

SACRISTANS

Revised November 2022

Before Mass

1. As you first approach the Altar, be sure to genuflect if able, or bow if not. Genuflect if able, or bow if not, each time you enter the Sanctuary. Once the set-up duties are complete, genuflect or bow before the Altar and head to your seat.
2. Check the Ciborium in the Tabernacle to estimate how many consecrated Hosts it contains, knowing that when full it is about 300. Be sure to genuflect if able, or bow if not, before and after checking. Leave the Tabernacle key in the Tabernacle door.
3. Get the following from the work Sacristy, and place on the sanctuary shelf:
 - St. Cecilia's (gold) chalice with purificator, paten with large host and pall. Cover the entire ensemble with the appropriate veil. Place the burse with the corporals on top. Check with the Deacon or presiding Priest if you are unsure of the colors to use.
 - dish with hand towel
 - 1 filled water cruet (tap water is fine)
 - 3 communion bowls (see #4 for approximate number of Hosts)
 - Place an ablution bowl and towel on the con-celebrant (Ambo) side table
4. Get the following from the work Sacristy and place on the gift table in the gathering space behind the Baptismal Font (for all masses except **7:30**):
 - Wine cruet, with wine, for Priest's chalice
 - 4th Communion Bowl with Hosts (Think about how full the Ciborium already is, recall that the goal is to leave it about $\frac{3}{4}$ full after Communion, and each bag contains 300). Use these estimates and/or your own recent experience:
 - **5:00** Mass – about 150 needed, so *generally* use $\frac{1}{2}$ a bag to a full bag
 - **7:30** Mass – about 100 needed, so *generally* use $<\frac{1}{2}$ a bag
 - **9:30** Mass – about 300 needed, so *generally* use a full bag
 - **Noon** Mass – about 150 needed, so *generally* use $\frac{1}{2}$ a bag to a full bag
 - **2:00** Mass – about 100 needed, so *generally* use $<\frac{1}{2}$ a bag

At the sign of peace

1. Make your way to the main Sanctuary, visit a sanitizing station and proceed to the choir side of the Altar, standing on the edge of the rug.
2. For Communion distribution: The Celebrant will hand you a Communion bowl and you will proceed to the Communion station on the choir side. When your line is finished, you will follow the lead of the Hospitality Minister and take Communion to everyone who cannot approach the Altar, if any.

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After Communion

1. After distributing Communion you will bring your bowl back to the Ambo side of the Altar and wait to return it to the Priest or Deacon.
2. Once the Ciborium is returned to the Tabernacle, genuflect if able, or bow if not, with the Priest and Deacon and proceed to the ablution bowl, purify and dry your fingertips and leave the sanctuary.
3. Bow before the Altar before returning to your seat.

After Mass

1. The Priest or Deacon should have purified the Ciboria. 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 a large green-striped towel.
2. **Do not fully immerse the chalices to prevent water getting between the base and the cup.**
3. Fill the water and wine cruets if needed and return to the refrigerator.
4. **5:00** and **2:00** 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 corporals are 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.
5. Be sure to empty and refill the ablution cup-and it should be emptied in the sacarium.

The Sacrament of Confession: because of the nature of handling the Sacred Body and Blood of our Lord Jesus Christ, it is very important that one avail themselves to this sacrament at least every 2-3 months or sooner when they become aware of any unconfessed grave sin.