



Holy Spirit Parish

Liturgical Ministry Guidelines

Sacristan

Updated January 2011

Materials needed for Mass:

1. Dishes are now 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.
3. Wine is kept in the bottom cupboard to the left of the sink

• 4:30, and 6:00 Mass

1. You need 3 plates and 6 cups (this includes Father's cup).
2. Place cups on the tray. Place one purificator on the tray. Place the cruet of water on the tray. Carry the tray to the small table found just outside the sacristy. Place the tray on the top shelf.
3. Stack plates with 2 purificators between each and 1 on top. (5 in all plus the 1 on the cup tray.) (Purificators are found in the second drawer to the right of the sink.) Carry plates and place them on the second shelf of the table just outside the sacristy..
4. Fill small water bowl with water and place it on the second shelf of the credence table near the altar. 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 second shelf of the credence table.

• 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 6 pyx with 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 (this includes Father's cup).
2. Place cups on the tray. Place one purificator on the tray. Place the cruet of water on the tray. Carry the tray to the small table found just outside the sacristy. Place the tray on the top shelf.
3. Stack the 7 plates with purificators between each, 7 purificators in all. (Purificators are found in the second drawer to the right of the sink.) Carry plates and place them on the second shelf of the table just outside the sacristy. Plates should be in two stacks – one stack of 3 and one stack of 4.
4. Fill bowl with water and place on second shelf of credence table (near the altar) 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 second shelf of the credence table.
6. **NEW: Fill the large gold pyx with 15 hosts and place it on the tray with the cups. (This will go to the Homestead Senior living complex)**

Materials for the Gifts Table:

- Glass wine decanter filled with about 2 inches of wine (2.5 inches at the 10:00 mass).
- One communion plate with one large presider host and assembly hosts.
- 8:15 Mass only – basket containing 6 pyx filled with 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 table outside of the sacristy or from the credence table back to the sacristy for washing.
- Wash and dry (use flour sack towels located in first drawer to the right of the sink) all glass items;
- Sacristans for the 4:30, 8:15 and 10:00 Masses are asked to set up the dishes for the next Mass.
- Sacristan for the 6:00 Mass will return dishes to the cupboard.
- **Make sure server albs have been hung on hangers.**

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.

******Please find a substitute from the list attached to your schedule if you cannot make your scheduled mass.***

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