators (8 for 9:30. 4 for 5:00, 7:30, and 12:00.)

Prepare the chalices by filling them ¼ to ½ full; use your own judgment, based on past experience, on how full to fill them for this specific Mass. Place them in the wooden tray and then take the tray on the credence table. Cover the prepared chalices with the large white square palls.

Get the following from the work Sacristy and place on the gift table in the gathering space behind the Baptismal Font:

- Wine cruet, with wine, for priest’s chalice
- Large Eucharistic paten with one large host, and an appropriate number of small hosts. For estimation purposes, the amount of Blessed Sacrament needed for each Mass is roughly...
 - 5:00pm -- 250
 - 7:30am -- 150
 - 9:30am -- 350
 - Noon -- 250

Keeping in mind how full the Ciborium already is and recalling that the goal is to leave it about ½ full after Communion, the large paten will need anywhere from ½ a bag to 1 ½ bags of the small hosts.

After the Prayers of the Faithful (at the start of the collection)

Retrieve the chalice tray and purificators from the credence table, place the tray on the right-side of the Altar, put the purificators beside the tray, and then return to your seat. Remember: bow as you approach the Altar, and again when you leave.

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At the sign of peace

If there is **NOT** a Deacon present at Mass:

Make your way up to the main sanctuary quickly, bow to the Altar, proceed to the Tabernacle, genuflect at the Tabernacle, open it, retrieve the Ciborium, and bring it to the Priest at the Altar. Then go to the hand-sanitizing station and come back to stand at the end of the other Host ministers.

After the priest takes Communion, step forward to receive the Body and Blood of Christ from the celebrant. You will keep the chalice and purificator to distribute the Blood of Christ to each of the other ministers, and when done, place the chalice back on the Altar and leave the purificator beside it. Then...

The celebrant will hand you a Communion bowl and you will proceed to the Communion station on the choir side near the servers. Start distribution to the servers right away, then choir, then the rest of the line. When your line is finished you will take Communion to everyone who cannot come up to the Altar; take one of the Cup ministers with you.

After Communion

After distributing Communion you will bring the bowl back to the priest and wait a moment as you will be returning the Ciborium to the Tabernacle. The priest will combine all remaining Blessed Sacrament in the Ciborium and then hand it to you. Take it to the Tabernacle, close and lock the door, leave the key on the table in front of the Tabernacle, genuflect, proceed down the Altar steps, turn and bow to the Altar, then return to your seat.

After Mass

The Presider or Deacon should have purified the chalices, but please double-check before you begin to wash. Also check the large Communion paten and the Communion bowls for any particles. Using one of the purificators, wipe out any particles into one of the chalices with some water in it and then consume the water. Once you are sure that all of the vessels have been purified, wash them in hot soapy water, rinse with hot water and dry thoroughly with large green-striped towel. **Do not fully immerse the chalices so water doesn't get between the base and the cup.** If there is any wine left in the wine cruet, pour it back into the gallon jug using a funnel, then wash and dry the wine cruet.

5:00 and 12:00 sacristans should put away all of the vessels. If you are serving at 7:30 or 9:30, please set the vessels out in preparation for the next Mass. The same corporal is to be used for all Masses and left with the priest's chalice and tabernacle key in the chalice cabinet after the last Mass; all other linens are to be put in the laundry bag.