



# *Holy Spirit Parish*

## Liturgical Ministry Guidelines

### **Sacristan**

*Updated December 2015*

#### **Materials needed for Mass:**

1. Sacred vessels are kept in the top cupboard to the right of the sink.
2. Hosts are kept in the bottom cupboard to the right of the sink in a blue tote on the top shelf.
3. Wine is kept in the bottom cupboard to the right of the sink on the bottom shelf.
4. Extra wine can be found in the closet with the priest's vestments or in the bottom cupboard to the left of the sink.

#### • **4:30, and 6:00 Mass**

1. You need 3 communion plates and 6 communion cups (this does not include Father's chalice).
2. Place 3 communion plates on the tray along with 6 purificators and carry them to the credence table where you will place them on the second shelf. Return the tray to the sacristy.
3. Place 6 communion cups, 1 purificator, and the small cruet of water on the tray. Take the tray out to the credence table and place it on the top shelf.
4. Fill small water bowl with water and place it on the top shelf of the second credence table (This is right along side of the other table.) Place the bowl on the round, flat basket with a white cloth on it so that water doesn't stain the table. (This basket and cloth should be left on the credence table through all the masses.)
5. Take one terrycloth towel (located in the third drawer to the right of the sink) and place this along side of the water bowl on the credence table.
6. On the gifts table in the Narthex place: Father's large chalice, the large ciborium with hosts, and the large glass decanter with wine.

#### • **8:15 Mass**

1. Do everything the same as the 4:30 and 6:00 Mass **EXCEPT** put 7 cups out and 7 purificators.
2. Take the basket of pyx found in the cupboard above the sink. (The pyx are the small gold containers that are given to those going to the Nursing Homes.) Fill 5 pyx with 8-10 hosts each. Place the pyx in the basket and set the basket on the Gifts Table. (Do not use the extra large gold pyx. This is used at the 10:00 Mass for those going to Homestead.)

#### • **10:00 Mass**

1. You need 7 plates, 8 cups (plus Father's large chalice).
2. Place plates and 8 purificators on the tray and carry them to the credence table where you will place 6 of them on the second shelf and 1 on the third/bottom shelf. Return the tray to the sacristy.
3. Place 8 cups and 1 purificator on the tray. Take the tray out to the credence table and place it on the top shelf.
4. Fill bowl with water and place on top shelf of second credence table (along side of the other table) putting the bowl on the round, flat basket.
5. Take one terrycloth towel (located in the third drawer to the right of the sink) and place this along side of the water bowl on the bottom shelf of the credence table.
6. Fill the large gold pyx with 15 hosts and place it on the tray with the cups. (This will go with the minister to the Homestead Senior living complex)

#### **Materials for the Gifts Table:**

- One communion plate/ciborium with one large presider host and assembly hosts.
- One large chalice that Father Don will use
- Large glass decanter with wine.
- 8:15 Mass only – basket containing 5 pyx filled with 8-10 host each.

**Other:**

- Place 2 programs on servers chairs (none for celebrant).
- Make sure the tabernacle key is in the tabernacle. (The key is located in the cupboard above the sink.)
- Place the candle lighter on the counter in the sacristy for the servers.
- Help servers find the correct size alb to wear and help them dress, if needed. Rope belts (cinctures) are in the fifth drawer to the right of the sink. (Green-ordinary time, Purple-lent and advent, White-Easter and Christmas seasons, Red – Passion Sunday, Good Friday and Pentecost, Gold – Christmas and Easter Sunday or check the calendar book on the left end of the counter.).

**After Mass:**

- If the EMs have not brought all the vessels back to the sacristy, carry dishes from the credence table back to the sacristy for cleaning. (It is easy to forget the large carafe.)
- DO NOT immerse the vessels in water.
- Use method demonstrated by Mary Margaret during training.
- After 4:30, 10:00 and 6:00 – return tabernacle key to sacristy.
- Sacristans for the 4:30, 8:15 and 10:00 Masses are asked to set up the vessels for the next Mass but leave everything in the sacristy.
- Sacristan for the 6:00 Mass will return vessels to the cupboard.
- **Make sure server albs have been hung on hangers.**
- **Make sure sacristy door is locked as you leave (unless Father or a deacon are in the sacristy.)**

**Important Notes:**

- Please arrive 15 minutes early. Highlight your name on the Liturgical Minister sign-in sheet in the Narthex by pillar to the west of the Mary statue.

*If you are unavailable for your scheduled week, please request a sub through the  
**ONLINE WEB TERMINAL.**  
Contact Mary Margaret Yaeger or Lisa Jessen in the church office with any questions.*

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