

# Guidelines for Sacristans

## St. Maximilian Kolbe Parish

Revised 3/19/2015

### I. Sundays & Solemnities

1) **Arrival Time** - You should arrive at least 30 minutes before Mass is scheduled to begin.

2) **Before Mass** -

a. **Sacred Vessels and Cloths** - in the work sacristy you should find the following:

1 – Large principal chalice

1 - Cruet for water, fill with water

1 - Small bowl for *lavabo* rite

1 - White towel for *lavabo* rite

2 - Trays to carry the vessels to the altar

1- Corporal (large white cloth) should be on the altar and not stained.

Small chalices for distribution (see normal quantities below)

Small gold plates for distribution (see normal quantities below)

Purificators – a basket full of them is always on the back gifts table/shelf – please see that it is full before Mass begins; others are needed on the credence table (see quantities in table)

	4:30p	8a	10a	Noon
Small Chalices	15	15	15	16*
Purificators for credence table	6	6	6	6
Eucharistic Plates	11	11	15	16*

*\*Note for Sunday Noon Mass: If there are EMHCs assigned for Communion to the Include Me! Ministry in the conference room, please put out a 16<sup>th</sup> plate and chalice for their use.*

For holy days of obligation and other non-Sunday large Masses, you will receive notes with expectations on attendance, and anticipated setup for Communion Procession.

Place these on the credence table. See the pictures as a model for arranging everything properly on the trays, so that they may be carried to and placed upon the altar reverently and efficiently.

b. **Candles** – for Sundays and solemnities, they are carried in procession, and should be pre-set in the back. They will be lit by servers or ushers before the entrance or gifts processions, respectively. For weekdays and other simpler liturgies, they are pre-set near altar and ambo and lit immediately before Mass (5 minutes only, please, and extinguish immediately after Mass, not after other devotional prayers.)

c. **Bread** - In a cabinet you will find a supply of unconsecrated hosts. The large gold bowl for the gifts procession is found in a locked drawer. Retrieve the key and fill the bowl with the necessary number of hosts. Consult the Liturgy Preparation Sheet hanging in the sacristy, and the “Guidelines for Bread and Wine” with details on the quantity of altar breads and wine to set out for each Mass time. Place one large host on top of the individual hosts.

**It is essential for you to adjust the number of hosts in the bowl on the back table/shelf right before Mass, and even during Mass (the homily is a reasonable time) so that it is close to the anticipated number of Communicants. You will find a container with more hosts on the back shelf near where the gifts are pre-set, and you can always remove excess hosts and place them in this container. Please be as attentive to this as possible.**

- d. **Wine** – For Sundays, fill each of the large flagons (decanter) according to the guidelines on the other sheet “Guidelines for Bread and Wine” concerning quantities of altar breads and wine for each Mass time. For smaller liturgies, adjust the amount of wine to number of chalices used for distribution, and use smaller pitchers as necessary.
- e. **Placement of Hosts and Wine** - Bring the gifts to the back shelf/table before Mass begins.

*These tasks are normally done prior to Mass by the pastoral associate for liturgy; if you have time, you might confirm these also, but know that this normally done and you are not needed to do this.*

**Lectionary** – The lector(s) will also confirm that it is on the ambo and set to the proper page.

**Missal** – For Sundays, this is also normally set out by the servers’ chairs and marked prior to the first Mass of the weekend. For weekdays and other Masses with no servers, it is set on the table by the presider’s chair.

**Penitential Act & Universal Prayer** – For Sundays and weekdays (when prepared) both, like the other books, these are normally set in the binder (pre-set on table by presider’s chair.)

**Welcome & Announcements** – For Sundays these are normally set on the cantor stand.

- 3) **After Mass** - Normally the extraordinary ministers will bring the sacred vessels and linens back to the sacristy for purification and washing. However, you can help the sacristan for the next Mass by returning those items to order. If the corporal is stained, put it in the laundry hamper along with other linens, and put a clean one upon the altar before the next Mass. If it is clean, no need to remove it.
- 4) **Locking up and lights** - Since the exterior doors lock and unlock automatically, you have almost no responsibility for locking and unlocking. As you arrive, please make sure the lights in the church are on and when you leave, are off. Please refer to the separate “Weekend Facilities Procedures” document for details.
- 5) **Low on supplies** - If you find that we are low on supplies of any kind (hosts, wine, linens, incense, etc.) please contact the pastoral associate for liturgy.

## II. Weekdays

1) **Arrival Time** - You should arrive at least 20 minutes before Mass is scheduled to begin.

2) **Before Mass** -

a. **Sacred Vessels and Cloths** - in the work sacristy you should find the following:

- 1 – Large principal chalice
- 1 - Cruet for water, fill with water
- 1 - Small bowl for *lavabo* rite
- 1 - White towel for *lavabo* rite
- 1- Corporal (large white cloth) should be on the altar and not stained.
- 2 small chalices for distribution
- 1-2 Small gold plates for distribution\*
- 2 purificators

Place all of these on the credence table.

\*If the ciborium in the tabernacle is more than half full, those previously consecrated hosts will be used for the Communion procession at weekday Mass. Please offset the amount you set out on the credence table by this amount.

When the ciborium of reserved Hosts will be used at Mass, place only one small plate out. Also, you as sacristan should go to the tabernacle during the Lamb of God litany and bring that ciborium to the altar (regardless of whether you are an EMHC or not). That ciborium will be used by one of the Communion ministers, in lieu of a small plate. One of the EMHCs will then repose the Blessed Sacrament using the ciborium after Communion.

b. **Candles** – Pre-set near altar and ambo and lit immediately before Mass (5 minutes only, please, and extinguish immediately after Mass, not after other devotional prayers.)

c. **Bread** - In a cabinet you will find a supply of unconsecrated hosts. Place one large host on top of the individual hosts.

**Do not hesitate to adjust the number of hosts in the bowl on the back table/shelf right before Mass, or even during Mass (the homily is a reasonable time) so that it is close to the anticipated number of Communicants. You will find a container with more hosts on the back shelf near where the gifts are pre-set, and you can always remove excess hosts and place them in this container. Please be as attentive to this as possible.**

f. **Wine** – Use a small pitcher with enough wine for the 3 chalices.

g. **Placement of Hosts and Wine** – On the credence table. There is not normally a gifts procession at the weekday Mass. You will be notified in advance if there will be, on a solemnity or other special occasion.