

Sacred Heart Catholic Church Sacristan's Guidelines



SACRED HEART CATHOLIC CHURCH SACRISTAN

Ministry of the Sacristan

By Baptism you are called to share your faith with others at home, at work, in your neighborhood and in every place you can. ***Chosen by the Sacred Heart Catholic community, the sacristan is entrusted with the task of preparing the Sanctuary and Church for Mass celebration appropriate to the Church season, feast day or special service and being present at Mass to assist the Presider.*** Always remember the trust the Church has placed in you, and may God bless you in this ministry and bless our community of faith through you.

Demands of the Role

The Sacristan needs to be prompt, be a good organizer, be a good communicator, be flexible and have a sense of humor, maintain good communication with the pastor and other members of the liturgical community. It is also important that the Sacristan be knowledgeable of the Mass ritual. Attend Sacristan meetings called by lead Sacristan or Pastor. You must be dedicated to this service, always attend on your assigned day to serve or assure you have a substitute.

Responsibilities

- ❖ Arrive at least 30 minutes before the celebration and start with 10 minutes of quiet prayer
- ❖ Demonstrate reverence and speak softly in the House of God
- ❖ Lighting, air conditioning/heating and sound are properly set
- ❖ Confirm that the appropriate number of ministers (Lectors, Eucharistic Ministers, Altar Servers and Ministers of Hospitality) are available for the service
- ❖ Set out the appropriate vestments
- ❖ Prepare the sanctuary, sacristies and vestibule for the service (vessels, books, linens, people etc.)
- ❖ *Sit behind the Altar servers at Mass, esp. with young servers, to queue their actions*
- ❖ *Remain seated in the pew behind the servers throughout the Mass to be attentive to the Presider and his needs*
- ❖ Assure the Sanctuary and Church are clean and prepared for the next service

DUTIES IN PREPARATION OF MASS (ORDINARY TIME)

Lights, Air Conditioning/Heating and Sound System.

- ◆ Lights should be turned on.
- ◆ Air conditioning/heating should be turned on as soon as you arrive
- ◆ Sound system should be turned on, batteries in the priest's mic are fresh

Vestibule

- ◆ Lights are turned on
- ◆ Doors are unlocked
- ◆ Area is clear of debris, pick up trash

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Tabernacle Always reverence the Blessed Sacrament in the Tabernacle by genuflecting (or bowing if you are carrying something) when passing in front or before/after preparing the Tabernacle for the service.

- ◆ Leave the key in the lock of the Tabernacle
- ◆ Evaluate the quantity of Host in the Tabernacle so as to prepare enough hosts to consecrate for the Mass
- ◆ Ensure the Tabernacle is locked following the service(s) and return the key to its designated place in the sacristy

Work Sacristy (behind Sanctuary)

- ◆ Unlock door if necessary
- ◆ On the counter there should be an area set up for purifying Eucharistic vessels following Communion (this includes a rubber mat covered with a towel, plus two hand towels, a water pitcher filled with tap water, and a container also half filled with water for soiled linen)
- ◆ A lighter is on the counter, by the door, available for the Altar Servers to use to light their processional candles.

Altar

- ◆ Appropriate Altar cloth (art & environment table cloth covered by white Altar cloth)
- ◆ Corporals and Purificator
- ◆ Mass Intentions

Ambo

- ◆ Lectionary is placed on the Ambo and open to the first reading after the Lectors have reviewed it in the Sacristy
- ◆ Appropriate General Intercessions are in place at the Ambo

Credence Table is set with the appropriate vessels and linens (stored in the Priest Sacristy)

- ◆ "The Roman **Missal**" is the large, red Missal used at all Masses
- ◆ Presider's Chalice
- ◆ Four(4) empty Ciboria (6 at 10am, Noon and 2pm Masses)
- ◆ Eight (8) Chalices with Purificators
- ◆ Hand Bowl, Finger Towel, and small Water Decanter

Altar Servers Area

- ◆ Appropriate number of chairs are in place (4)
- ◆ Bells are in place

Altar Candles

- ◆ Ensure that Altar Servers light candles on Altar and at the Tabernacle 15 minutes before Mass

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Offertory Table (Angel with the tray outside of the Sacristy door)

- ◆ Place Offertory Ciborium and Wine Decanter (hosts and wine) on table

Vestments

- ◆ Alb and appropriate Chasuble and Stole are hung on closet door hook
- ◆ Altar Servers are dressed appropriate to the occasion

Ministers' Sacristy (Vestibule)

- ◆ Be sure the sign-up sheet is posted in the binder (and has the Sat/Sun dates on the sheet) for Eucharistic Ministers (there are blanks in the file box on the counter).
- ◆ The "**Lectionary for Mass**" should be on the counter, opened to the first reading for the Mass.
- ◆ **General Intercessions** practice sheet (English and Spanish) are on the counter next to the Lectionary. *NOTE: If a Deacon is also celebrating, the General Intercessions should be placed in the Priest's Sacristy.*

Advise Presider if there are not sufficient Eucharistic Ministers and adjust vessels as appropriate (smaller wine decanter, remove congregation cups from Credence Table).

Following celebration

- Prepare for the next service or store vessels and put up vestments as appropriate
- Lock the Tabernacle, Sacristy Doors, and the Church doors/gates
- Turn down air conditioning system
- Turn off lights and sound system

Duties in Preparation of Special Services

The instructions provided above are for Mass during Ordinary Time. During Lent, Easter, Advent and Christmas, and at weddings, funerals, etc., special services are planned and it is up to the Sacristan(s) to understand those rituals that will become a part of the Mass. As directed by the Pastor or lead Sacristan, prepare and participate at the service.

- Follow directions provided by the lead Sacristan or Pastor
- Attend practice session or preliminary meetings when called to serve at special services

In General

- Put on the face of Christ! Express your joy in serving our Lord in this special ministry
- Greet congregation and visitors whenever you are in the Vestibule or other public areas
- Assist the Presider as required
- Assist the Deacon(s) as required