**Sacristan Duties revised 08012025**

**Before Mass:**

* Unlock all doors an hour before Mass and turn on the lights.
  + (Pick up bulletins from previous Mass if serving at 11 AM and put them in the Server room)
* Turn on Sound System
* Put 4 Purificators on Altar and the Gospel Book **[Reference Picture 1 in Binder]** (white linen cloth from drawer in Sacristy)
* Make sure altar cover is the correct color based on the ORD book in the Sacristy. For Lent and Advent it is violet altar cover. Green cover is for Ordinary time. Red or White are used for Feast Days. (For Saturday night Mass, the altar cloth color is for the Sunday morning Mass.)
* Put out cold drinking water for Father and Deacon (when serving).
* If there is going to be Children’s church, make sure the children’s book is on Father’s chair.
* The Acolyte or altar servers light altar candles, but if they have not been lit 10 minutes before Mass starts, go ahead and light them.
* Check number of reserve hosts in Tabernacle

Count out hosts:

* Count out the number of hosts for Communion and divide equally in the 4 patens, along with one **large** host for consecration. The large host is broken by Father into 24 additional hosts. Look at previous week’s attendance count as an indicator of number of hosts needed. Also check the Ciborium in the Tabernacle to see if there are a lot of consecrated hosts remaining. If there are a large number of consecrated hosts in the Ciborium, you may want to decrease the number of hosts put in the patens.
  + Prefill wine into the chalice and three cups. *We will need to learn how much but for now try 1/3 of the cups.*
* **Put the credence table: three filled patens and wine cups, a small glass bowl and filled water cruet, the missal, and an upside down empty gold paten.** **[Reference Picture 2 in Binder] Place the main paten and the chalice on the table in the back of church next to the rosaries. [Reference Picture 3 in Binder] These two items alone will be carried up by the gift bearers.**
* The Readers for Mass should take the red book from the Sacristy and put it on the Ambo. If it is not placed there by a reader 10 minutes before Mass then put it on the Ambo.
* Record host count in book in the server room.
* The list of people serving at Mass is on the bulletin board in the Sacristy. Most people check off their names as they come in for Mass so that you know everyone is there (lectors, acolyte, etc)
* *Check with Father, Deacon or Acolyte to see if someone has been invited to be gift bearers*. The process of getting gift bearers may soon be evolving... stay tuned.

**During Mass:**

* At the beginning of the Communion Rite (just after all have prayed, “Lord I am not worthy…” immediately stand and move with the Extraordinary Ministers of Holy Communion to in front of the altar to receive Communion. (Stand closest to the credence table on the far right.)
* After receiving Communion go up to the credence table and taking the empty paten move to the altar and be ready to swap out the EM paten with the one you will have ready with more hosts when they catch your eye to signal they are about to run out.
* As the EMs finish and start moving to credence table you may return to your seat.

**After Mass:**

* Offertory funds will be placed in the safe immediately after being gathered by ushers. The 11 AM Acolyte removes the offertory and takes to the money counters after 11 AM Mass. Money counters are in Art room next to confessional.
* Extinguish altar candles if the servers or acolyte do not extinguish them.
* The used Purificators go in jar in corner of Sacristy. (Usually, Communion Minister gets this with the vessels.). Because it may have consecrated blood (wine) on it, it must be put in the jar.
* Turn off sound system
* Ensure vessels have been washed and put away by Eucharistic Ministers (An ordained will have purified just after Communion.)
  + Vessels used in consecration should be washed in the sink side that goes directly to the earth (Sacrarium). Communion Ministers do this but there are occasions where Communion Ministers forget to wash the vessels.
  + Towels go on inside door of cupboard to dry
* Make sure all vessels are put away
* Turn off sound system
* Check restrooms to ensure water is not running.
* During Lent the baptismal font is turned off during Mass. Turn it back on.
* Turn off lights and be sure all doors are locked after 5 PM and 11 AM Masses.

For certain Feast Days or Masses (Christmas, Easter, Funerals), incense may be used. Ask Deacon or Acolyte to help with this if you ever need to have incense. Charcoal is lit about 10 minutes before Mass starts. Make sure the Thurible and Boat are on the stand in the chapel or outside the chapel door for the Deacon or Acolyte to present to Father during Mass.

Funeral Mass: Easter Candle, holy water by font, incense, pall, Kleenex in family pews.

**Sacristan Duties for Weekday Masses**

* Unlock right main door of the gathering space. Unlock Stringer Lane right side door.
* Put small amount of wine in the chalice.
* Put 30 hosts plus a mid-size host in the paten used for daily Mass.
* Put water in the glass cruet.
  + Put Hosts, chalice, a small cruet of water, a finger towel, and a small bowl with a little water in it on the small credence table next to the altar.
  + Place Gethsemane Lamp on small table as well. Place a small wooden candle lighting stick next to lit altar candles to be used to light lamp after Communion for Exposition.
* Turn on sound system
* Place purificator on altar.
* Put Monstrance on the credence table table for Eucharistic Adoration after Mass on Tuesdays and Fridays. The Sacristan carries this up to the altar after the final blessing, and when returning carries back anything on the small table next to the altar to the credence table.
* Light altar candles.
* Put the daily Missal on the ambo. It is kept on the lectern in the chapel.
* Make sure Father’s Missal is on the altar before Mass.

Optional duties:

* Check candles at Blessed Mother statue and St. Joseph statue and replace expired candles.
* Check Tabernacle candle to ensure it has not burned out. Tabernacle candles are in the Sacristy cupboard. A step stool is located outside the cupboard door and can be used to reach the tabernacle candle.
* Check pews for leftover items that may have been left after Sunday Mass (papers, etc)

After Mass

* Wash and put away vessels.
* Turn off sound system
* Extinguish candles.
* After Friday Mass, put daily Missal back in the chapel.
* Leave door unlocked for those coming to Adoration. Adoration will be closed at Noon by office personnel.