

# Ministry of Sacristan

## Before the Liturgy

### Preparation:

- Please arrive **30 minutes** ahead of scheduled liturgy time.

### Turn on Lights, Fans, and PA System

- There is a bank of lights on the wall in the sacristy on opposite from the windows.
- There is a bank of lights on the east wall by the baptismal font. 2 sets --- one on each pillar.
- Hallway lights are as follows:
  - Switches on walls by parish offices and fireplace.
  - Switch in hallway by liturgy/choir office.
  - Switch in hallway going into the sacristy.
  - Switches at the main entrance of the church above the holy water font.
- 2 knobs for the ceiling fans are in the side room off the sacristy where the altar servers vest.
- The switch for the PA (Sound System) is located right below the light switches on the wall in the sacristy. Flip the switch ---- red light indicates the system is on.

### Minister for Masses

- Check schedule for who is on. Watch to make sure the proclaimer, servers, greeters, and ushers are filled. (At least 1 Proclaimer, 2 ushers, 2 servers are needed)
- Eucharistic ministers don't usually check in but there always seem to be enough.
- If no greeters, ushers, proclaimers or altar servers come, you should ask someone

### Set Up Vessels and Items for Mass

- 4 cups, 4 purifiers, bowl and pitcher with water, small towel, and 1 or 2 plates should be placed on the creed table by the tabernacle.
- Cups and plates are in the cabinet south of the mirror.
- The pitcher and bowl are usually on the counter.
- Purificator towels are kept in the 1st or 2nd drawers under the mirror
- Tabernacle key should be in the tabernacle. It is kept on a hook in the cabinet beside the window.
- Book holder for the Gospel book is on the altar. This is kept under the credence table in sanctuary.
- Light the candles by the altar. (When there is a Baptism and during the Easter season, light the Easter candle) Lighters and matches are kept in the drawer by the sink in the sanctuary.
- Make sure the Sacramentary (Red Book) is ready by checking with the Presider than either give to one of the servers or put it on chair where servers sit.
- Scripts are on the table in the sacristy ~ make sure the right script is in the binder ~ there may be a different script for each Mass. The scripts have the Mass times listed on them.
- Hosts and Wine. The pitcher for wine and plate for hosts are usually on the counter by the sink or in the cabinet. Check the tabernacle or with the Presider to see how much is left in the tabernacle. Fill large gold plate with the small hosts and than a large host on top. Fill pitcher of wine to the neck. Put the wine and hosts on the table that is at the main entrance of the church. Extra hosts are kept in the kitchen in the old parish house in a cabinet east of the stove. The wine is kept in the liturgy office in the closet. When you see either thing getting low, please let the Presider know.
- Make sure there is a basket for the Presider up by the ambo for the kid's collection.
- Check with Presider to see if anything special needs to be done.

### **Special Instructions**

- For Baptisms you will need to make sure that the 2 oils Chrism and Catechumen are out, a small towel, and a purificator and baptismal gown. Make sure the Easter candle is lit. You will need to reserve 2 rows on the ambo side for the baptism family. Reserve signs are in the 1st cabinets in the sacristy. The gown and candle are on the counter in the sacristy along with the cards and certificate of baptism.

### **SCHEDULING INFORMATION:**

Sacristans are scheduled by the month. The monthly schedule appears in your parish newsletter, which is mailed to every home in the parish. The Sunday bulletin contains the upcoming week's schedule.

Ministers are scheduled at the liturgy that they marked as their preference on the Stewardship form. How often you are a sacristan, will be determined by the number of ministers that volunteered at your specified time.

If you have requests about when you wish to be scheduled [ex. at the same time as your child sings in the choir or when your family is greeting] please let us know. We can make some modifications if we know what to look for, Bianca Wiederrich, Liturgist, does the ministry scheduling. Specific requests can be made to the Liturgy Office [282-7217 or [bwiederrich@ideaone.net](mailto:bwiederrich@ideaone.net)].

The schedules are compiled a month before the calendar is published. [The December calendar is put together between November 1-7, therefore all schedule requests must be submitted to Bianca before the 1<sup>st</sup> of the month .... this allows for printing and mailing time.]

**\*\*\*A contact list of other people who are Sacristans at the same Mass time as you will be provided to you. If you are unable to be a Sacristan when you are scheduled, please find a replacement yourself and then let us know of the change. If you are in need of a new list, please contact Bianca in the office.**

**\*\*\* If you cannot find a replacement, please let us know so that we can make appropriate arrangements.**