

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. Insert key into the tabernacle – **pink side up**. 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.
4. 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
5. **Place bells at the altar server carpet area** (*except during Lent. No bells are used during Lent*)

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) Verify 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: deacons may prepare their 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/purificator, Pall (white or colored, cloth-covered cardboard) and Corporal on top
4. Wine cruet – fill ½ with sacramental wine and place stopper on top.
5. Water cruet – fill ½ with water from sink
6. Lavabo (large metal bowl) with hand 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 (large) 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/ Purificator, Pall & Corporal
 - Patens/Ciboria (6 of these total) May be placed on tray.
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 AFTER CHECKING THAT THEY ARE LARGE ENOUGH.

H. HAND SANITIZER:

Ensure hand sanitizer containers are full and placed on clean purificators on the two small tables on each side of the altar stairs.

SPECIFIC DUTIES *BETWEEN* MASSES

A. COLLECT AND BRING TO SACRISTY ALL ITEMS THAT HAVE BEEN USED.

- Glass bowl used to carry the communion hosts
- Purificator(s);
- Chalice;
- Pall (white or colored cloth-covered cardboard);
- Wine cruet;
- Water cruet;
- Lavabo (large metal bowl) with towel;
- Any water cup(s) left at Celebrant's chair;

- Clean the items that have been used and leave them on the counter. The Sacristan for the next Mass will set up Chalice for next Presider, hosts, wine and water, dry Lavabo, replace Purificators and hand towel, before setting them back in place for the next Mass..

SPECIFIC DUTIES: *AFTER FINAL* MASS (Saturday 5 pm and Sunday 5:00 pm Masses).

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 or colored 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, 11:45 am, Sunday 5:00 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. Rinse sink with water. You do not need to use any water to clean the ciboria, patens, or glass bowl.
3. Place used purificator(s) and hand towel in 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. Msgr. Tuan's chalice & paten are 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. Rinse the wine cruet,.
2. Place the empty wine cruet on towel to dry. Once dry it is kept in far-right upper cabinet (bottom shelf).

E. WATER CRUET

1. Empty the water cruet by pouring any remaining water into the sink.
2. Place the empty water cruet in on towel to dry. Once dry it is kept in far-right upper cabinet (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 hand towel in basket in hallway.

G. PALL

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

H. CLOSING

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

SEE ADDITIONAL NOTES FOR LOCKING UP IF YOU ARE SERVING AT SATURDAY OR SUNDAY 5 PM MASSES.