

Role of a Sacristan

Although tasks are many for a Sacristan, the following deals directly with Sunday Eucharist Celebrations without a Bishop.

Preparation of Host

Be conscious of average number of people who normally attend Sunday Celebration and place only enough altar breads to be consecrated in the ciborium to accommodate those attending. It would be a good idea to count number of people at a celebration from time to time. Hospitality ministers could do this. If you are unsure how many people are present you could ask the pastor for his estimated count. As time goes by the sacristan will be able to do that estimate by sight.

Things to keep in mind for the number of altar breads placed in ciborium to be consecrated:

- † What is the amount of reserved Sacrament the parish normally needs and is that amount already in the tabernacle.
- † If not enough, add extra altar breads to ciborium to be consecrated during the liturgy.
- † If enough is in reserve only put the amount of altar breads in the ciborium to accommodate number of people attending the liturgy.

The reserved Body of Christ contained in the tabernacle is for the sick, adoration, viaticum, and, where permission is granted by the Bishop, Sunday Celebration of the Word with Communion. The Reserved Sacrament should not be used during a Eucharist Celebration. The gifts from the people on the day the Eucharist Celebration takes place are to be used.

Incense

When incense is used in a Eucharistic Celebration there are four times it will be used during the celebration. None of the following instances are to be omitted.

- † Procession - After priest reaches the altar and kisses it he will incense the cross and altar.
- † Proclaiming the Gospel - Once the priest or deacon is at the ambo for the reading of the Gospel the priest or deacon will incense the Gospel after he makes the sign of the cross on the book and himself.
- † Preparation of the gifts - Before the priest washes his hands he incenses the gifts, altar and cross. Then, while standing at the side of the altar, the deacon or server incenses the priest and the people.
- † When the Body and Blood is shown to the people after consecration the deacon or altar server, while kneeling beside the altar, incenses the Body and Blood.

A funeral has its own unique time when incense is used - during Prayer of Commendation.

Dressing the Chalice

When dressing a chalice in preparation of a Eucharist Liturgy, place on top of chalice:

- † purifier draped over top hanging on sides of chalice
- † patten (if used)
- † pall (if used)
- † corporal which is folded in such a way that the altar server or deacon can unfold it without having to turn it. (The folded corporal should be placed so when taken off the chalice and placed on the altar, the sides fold to the left then to the right, then top fold turns up and next fold turns down. When corporal is unfolded a cross is visible.)

Have additional purifiers for each chalice used.

Items to Be Placed on Credence Table

- † Corporal - this will be used when purification of vessels takes place at the credence table.
- † For large celebrations, if there is not enough room on the corporal placed on the altar to hold vessels containing Body and Blood of Christ, additional corporal will be needed.
- † Lavabo and water decanter containing clean water for washing hands, along with a white towel for drying hands. (this is not a sacred cloth and should not look as such)
- † Serving plates or ciboria, one for each station from where the Body of Christ will be given to the people. (count the ciborium taken up with the gifts as one to be used)
- † Dressed chalice and additional chalices, one for each station from where the Blood of Christ will be given to the people. (count the dressed chalice as one of all chalices)
- † Cruet with fresh water for mingling and purification.
- † Extra purifier to be used in case of spillage of Precious Blood or if extra one is needed for another reason.

When setting the credence table place the items to be used first in front of the items to be used last. This saves having to reach over objects and possibly causing a disturbance.

Items to Be Placed on the Gift Table

- † White cloth covering the table.
- † Ciborium with enough host for each person attending the celebration and extra **only** if Reserved Sacrament needs to be replenished.
- † One large altar bread, this can be placed in the ciborium.
- † Decanter of wine. There should be a generous amount of wine in the decanter, enough for everyone to receive. Use own judgement from experience when measuring amount of wine for decanter.

Note: Water is not part of the gifts from the people, therefore water is not on the gift table and is not presented as part of the gifts.
Wine is to be fresh, free of particles.

Setup Before Eucharist Celebration Begins

- ✓ All items as listed above are to be placed on the credence and gift tables.
- ✓ Hymn book on table beside presider's chair and server's chair.
- ✓ Roman Missal is set for the celebration with ribbons in proper place. (Look to the ordo for proper placement of ribbons. When placing ribbons - if ribbons are draped to the side of the Roman Missal, it makes for easy opening to proper page) If servers will be present Roman Missal is placed where the altar server has easy access. If no server the Roman Missal is to be placed at a table close to the presider. *Also, if no server, a podium is placed near the presider in the sanctuary to hold the Roman Missal so the presider's hands are free for the orans during the prayers prayed at the chair.* (The prayers which ordinarily take place at the chair are not to take place at the altar)
- ✓ Lectionary is placed on the ambo opened to the readings of the day. (Look to ordo for proper readings)

Note: Diocesan Guidelines - The Lector is the ordinary person to set up the books, in some parishes it is the Sacristan who does this.

Diocesan Guidelines - The Extraordinary Minister is the ordinary person to set up the credence table and gift table, in some parishes it is the Sacristan who does this.

Ready in Vestry

- ✓ Vestments: Presider - alb, stole, chasuble and any other garment needed for the celebration (Look to ordo for proper colors)
Deacon if present - alb, stole, dalmatic if necessary
Server - alb
- Note: Cincture and amice are used unless, due to form of alb, they are not needed.
- ✓ Book of Gospels ready for procession and ribbon properly placed to current day reading. (Look to ordo for proper readings)
- ✓ Processional candles and processional cross placed near the entrance of the church.
- ✓ If incense is used have incense, charcoal, thurible, lighter or matches, placed in vestry. Light charcoal five minutes before procession begins. (Place thurible stand in sanctuary or other convenient place for easy access of the thurifer)
Have additional charcoal and incense in boat along with lighter all placed in convenient place ready for altar server to replenish during celebration as needed.
With the exception of a funeral where incense has its particular role, if incense is used there are four occurrences. - see above for detail. (All four occurrences must be incensed if incense is used)
- ✓ Ensure mic (if used) is ready for the presider and speaker system is turned on.
- ✓ Encourage silence in vestry.
- ✓ Take your place in the congregation and model silence before celebration begins.

After Celebration

- ✓ Move in such a manner that people lingering do not feel they are being rushed out of the building.
- ✓ Remove key from the tabernacle and place in secure place.
- ✓ Ensure vessels have been purified. (Priest or Deacon purifies the vessels at the credence table)
- ✓ If vessels have not been purified they must be purified before cleaning.
- ✓ Extinguish candles using a snuffer. Never extinguish candles by blowing them out. Wax could splatter on yourself, objects, and coverings around them.
- ✓ Collect all items from the credence table.
- ✓ Collect all books and store them in usual place for your church.
- ✓ Clean all dishes and **purified** vessels with hot soapy water and rinsed clear of detergents. If there is no running water in the building boil water in a kettle and clean vessels in a basin using the boiled water. Rinse and dry vessels thoroughly.
- ✓ Collect sacred cloths, do not shake corporal for it may have captured particles of the sacrament when it was folded.
Note: Corporal is never left on the Altar
- ✓ Soak sacred cloths in clean water then have them cleaned and pressed to be ready for next celebration. When sacred cloths have been soaked, the water used must be poured down a Sacarium. (A Sacarium is a sink which drains directly into the ground. This sink is usually found in the sacristy)
If there is no running water or Sacarium, boil water in a kettle and soak sacred cloths in a basin using the boiled water. The water will be poured in the soil outside the building. The cloths can now be cleaned in the usual manner.
- ✓ Prepare vessels and cloths for next celebration. *Suggestion - To avoid trapped moisture, do not place covers tightly on ciboria when in storage. A paper towel placed inside chalices and ciboria could be used to absorb any moisture that may be present.*
- ✓ Turn microphone system off and make sure microphone is properly stored.
- ✓ If portable mic is used put battery for mic in its charger.
- ✓ Close and secure all storage cupboards once everything is in place.
- ✓ Put vestments used in closet and put books away.
- ✓ The Processional Cross is placed back in the Sanctuary if there is no Corpus in the Sanctuary .
- ✓ Make sure there is no one in the building.
- ✓ Turn lights off.
- ✓ Secure and lock all doors when leaving the church.

Sacristan is normally the first and last person to enter and exit the building.