



# Weekend Mass - Sat. & Sunday

## Sacristan Duties

- ✚ Arrive 1/2 hour before mass begins
- ✚ Unlock the front doors and the side door that leads to the church hall. (If Father hasn't already done this) Unlock Father's Door, the Usher's Room Door and turn on the lights in these rooms.

- ✚ Turn on all the lights in the Gathering Space

### **Location of light switches:**

- Above the credenza in the hallway where the bathrooms are (on the left)
- In the kitchen area by the choir room - the switch closest to the inside wall
- On the outside wall of Father's vesting room in the Gathering Space where the hallway is, to your right when you are entering the church.

- ✚ Turn on the lights for the Holy Oils to the left as you are facing the altar. (Switch is located down by the floor.)

- ✚ Open the vault.

- ✚ Check the Tabernacle to see how many consecrated hosts are in it.

- ✚ **Set up the Credence Table with:**

Largest square corporal

1 cruet of water, small towel and water dish for Father to wash his hands

5 small ciboria (with one lid placed on the second shelf of credence table)

Large ciborium - filled with unconsecrated hosts and one large host

Father's chalice

5 purificators

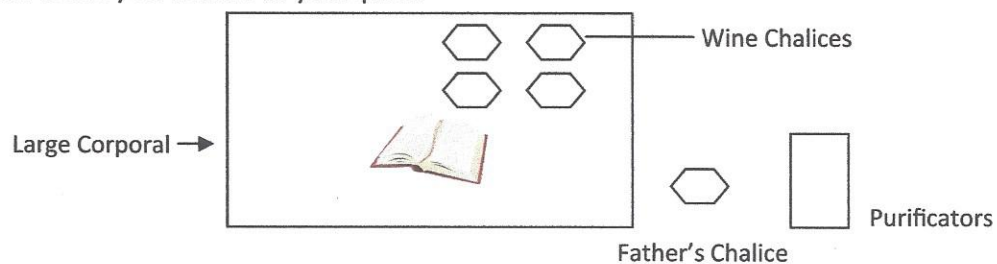
4 palls (White covers for the wine goblets)

4 wine chalices containing wine.

2 cruets - one with wine (about up to the bottom of the handle), and one with water (about 1/2 full)

- ✚ Take the large ciborium with hosts and two cruets—one with wine and one with water out to the table in the Gathering Space.

- ✚ After the Apostle's Creed proceed to the Credence table and set the altar with the large corporal, Father's chalice, 5 purificators, 4 wine chalices. Remove the clear plastic book holder and place it on the Credence table. The corporal is placed in the center of the altar, Father's chalice is placed just off of the corporal to the right with a purificator on the right edge of the corporal. The 4 wine chalices are placed at the top right corner of the corporal two together and two directly below those two. The four purificators are placed to the right of Father's chalice. If Sacramentary is not in the center of the corporal place it there. After the altar is set you return to your pew.



✚ Join Father, the altar servers and ushers at the altar for the Our Father.

✚ After the Our Father and Sign of Peace, bring the five ciboria to the altar and go to the tabernacle, genuflect or bow when you open the tabernacle, and bring the ciborium to the altar. After Father empties the ciborium into the ciboria and hands it back to you return to the tabernacle and place the ciborium outside the front of the tabernacle. After communion return leftover consecrated hosts to the ciborium, put the lid on, place it in the tabernacle genuflect or bow, and close and lock the tabernacle, place the key on the Credence Table. Go to the altar and get Father's Chalice and the corporal. Bring the Credence Table back in to the Sacristy and return to your pew.

✚ Make sure that the vault is locked after the 5:00 p.m. and 11:00 a.m. masses. The vault can be left open between the 8:30 (8:00) and 11:00 (10:00) mass.

**In case the Body or Blood of Christ is dropped or spilled:**

If the body is dropped, the Eucharistic Minister is instructed to either consume it or put it by the Tabernacle for the Sacristan to dispose of. The Sacristan should either consume it put it in water to dissolve it. When it is completely dissolved and no longer resembles bread, it can be poured outside.

If the blood is spilled, the Eucharistic Minister is instructed to cover it with the Purificator and tell the Sacristan. The Sacristan should wipe it up with the Purificator and wash any remaining blood with a towel. If it is spilled into the carpet, water must be poured on the spot until it no longer has its red color and does not resemble wine anymore. The purificator with the blood should be rinsed in the Sacramentarium (sink that leads outside to the ground).

**Important Notes:**

Seating Capacity of the Church:	650
Number of Hosts in Ciborium in Tabernacle holds	275
Number of hosts in 1/2 full Ciborium in Tabernacle	95
Number of hosts in a full small ciborium	250
Number of hosts in the full large gold ciborium	600
Number of hosts in a full unopened container	750

**5:00 Mass Sacristan** - Mark the Sacramentary for the day's readings. Take the Sacramentary into the church and place it on the table where the altar servers sit.

Check the candle along side the Tabernacle. If it is very low replace it. New candles are located in the room behind the Sacristy in the first cabinets to your right. If you are unsure, please ask Father.

