

GENERAL DUTIES & RESPONSIBILITIES:

Under the general direction of the Pastor & Director of Liturgy, the Sacristan undertakes the general preparation for the liturgical celebration.

SPECIFIC DUTIES: BEFORE MASS

A. PREPARE THE CHURCH:

1. Open the Chapel sliding door connecting the chapel to the sanctuary. If the sliding door is locked, please find Ryan Clouse or a member of Hospitality who can share a key with you.
2. Turn on lights over the tabernacle. The light panel is located on the wall to the right as you enter the chapel from the sanctuary.
3. Lock the exterior door to the Chapel. The allen wrench key is located on the wooden stick to the left of the door.
4. Insert key into the tabernacle. The tabernacle key is kept in the far-left upper cabinet in the Sacristy. That cabinet key is found in the far-right drawer over the sink.
5. Turn on Church lights, if not already on.
 - Altar Cross
 - Sanctuary (left, center & right)
 - Main Church (set to medium level)
 - Shrines, Window (Garden) and Narthex
6. Place bells at the altar server carpet area

B. CELEBRANT'S MICROPHONE:

1. Check level of batteries. Should be 4-5 bars in strength.
2. If bars are less than 4, then replace batteries with new ones. Rechargeable batteries are in sacristy restroom.

C. PREPARE THE AMBO:

1. Ensure the following materials are at the Ambo:
 - Lectionary - open to proper place (refer to Ordo).
 - General Intercessions/Prayers of the Faithful
 - Announcements
2. Ensure the microphone is on.

D. PREPARE THE CELEBRANT'S BINDER:

- a) Ensure the following materials are in the binder:
 - General Intercessions/Prayers of the Faithful
 - Announcements
- b) Place the binder on table next to Celebrant's chair.

E. PREPARE THE SACRED VESSELS/ITEMS:

Prepare the following items for use during the liturgy. Special Note: each deacon will prepare his own vessel.

1. Roman Missal – set ribbon to proper page
 - 1st Ribbon (Green) – place on appropriate Sunday Mass or Solemnity (refer to Ordo)
2. Book of the Gospels and its wooden upright stand
3. Chalice w/Pall (white, cloth-covered cardboard) and purificator on top
4. Wine cruet – fill ½ with sacramental wine
5. Water cruet – fill ½ with water from sink
6. Lavabo (large metal bowl) with towel
7. Glass Ciborium (large glass bowl) – fill with hosts (refer to checklist of # of hosts needed, posted on inside of cabinet door where the cruets and lavabo are stored)
 - Check tabernacle to see approximate count of blessed hosts. (The ciborium with pedestal contains about 150 hosts when level with the top – half full is about 75 hosts)
 - Each package contains 100 hosts.
 - Place celebrant host on top
8. Patens/Ciboria for Eucharistic Ministers - 6 total patens (includes celebrant's paten) placed out for each Mass.
9. Celebrant's microphone is set out on counter.

F. PLACE THE SACRED VESSELS/ITEMS IN APPROPRIATE LOCATIONS:

1. Altar:
 - Slanted book stand/holder
 - Book of the Gospels and wooden upright stand at front center
2. Altar server table (next to altar server seats):
 - Roman Missal
3. Credence Table (in corner):
 - Chalice w/Pall & Purificator
 - Patens/Ciboria (6 of these)
4. Top of cabinet (next to Credence Table):
 - Water cruet
 - Lavabo (large metal bowl) with towel
5. Offertory table at back of church
 - Wine cruet
 - Glass ciborium (large glass bowl) with celebrant & congregation hosts.

G. LIGHT THE ALTAR CANDLES.

H. HAND SANITIZER:

Ensure hand sanitizer containers are full and placed in the proper locations:

1. On two small tables which are moved into position by altar servers during communion
2. On small table by altar for Celebrant

I. CHECK-IN:

Check-in with Celebrant for any specific direction or special instructions.

SPECIFIC DUTIES: AFTER MASS

A. COLLECT ALL VESSELS & BRING TO SACRISTY

1. Place the following items on the counter:
 - All ciboria & patens;
 - Glass bowl used to carry the communion hosts;
 - Purificator(s);
 - Chalice;
 - Pall (white, cloth-covered cardboard);
 - Wine cruet;
 - Water cruet;
 - Lavabo (large metal bowl) with towel;
 - Any water cup(s) left at Celebrant's chair;
 - Roman Missal & Lectionary (Saturday 5 pm, 10:00 am, Sunday 4:30 pm Masses).
2. Remove key from tabernacle and place in upper cabinet (far left cabinet, bottom shelf, right front corner).

B. CIBORIA AND/OR PATENS

1. With a clean purificator, wipe any fragments (dust) of the Body of Christ from each ciborium and/or paten into the sink (if not already purified); and
2. With the same purificator, wipe any fragments (dust) of the communion hosts from the big glass bowl into the sink. You do not need to use any water to clean the ciboria, patens, or glass bowl.
3. Place used purificator(s) in marked basket in hallway.

C. CHALICE

1. The Celebrant has already purified his Chalice; therefore, you do not need to clean it.
2. Place Chalice in upper left cabinet. Fr. John's chalice is to be placed on the 2nd shelf from bottom in cabinet. All other chalices are to be placed on bottom shelf.

D. WINE CRUET

1. Pour a little water from the water cruet into the wine cruet.
2. Carefully swirl the water around the cruet to dilute & rinse any remaining wine and then pour into the sink.

3. Place the empty wine cruet in upper cabinet (far right, bottom shelf).

E. WATER CRUET

1. Empty the water cruet by pouring any remaining water into the sink; and
2. Place the empty water cruet in upper cabinet (far right, bottom shelf).

F. LAVABO (large metal bowl)

1. Empty the lavabo by pouring any remaining water from the bowl into the sink.
2. With a paper towel, dry & polish the lavabo. Throw the paper towel into the wastepaper basket next to sink.
3. Place the lavabo in the upper cabinet (far right, bottom shelf).
4. Place towel in marked basket in hallway.

G. PALL

1. Place pall in upper cabinet (far left, bottom shelf)

H. CELEBRANT'S WATER CUP

1. Wash the Celebrant's cup with soap and water; and
2. Dry with a paper towel and place upside down on the counter next to the other plastic water cup(s). Throw the paper towel into the wastepaper basket next to sink.

I. CLOSING

1. Blow out candles (after Saturday 5:00 pm, 10:00 am & Sunday 4:30 pm Masses).
2. Turn off all lights in sacristy.
2. Close door behind you ensuring that it is locked; and
3. Turn off church lights, except Altar Cross, Shrines & Narthex. You are done! Thank You!