

1. Open church by 6:45 AM Monday through Sunday whether or not there is Mass.
2. Unlock in the open position the (2) north doors, (1) south door, (4) west doors and outside sacristy door.
3. On Sundays unlock church Hall rooms checked off on Liturgy sheet. Read liturgy sheet for special Sacristan instructions)
4. Switch on entry lights, if necessary; switch on light for the ambry (baptismal alcove) and parish prayer book.
5. Check vigil candle over the tabernacle; if needs replacement call Church office at 233-8060 and leave message. It is a 7 day candle and is changed every Friday. Turn on Ceiling fans summer months only.
6. Switch on preliminary church lights: preset 2 on weekdays, preset 6 on Sunday using the panel in the Sacristy.
7. Unlock cabinet containing chalices and microphone.
8. Remove tabernacle key from chalice cabinet and place in the tabernacle.
9. BEFORE HANDLING CONSECRATED HOSTS OR UNCONSECRATED BREAD USE ALCOHOL HAND CLEANSER ON YOUR HANDS, ALLOW TO AIR DRY
10. Check for number of ciborium and consecrated communion hosts in tabernacle. Ciborium holds about 150 hosts when full (do not remove at this time.)
11. On the weekdays, place 3-inch host and unconsecrated small hosts (minus # of consecrated hosts in the tabernacle) for a total of 100 weekday (150 during Lent) on priest's paten, and place on the credence (server's) table in front of the ambo.
12. Place 2 chalices with purificators and water cruet, small wine pitcher, corporal, and presider's chalice on small credence table by ambo during the week. On Sunday set up 4 chalices and 4 ciborium (including those in the tabernacle in count but do not remove from tabernacle) on large credence table by sacristy door for 7:30 a.m. Mass, for 9:00 a.m. place 6 chalices and 4 ciborium. (including those in the tabernacle in count but do not remove from tabernacle) See notes in sacristy for amount of wine.
13. Use the large paten on Sundays.
14. Open Lectionary, Sacramentary, and missal to Mass of the day.
15. Close the doors to the Eucharistic Chapel 15 minutes before Mass begins
16. Hang Father's vestment on the hook on the vestment closet. Use the calendar to know what color vestment to set out for the day.
17. On weekdays (if there is no Deacon or Eucharist Minister ( bring the ciborium and consecrated hosts from the tabernacle to the altar during the Sign of Peace. Go through the main doors to the chapel from the altar to get to the tabernacle.
18. On weekdays you serve as the acolyte (altar server) during Mass.( See duties below)

## AFTER MASS

1. The Presider will purify the paten, chalices, ciborium after communion. When Mass is finished collect these items from the large credence table.
2. Wash each ciboria and patten with soapy water and dry then wipe down with alcohol. allowed to dry and placed in the cupboard to the right of the crucifix door; the plate should be returned to the cupboard to the right of the ciboria cupboard unless needed for the next Mass as on Sunday
3. Wash wine pitcher with soapy water rinse and place in the cupboard above the sink.
4. Soiled purificators and corporals should be placed in the basket in the far left closet on the west side of the sacristy.
5. The bowl of the cups and the presider's chalice, each should carefully washed so as not to get water on the outside of them; dry, wipe with alcohol on a cotton ball and then be allowed to air dry.
6. Put away
  - a. Chalices in the cupboard above the sink
  - b. Wine pitcher goes in the same cupboard
  - c. Presider's chalice with fresh purificator pall and small paten is placed in the first cupboard to the right of the cupboard with the crucifix.
7. Open Eucharistic Chapel doors.
8. During weekday lock tabernacle and return tabernacle key to proper place in sacristy. On Sunday after 7:30 Mass leave tabernacle unlocked for 9:00 Mass
9. Empty, rinse and dry lavabo dish from credence table and return to small credence table with folded towel; fill water cruet with fresh tap water before each Mass.
10. Wipe down sinks.
12. Lock two right side cupboards above the vestry. Return key to it's place.
14. Turn off all lights in the church on weekdays. If dark out press number for preset light for after mass on dark days. See list by panel above hand sink.
15. Close both sacristy doors and turn off ceiling fans.

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ON SUNDAY ONLY ADD THE FOLLOWING.

1. Place both the large and small credence tables side by side just outside the sacristy door.
2. Before 7:30 Mass, unlock kitchen, stockroom and nursery doors and St Mary's room and TV cabinet **as directed on liturgy sheet..**
3. On Sunday set up 4 chalices and 3 ciborium (including those in the tabernacle in count but do not remove from tabernacle) on large credence table for 7:30 AM Mass.
4. Fill wine carafe. See notes in sacristy for amount of wine needed for 7:30 mass and for 9:00 mass if you help set up for that service. See amount on list inside the center cupboard above the vestry.
5. Set up paten with small unconsecrated hosts according to the count listed inside the center cupboard above the vestry, one large host (both size hosts are located in the bottom right cupboard of the vestry and extras are located in the first tall cupboard as you enter the back door of the vestry.)
6. The wine carafe, large collection basket, and large communion paten with unconsecrated hosts are prepared for the ushers to pick up in the sacristy. Place paten and wine carafe near large wicker collection basket.
7. The Presider will purify the paten, chalices, ciborium after communion. When Mass is finished collect these items from the large credence table and clean as directed in preparation for the next Mass. Collect used linen and put into laundry basket in first tall cupboard to the left inside sacristy door. Rinse and dry lavabo dish, refill water cruet with fresh water before each Mass.
8. If a sacristan for 9:00 is not present, please prepare for 9:00 Mass:
  - a. Place a 3-inch host and unconsecrated small hosts (see #'s needed as listed in sacristy- (minus consecrated hosts in tabernacle) in the large paten.
  - b. The water cruet and lavabo and their linens on small credence table.
  - c. Place 4 chalices with purificators on large credence table.
  - d. Set a total of four (4) ciborium (including those in the tabernacle in count but do not remove from tabernacle) empty ones on large credence table.
9. Make sure the collection money is brought from the altar. It should be put into the blue locked bags (on the floor of the first closet to the right of the counter) Put the children's collection into the plastic bag in the blue bag so it can be counted separately.
10. On Sunday only, be sure the Eucharistic gate remains closed after Mass.

NOTE WELL: When opening a new box of wine follow directions on the bottom of the box for setting up the spigot. Positioning the box with the directions facing you is the natural way to set up the spigot easily. If the spigot is not inserted correctly or the spigot control knob is not closed completely after each use wine leaks and spills happen.

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## GENERAL INSTRUCTIONS

Last day of your schedule is Sunday- (Sacristan duties only not acolyte.). On Sundays please arrive 45 minutes before Mass and perform normal sacristan duties. Attend 7:30 a.m. mass. At the end of your week please contact the next week's sacristan to arrange exchange of keys. This will help not only with the keys, but serve as a confirmation that the new sacristan is available and ready to take over the responsibilities.

## ACOLYTE DUTIES OF SACRISTAN FOR DAILY MASS (not on weekends)

1. At 7:20 a.m. close the Eucharistic chapel gates. Be sure they are fully shut.
2. Light candles near altar and ambo immediately after the 7:10 rosary. Use the butane lighter to light the candles. Light Easter candle Easter-Pentecost.
3. Switch on church lights using preset number 7. Panel is located above the wall sink in sacristy
4. Turn on the power switch for the presiders microphone
5. Enter the nave behind the presider bringing the Sacramentary book with you. Stand at the edge of the altar platform near the ambo holding the sacramentary.
6. Hold the sacramentary for the presider for the opening prayer (take it to him when he says "Let us pray". When he is finished reading place the Sacramentary on the left side of the altar and go to your seat in the front row behind the ambo.
7. After the homily during the prayers of the faithful stand behind the ambo. When the presider leaves the ambo to go to the altar, go to the credence table by the ambo and begin to prepare the altar for the Liturgy of the Eucharist.
  - a. Place presider's chalice on altar with small patten with altar bread on altar
  - b. Place 2 cups with their purificators beside them on side of altar
  - c. Bring wine carafe and water cruet to the altar to present to presider after he returns them to you return to credence table set wine carafe down
  - d. Put finger towel over your left forearm pick up lavabo dish and water cruet and present to presider pour water over his hands above the lavabo dish he will take finger towel from your arm wipe his hands and replace it. Return all these items to credence table.
8. Return to your seat this time sitting in back row of chairs during liturgy of Eucharist, bring hosts from the tabernacle during the sign of peace and place on altar. Then stand with Extraordinary Ministers of Holy Communion to receive communion.
9. After you have received communion remove chalice, purificator, corporal to credence table and return to altar take sacramentary (red book) with you to your seat this time at the front of the row of seats.
10. Present sacramentary to priest to read when he says let us pray for the final prayer.
11. At the close of the liturgy during last song stand a little behind and to the side of the presider, bow to the altar and exit when he does.
12. Extinguish candles and resume sacristan duties.