

If interested in serving as a Sacristan, please fill out and hand in to Parish Office during regular office hours.

Name:

Address:

City, State, Zip

Best Phone:

(____) _____

Best Email:

Questions/Comments:

For all other information, please call Kelly at:
397-0407, or email at kelly@stleo.net

"That the preparations they make for the celebration of the liturgy may remind us to prepare our hearts for worship..." (BB, #1853)

St. Leo Catholic Church



Sacristan Info Booklet

BEHIND-THE-SCENE MINISTRY

At every liturgical celebration, there are a multitude of minute tasks that must be done in order to get through the service. Many of these tasks are being done by ministers, staff members, or clergy who have a list of their own tasks to get done in order to be prepared for mass. This makes it difficult to make sure that everything not only gets done but that it gets done well.

RESPONSIBILITIES?

There are several responsibilities for each of the six services each weekend. They include, but are not limited to, taking all appropriate vessels from the sacristy to their designated spots, helping Ushers find substitutes when ministers do not show up, making sure correct liturgical colors are on the altar, and several other small tasks not listed here. This ministry requires hard-working, spiritually dedicated parishioners who demonstrate

leadership skills.

FAQ'S

When do I have to be here for Mass?

Sacristans are expected to arrive 30 min before Mass

How often will I be scheduled?

Serving frequency varies depending one's Mass preference, but Sacristans are usually scheduled twice a month.

Can I request weekends off?

Yes, we produce two month schedules throughout the year and have wonderful scheduling software that allow you to "request" weekends off. This can be done by informing Kelly via email or phone, or you can make use of our on-line interactive "Web-Terminal" (@ www.stleo.net)

Do I have duties before, after, or during Mass?

Before and after. The Sacristan Ministers prepare liturgical materials before Mass and clean up/put away everything after Mass. They do not have any duties during Mass,