

Sacristans

Before Mass

On the credence table near the choir, place the chalices, containing about 1/3 cup wine each, purificators, the bowl for hand washing and the towel, and insure that the sacramentary is there. Check to insure the candle lighter has wick and that there are matches and a dish for the used matches to be placed in after the servers light the candle lighter.

On the credence table near the font, use the silver tray and place the appropriate 2 bread plates on the tray.

Check to insure that the lectionary is open to the correct place at the ambo and that the Prayers of the Faithful are on the ledge below the lectionary.

Check on the number of consecrated hosts in the tabernacle and then place the appropriate number of hosts needed to be consecrated in the dish. Then put the bread and wine on the small table near the entrance of the nave.

Check to see if there are any changes for that particular Mass, eg. baptisms, collections, etc. and plan appropriately.

Insure that we have all the ministers that are needed, actively recruiting if needed to replace someone. In needed, rehearse with the ministers to insure that they know their roles.

Check that the greeters/ushers have their baskets and are ready to welcome and to server.

During Mass

Help where needed.

During the homily using the counter in the sacristy, count all individuals attending Mass and record the number in the sacristy.

During the Our Father, go to the tabernacle to get the ciborium, and place it on the altar during the Sign of Peace.

Place the bowls from the credence table and place them on the altar.

Ministers are to line up near the baptismal font in the following order: Bread 2, Bread 1, Cup 4 and the remaining ministers.

Have the Eucharistic Ministers process to the altar by way of the front of the ambo after the priest receives the bread.

If there is no deacon, you will receive communion first and then give the cups to the ministers.

During Communion, return the tray to the credence table near the font.

Take the collection basket from the altar and place it in the sacristy.

Check to see if the ministers of the bread have enough consecrated hosts.

After Communion, take the ciborium to the tabernacle. (Altar servers remove the bowls from the altar). Return the key to the sacristy.

After Mass

Take the tray to the sacristy and clean the vessels using the small sink to wash and the large sink to rinse. Return everything to the cupboards.

Place the collection money in the bag provided. There must be 2 unrelated people to witness money handling. Be sure to write the date, which Mass and sign your name. The St. Vincent collection goes into a separate bag. Place bag(s) in the safe checking that the bag(s) go all the way down.

Check to see if the fans are off, windows latched and lights are off. The choir director usually turns off the sound system.