



**SAINT MAXIMILIAN KOLBE**  
CATHOLIC CHURCH

# SACRISTANS

10/2019

## Dress Code

*“In effect, we all speak by the clothes we wear. Dress is a language, as it is a very form of external expression. It should never be forgotten that the actual clothing of the liturgy is a clothing of sanctity. We are to put on that holiness, realizing the fullness of participation.”*

- Pope Emeritus Benedict XVI

Those who serve in the various roles at Mass assist in setting the tone and the high regard with which the Holy Sacrifice of the Mass should be held. It is important, therefore, that liturgical ministers dress in a fitting manner.

For Lectors, Cantors, and Extraordinary Ministers of Holy Communion, the dress code is as follows:

- Modest attire is expected.
- Men - a sport coat and tie or suit and tie, preferable.
- Women - a skirt/dress (No higher than the knee), or slacks are also acceptable.
- It would be much appreciated if all ministers could come to Mass dressed as if you were ready to substitute.

Respecting the solemnity of the Mass and the significance of your very public role in the liturgy, please do not wear the following:

- Tank tops, t-shirts, shorts
- Tight clothing
- Jeans
- Short skirts
- Sweatshirts and sweatpants
- Low-cut necklines
- Sleeveless dresses and blouses (without a cover-up)
- Flips flops or running shoes
- Bold or distracting logos
- Any clothing that would be a distraction for others

*\*Servers have a specific dress code that is detailed in the servers' guidelines section.*

While daily Masses do not normally have the same level of ceremony as Sunday Masses, they remain nonetheless the Holy Sacrifice of our Lord. Attire may be more relaxed, but should still reflect the dignity of the ministry being performed.

## Guidelines for Sacristans:

- A. Prior to Mass:
  1. In the back of church, turn on the lights (Full Church #2).
  2. At the Ushers' Table:
    - a. Check that there are enough purificators for the EMHC for at least one Mass.
    - b. Check that there are extra hosts in the container in case more are needed.
  3. In the Sanctuary:
    - a. Light the candles at the ambo.
    - b. Check the tabernacle: Using the key hanging in the small closet (south wall) of the work sacristy, check how many ciboria are in the tabernacle and estimate the number of hosts. A ciborium will hold about 225 hosts.
    - c. Leave the key in the tabernacle for Mass.
  4. For the Credence Table:
    - a. Use the vessel cabinet key hanging in the small closet (south wall) to open the drawers and cupboards containing the vessels and other items needed (see Credence Table Setup Diagram in the Appendix.)
    - b. Fill the appropriate number of chalices to be used at Mass with wine. So as to avoid spilling, **no chalice should be filled more than half way.**
    - c. Place the chalices in the chalice trays and move them to the credence table (Chalices may be filled at the credence table). (
    - d. Add a chalice if the "Include Me" group is present at noon Mass.
    - e. If a chalice needs to be removed because of attendance or not enough EMHC, place the chalice in the working sacristy to be used at the next Mass of the day, or after Mass carefully pour it back into the bottle.
    - f. Proper number of plates for distribution of consecrated hosts
      1. 15 for the 10 AM Mass
      2. 12 for all other Masses
      3. Add another if "Include Me" group is participating.
    - g. Presider's chalice (See the diagram in the Appendix).
      1. The presiders' chalices are kept in the safe. Therefore, the presider, a deacon, or the Music Director will open the safe before and after Mass. Consult the clergy calendar on the east wall to see which priest is presiding.

- h. Six purificators
        - 1. Four in back
        - 2. Two in front
      - i. Lavabo bowl with towel and cruet filled with water.
  - 5. Items to be placed on the secondary credence table:
    - a. An empty chalice tray in case several chalices must be returned to the sacristy.
    - b. An empty ciborium for surplus Hosts.
    - c. A basket with spare purificators.
  - 6. Bread and Wine:
    - a. Consult the Liturgy Prep Sheet under the glass, for the approximate number of hosts needed and any other notes. Work with the deacon (or priest if no deacon is assisting) to determine how many hosts to be used based on the number of Hosts in the tabernacle. The goal is to have approximately 100 Hosts in the ciborium at the end of Mass. It is better to be a little over than to be short.
    - b. Put hosts into the large gold bowl (found in a top drawer on the east wall).
    - c. For Masses at which Fr. Ron presides, place a large 5 <sup>3</sup>/<sub>4</sub> inch presider host on top of the hosts for distribution. We will use these until they run out. Then all presiders will use the 2 <sup>3</sup>/<sub>4</sub> in hosts.
    - d. For Masses at which Fr. Jim and Fr. Simon Peter preside, place the smaller presider host, found in the green covered container, on the paten. (see diagram on “Presiders’ Chalice Preference” sheet.)
    - e. Pour wine into the cruet to be used for the offertory procession. Even though only a portion of this wine may be used at a particular Mass, it is appropriate to fill the cruet about halfway. The deacon or presider will pour the fitting amount into the presider’s chalice. It is okay if wine remains in the cruet for later Masses.
    - f. Take the cruet of wine and the bowl of unconsecrated hosts to the ushers’ table in the back of church.
  - G. While in the back of church:
    - a. Connect with the EMHC Captain. Let the head EMHC know the number of plates and chalices set out so that they can remove any vessels that they don't have a minister for once they have completed the sign-in for ministers.
- B. After Mass starts - During the homily or before:
- 1. Using the extra container of hosts in the back, adjust the host count as needed based on actual attendance. The ushers can help with the attendance estimate.

C. After Mass:

1. After the last Mass of the day, usually Noon Mass, empty the four ablution cups into the sacrarium, refill them with water, and replace them (at the tabernacle, credence table, work sacristy and Blessed Sacrament Chapel tabernacle).
2. Replace the purificators by the ablution cups as well.
3. If the spare ciborium is not used, return it to the cabinet in the work sacristy.
4. Attend to any follow-up needed.
5. After each Mass, please check the state of the corporal.
  5. If there are any particles of Hosts, carefully fold the corporal and gently unfold it over the sacrarium, then return it to the altar.
  5. If there are wine/Precious Blood stains or any other stains, then the corporal should be replaced with a clean one from the drawer.

Note for Daily Masses:

- The presider's chalice and the two other chalices are filled prior to mass. The distribution chalices should never be more than half filled. The presider's chalice should have enough for the presider.