

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

**Specific Duties:**

- Check and light candles on Altar.
- Check Ciborium in Tabernacle to determine how many hosts need to be set out. □
- Prepare & set-up sacred vessels on Credence Table before Mass which includes:
  1. Setting out Presider's Chalice with Purificator
  2. If applicable, setting out Deacon's Chalice with Purificator
  3. Two Chalices for distributing Blood of Christ
  4. Setting out the proper # of hosts & the Presider's host in Paten
  5. Setting out the wine in cruet
  6. Setting out the Lavabo, water, and towel
- Place Missal on Altar
- Set Lectionary on Ambo
- Set General Prayer Intentions on Ambo
- Clean and put the Sacred Vessels away after Mass.

**General Maintenance:**

- Keep Sacristy, hallway and storage areas unobstructed.
- Call out safety issues and hazards immediately to Pastor or Director of Liturgy.
- Keep Sacristy quiet. Non-essential persons are not permitted in the Sacristy.
- Secure Sacristy doors when last to leave.

**Requirements:**

- Regular parishioner of San Antonio de Padua Church
- Active member in good standing with Eucharistic Minister ministry
- Ability to communicate clear, understandable instructions to others
- Arrive 20 minutes before Mass; and
- Remain after Mass to properly clean and store the Sacred Vessels (approximately 10 minutes).