

SACRISTANS

Before Mass

Check the Ciborium in the Tabernacle to estimate how many consecrated hosts it contains, knowing that when full it is about 300. Leave the Tabernacle key in the Tabernacle door.

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 filled water cruets
- communion bowls (**3** for **5:00, 9:30, 12:00** -or- **2** for **7:30**)

Prepare the chalices (**8** for **9:30** -or- **4** for **5:00, 7:30, 12:00**) by filling them about $\frac{1}{4}$ full; use your own judgment, based on past experience, on how full to fill them for this specific Mass but never more than $\frac{1}{2}$ full. Place them in the wooden tray, cover them with the large white square palls, put the same number of purificators on top of the palls, and then take the tray to the credence table.

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
- Priest's large Eucharistic paten with one large (scored) host, and an appropriate number of small hosts. (Think about how full the Ciborium already is, recall that the goal is to leave it about $\frac{1}{2}$ full after Communion, and each bag contains 250).

Use these estimates and/or your own recent experience:

- **5:00** Mass – about 200 needed, so *generally* use $\frac{1}{2}$ a bag to a full bag
- **7:30** Mass – about 150 needed, so *generally* use $\frac{1}{2}$ a bag
- **9:30** Mass – about 300 needed, so *generally* use a full bag
- **Noon** Mass – about 200 needed, so *generally* use $\frac{1}{2}$ a bag to a full bag

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

Bow as you approach the Altar. Then retrieve the chalice tray and purificators from the credence table, place the tray on the right-side of the Altar towards the back, by the Altar candles.



Then:

- Put the purificators at the front of the Altar.
- Remove the cups from the tray and put them on the Altar in two rows.
- Setup the corporal and the priest's chalice (the server has already brought it over)
- Arrange the Missal on the stand
- Remove the tray from the Altar and put it back on the credence table



Then bow again to the Altar and return to your seat.

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At the sign of peace

If there is **NOT** a Deacon or Deacon-in-training 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.

Then, if there is **NOT** a Deacon present at Mass:

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, for communion distribution:

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 first, then the rest of the line. When your line is finished, you and a Cup minister will follow the lead of the Hospitality Minister and take Communion to everyone who cannot approach the Altar, if any. Once done:

- At 7:30 Mass, the Sacristan will come back and join the priest on the main aisle, and the Cup will fill in anywhere needed.
- At all other Masses, the Sacristan may help the large section (in front of the Ambo) by becoming a 2nd Host minister and standing near the end of the first pew, or you may return to the Altar and hand the bowl back to the priest.

After Communion

After distributing Communion you will bring your bowl back to the priest and wait to return 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.

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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.