

Guidelines for Ministry of Sacristan
Updated August 8th, 2017

Compliance: Level One (High Risk)

Scheduling

- Sacristan's will be scheduled using Ministry Scheduling Pro (MSP). You can access the schedule by going to stmarkov.org. Click on the "Stewardship" panel, then click on MSP. You may also bookmark this link: <http://www.rotundasoftware.com/ministry/>. If you are able, please check in with the Mass Coordinator to see if last minute volunteers are needed.

Preparations for and during the Mass:

- Sacristans are responsible for ensuring that everything is ready for celebrating Mass.
- Gifts for Mass are to be prepared 25-30 minutes prior to Mass time but should be checked again 5 minutes before Mass to insure the amounts are correct. (Always take into account the number of Consecrated Hosts in the tabernacle before preparing gifts)

Approximation of the hosts and wine needed at each Mass:

5:00pm Mass:	May-Sept: fill ciboria about 1/2 full and pour 4 oz. of wine in each cup 7 ciboria and 7 cups at this Mass Oct.-April: fill ciboria about 3/4 full and pour 5 oz. of wine in each cup 7 ciboria and 7 cups at this Mass
7:30am Mass:	May-Sept: fill ciboria about 1/2 full Oct-April: fill ciboria about 3/4 full 4ciboria -no cups at this Mass
9:30 am Mass:	May-Sept: fill ciboria about 3/4 full and pour 4 oz. of wine in each cup 7 ciboria and 7 cups at this Mass Oct-April: fill ciboria to almost full and pour 5 oz. of wine in each cup 7 ciboria and 7 cups at this Mass
11:30 am Mass:	May-Sep.: fill ciboria about 1/2 full and pour 3 oz. of wine in each cup Oct-April: fill ciboria about 3/4 full and pour 4 oz. of wine in each cup 5 ciboria and 5 cups at this Mass

NOTE: Our church seats approximately 725 people when full; each ciborium holds 200 hosts when completely full with the exception of the smaller ciborium which holds 125 hosts. By checking the attendance about 5 minutes before Mass you can adjust the hosts accordingly.

Placement of items:

Gift table in back of Church:

- Cruet of wine
- Cruet of water
- One (1) Ciborium with people's hosts and one (1) Presider host

Sanctuary area:

- Key in the tabernacle lock
- Purificators on the credence table (one for each cup)
- Priest's Chalice with purificator and corporal place on top of it on credence table
- Ciboria on credence table
- Cups with wine on credence table
- Roman Missal placed on the credence table to the right of the corporal
- Red Sunday Lectionary at the Lector Stand open to the readings of the day

Candles:

- Altar candles and Lector Stand candles should be lit at least 10 minutes before Mass – altar servers will do this

Coordination of EM's on the altar during communion:

- The sacristan will proceed to the altar with the EM's for communion.
- He/she will be the first in line on the side with the EM's to receive the cup.
- The sacristan will receive the body and blood and will go immediately to the altar to distribute the ciboria to the EM's; at the same time the deacon distributes the cups to the EM's.
- The first EM to receive the cup will follow the priest as he distributes communion to the altar servers and second EM to receive the cup will distribute communion to the EM's on the body side.
- If there is no deacon, the sacristan will take his/her place at the altar with the priest to receive communion. Sacristan will then distribute the cups and ciboria to the EM's.
- The sacristan will be responsible to see that everything moves quickly and smoothly at the time of communion.

Gluten Free hosts:

- Sacristan will be the EM for anyone receiving a low gluten host. He/she will stand in front of the double doors to the Chapel during communion. If there are not enough low gluten hosts in the tabernacle take one plastic baggie from the box in the freezer, put it in a paten and place it on the credence table to be consecrated at Mass.

After Mass:

- Consume any pieces of Hosts remaining on corporal and/or altar table
- Empty the cleansing bowl; add fresh water to the pitcher if needed

- Place lids on the ciboria in the tabernacle if needed

Purifying vessels after Mass:

- Place a small amount of water in each ciborium (and paten if used) to loosen any remaining host particles and pour the water into one of the cups; consume water. Pour water into a cup, move it slowly around and do the same from cup to cup until all are purified. Consume the water in the last cup. After each vessel is purified, dry it with one of the purificators used during Mass. Ciboria should be rinsed only and dried. All cups should be washed and dried. Return all vessels to the sacristy cabinet.
- Put purificators in the laundry basket.

NOTE: Please leave the sacristy door open with the light turned off during Mass.