

Catholic Community of the Blessed Trinity Guidelines for Sacristans

Prayer

O Lord, you have called me to serve you
in the sanctuary of your church.
guide my hands and my steps
that I may fulfill my duties with grace and devotion.
Inspire me to put things in good order
that our worship may reflect your holiness.
Bless all who minister in our parish, in this altar,
all who listen to your Word,
all who receive the Holy Sacrament,
that we may grow in grace,
and become partakers of eternal life,
through Jesus Christ, your Son. Amen.

Principle

- Sacristans help prepare the worship space, set in place worship aids, get ready the bread and the wine, and make sure that other liturgical ministries are covered – arranges elements necessary for the celebration of the Mass (General Instruction of the Roman Missal, 105a).
 - Sacristans should encourage the congregation to “*fully conscious and active participation in the liturgical celebration*” (Sacrosanctum Concilium, 14): by assisting at the liturgy, with due training, as lectors, cantors, gift bearers and communion ministers. This should free the sacristan from having to do double or triple duties at Mass.

For the Weekend Liturgies

- Please arrive at least 30 minutes before Mass.
- First and last tasks, do offer a prayer.
- And in between, prayerfully prepare and order things for the celebration of the Mass.

A. Before the Mass

Preparation of the Worship Space

- Lighting: turn on the lights 30 minutes before Mass begins.
 - Sanctuary lights

- Nave lights (in main body of the church)
- At least fifteen minutes before Mass, light the altar candles.
- Sound System.
 - Check the microphone on the Ambo (Lectern).
 - Check the microphone on the Altar.
- Unlock doors –
 - Main church front doors
 - At SMM and ST, front side door
 - At ST, back side door
 - At SJ, back door

Preparation of the Worship Aids

- Check the Ordo (Small Green Book) for the feast, readings, liturgical color.
 - Set the Sunday Lectionary to the proper readings.
 - Set the Sunday Lectionary on the Ambo (Lectern).
 - Set the Roman Missal to the proper prayers, if not yet done by priest.
 - Set the Roman Missal by the credence table.
- Check the Lectionary Binder on the Ambo
 - for the Lector Notes
 - for the Prayers of the Faithful

Preparation of the Altar

- Put out Altar cloth according to the proper liturgical color, if available.
- If particles of consecrated hosts are found on the Altar, please bring them to the Sacramentum.

Preparation of the Wine

- Set two chalices on the credence table, with two purificators.
- At SMM, put out presider's chalice and set on the credence table.
- Fill one cruet with wine.
 - Set wine cruet on the table at the back of the Church.
- Fill the other cruet with water (also used for hand washing).
 - Set water cruet on the credence table, with hand towel.

Preparation of the Bread

- Insert key to the Tabernacle. [Under no circumstance that the key is left in the Tabernacle when no one is in Church.]
 - Check the amount of consecrated hosts.
 - It is desirable that the faithful, just as the priest himself is bound to do, receive communion from the hosts consecrated at the same Mass (General Instruction of the Roman Missal, 85). [*This is most difficult to calculate! But I find asking the usher during Offertory to be very helpful in having an intelligent estimate of the number of hosts to be consecrated at that Mass.*]
- Fill the presider's paten with right amount of hosts, plus a medium-sized host.
 - Set the paten on the table at the back of the Church.

Preparation of the Lavabo

- Set a towel by the water cruet on the credence table.

Confirm coverage of liturgical ministers

- Check the sheet: Introduction before Mass, for the list of weekend ministers.
 - Commentator: usually members of different parish ministries
 - Lector/s
 - Altar Servers
 - Gift Bearers: at least two, please take this as an opportunity to invite parishioners to participate. Avoid the temptation of asking the same people.
 - Communion Ministers
 - Cantors, if applicable
- At SMM, be attentive to the Sundays where we have the 10:30 AM Mass as Mass for Children and Youth. You may check with Maureen Mahoney the coverage. Kindly assist as needed.

If the Sacrament of Baptism is celebrated -

- Light the Paschal Candle.
- Put out a white towel and set on the baptismal font.
- Put out a baptismal candle and set by the baptismal font.
- Put “Reserved” signs on the front pews.

B. During the Mass

After Communion

- Reservation of the Body of Christ. At SJ, communion minister brings the unconsumed Body of Christ to the Altar. At all churches, the priest gathers and collects unconsumed Body of Christ on the Altar, and reserves them to the Tabernacle.
- Purification of the Sacred Vessels. The deacon, or in his absence, the priest, purifies the sacred vessels on the Altar.

C. After the Mass

Cleansing of the Sacred Vessels (No need for the wooden chalice and paten.)

- Use soapy water only.
- To dry, gently wipe the sacred vessels soft cloth.
- Store chalices and paten in the Sacristy closet.
 - Allow the wine and water cruets to air dry properly.

After Care

- Bring back to the Sacristy –
 - Roman Missal
 - Sunday Lectionary

- Worship Binders (the same ones are used in all Masses!)
- Tabernacle key

- Turn off lights –
 - Church
 - Sacristy
 - Bathrooms
 - Extinguish altar candles

- Turn off the Sound System.
- Lock all the doors.

If we are running low on supplies – hosts, wine, paper towels, etc., please leave a note for Fr. Edison on the Sacristy desk.