

“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 Handbook

Updated: February 2013

Prayer of Preparation for Sacristans

I'M SETTING OUT THE VESSELS,
LORD.

I'M REACHING FOR CUPS AND
PLATES, PITCHERS, AND BOWLS.

NOW THEY ARE EMPTY.

SOON THEY WILL HOLD THE
BREAD AND WINE THAT WILL
BECOME YOUR
BODY AND BLOOD.

MAKE ME A VESSEL,
LORD.

OPEN MY HEART AND MAKE ME
YOU TO ALL I MEET TODAY.

AMEN.

BEFORE MASS DUTIES

When you arrive...

- Arrive 30-40 minutes prior to Mass.
- Go immediately to the east end of the Commons and check your name off at the **Sign-In Table**.
- Turn on lights to Commons, and spot lights (switchboard):
- Make sure **Tabernacle** is unlocked and check to see the quantity of consecrated hosts.

↓

X	X	X	X	X	X
X	X	X	X	X	X
			X		

Preparation of the Tray

- Prepare **Tray** for the **Credence Table**:
 - ♦ **Rinsing Bowl**
 - ♦ **Towel** (Put in **Rinsing Bowl**)
 - ♦ **Chalice** (Fr. Andy prefers his own Chalice)
 - ♦ **Purificator** (put in **Chalice**)
 - ♦ make sure to use large **Purificators**.
 - ♦ **Water Cruet**
 - ♦ Fill cruet (2/3 full - 2 **Guide Cups** full)
- Leave **Tray** on Sacristy counter for **Servers** to take out to the **Credence Table**

Preparation of the Offertory Gifts

(Prepare **Wine Pitcher** & **Ciborium** for the **Welcome Table**)

- **Wine Pitcher** with wine:
 - ♦ 1 Species Mass:
 - ♦ Take **Wine Pitcher** out of fridge
 - ♦ If needed, fill **Wine Pitcher** with wine from fridge to about 1/4 full (a little less than one **Guide Cup** full).

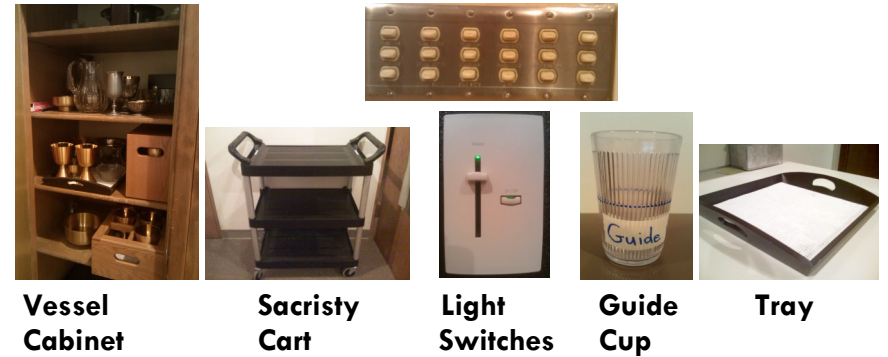
- ♦ 2 Species Mass:
 - ♦ Fill **Wine Pitcher** with wine from fridge using the **Guide Cup** (x2).
- **Ciborium** with *unconsecrated hosts*
 - ♦ Fill **Ciborium** in **Sacristy** with *unconsecrated hosts* and one **Large Host** (Fr. Andy prefers **Medium Host**).
 - ♦ Estimate the number in comparison to how many are left in the **Tabernacle**.
- Have a **Servers** put the **Wine Pitcher** and **Ciborium** (**Offertory Gifts**) out to the **Welcome Table**.

***Preparation of the Wine (Only 2 Species Mass)**

- Open the **Sacristy Closet**, take out the **Chalice Carrier**, and put it on the **Sacristy Cart** (if not out).
- Make sure there are **8 Chalices** in the **Chalice Carrier** (*plus one more for services with Fr. Craig*).
- Pour wine from fridge into **8** of the **Chalices** using the **Guide Cup** to measure each cup. (half a **Guide Cup** full for 8am Mass)
- Put one **Purificator** for each **Chalice** together in an empty slot of the **Chalice Carrier**.

Take Materials Out

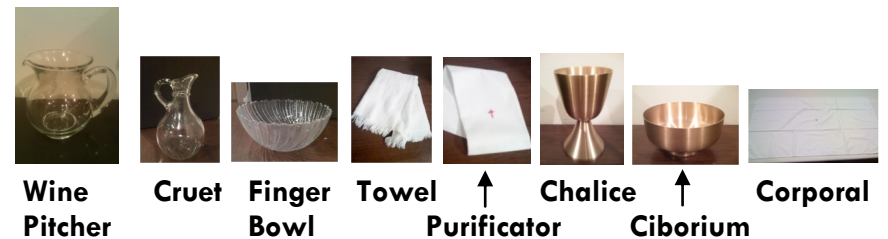
- Take **Sacristy Cart** out to **Sanctuary** and put the **Chalice Carrier** onto the **Credence Table** (take **Bowl Carrier** too if not out already).
- Park the Sacristy Cart next to the **Credence Table** behind the priests and deacons chairs [2 floor blocks away from P/D chairs]



Vessel Cabinet Sacristy Cart Light Switches Guide Cup Tray



Bread Drawer Sacristy Fridge Low-Gluten Host Large Host Med Host



Wine Pitcher Cruet Finger Bowl Towel ↑ Purificator Chalice ↑ Ciborium Corporal



Fr. Craig Fr. Jerome Processional Candle Candle Lighter Paschal Candle

Sacristan Pictorial Dictionary



Altar



Sanctuary



Welcome Table



Tabernacle



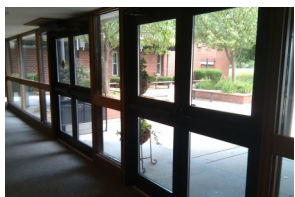
Sign-In Table



Credence Table



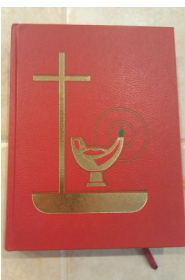
Ambo



Front Doors



Hex Key



Lectionary



Roman Missal



Bowl Carrier



Chalice Carrier



Book of the Gospels

- Check to make sure the extra bag of hosts (under the **Credence Table**) is full and available if needed.
- Check the **Ambo**
 - ♦ Make sure the **Lectionary** is on the **Ambo** and is set to the correct page.
 - ♦ Make sure petitions and announcements are on the **Ambo**.
- Make sure the Book of the Gospels is on the correct page and is closed.

Final Duties Before Mass

- Check on **Servers**
 - ♦ Be sure **Servers** take the **Tray** to the **Credence Table**.
 - ♦ Be sure **Servers** take **Wine Pitcher** and **Ciborium** of hosts to **Welcome Table** in the commons.
 - ♦ Be sure **Servers** light the **Altar Candles** (with **Candle Lighters**).
 - ♦ *If these duties are not done by five minutes before mass, you must do them.*
- 15min before Mass - Turn on Dimmer Switch Lights:
 - Press button (green light on)
 - Slide dimmer all the way up
 - Slide dimmer all the way down
 - Slide dimmer back up to about 80-90% up
- Ask priest and deacon if there is anything else they need help with.

AFTER MASS DUTIES

Check on the Servers...

- Make sure **Servers** extinguish **Altar Candles** (with **Candle Lighters**).
- *If no Servers (or they left without doing it), extinguish the candles yourself using the **Candle Lighters**.*

Put Away and Clean Up...

- Bring materials back to **Sacristy** on **Sacristy Cart**.
 - ♦ **Ciborium**
 - ♦ **Wine Pitcher**
 - ♦ * 2 Species Mass:
 - ◇ **Chalice Carrier** with all **Chalices**
 - ♦ **Tray** (with **Rinsing Bowl, Towel, Water Cruet, Priest Chalice, Purificator**)
 - ♦ * Unless you are the 5:30pm Sunday Mass, please leave the **Bowl Carrier** out.
- Clean tray materials
 - ♦ If **Wine Pitcher** has a lot of wine left over, place back into fridge. Otherwise, rinse and place next to sink to dry.
 - ♦ Empty **Finger Bowl**, rinse and dry, place back on **Tray**.
 - ♦ Empty **Water Cruet** and place on **Tray** with **Finger Bowl**.
 - ♦ Throw **Towel** and **Purificators** in the **Linen Cabinet**.
- Clean **Chalices** (*2 Species Mass ONLY)
 - ♦ (See **Cleaning** section)
 - ♦ When **Chalices** are clean, put **Chalice Carrier** with all **Chalices** into **Sacristy Closet** on the lowest shelf (unless another 2 species mass will follow yours)

Cleaning

Purification of Chalices

- Purification can be done by **ONLY** a Priest or Deacon!

Cleaning of Chalices

- ♦ NEW way to cleaning chalices - instructions are posted on the cabinet in Sacristy!

Other Notes

- **Do not submerge the Chalice** . The base is hollow and will hold water which will make it rust.
- Dry delicately but completely, like you were drying fine fragile crystal, with the special towels only. Lay top part of chalice in hand and gently rotate, putting NO pressure whatsoever on the chalice. **Rubbing hard will remove the gold. DO NOT SCRUB OR RUB HARD IN ANY WAY, EVER!**
 - ♦ Special Towels are located in the cabinet above/to the right of the sink (above **Sacrarium**).
- Place Chalice in purple velvet bag, then put back in the chalice holder right side up in the cabinet.

Other Things to Know

Location/Rules

Altar Cloth (how to fold, where kept)
Extra Wine & Key to Wine Storage
Lighting Rules...
Extra Candles locaiton
How to lock doors if at 10am????
When to lock the tabernacle???

“Last Mass” Extra Duties

(Sat 5:00pm, Sun 12:00pm & 5:30pm Mass Times)

After Mass...

- Lock the **Tabernacle**.
- Lock the **Church Front Doors** with **Hex Key**.
 - ♦ Check the doors to make sure they are locked.
 - ♦ If a door won't lock, ask a Priest, Deacon, or Staff member for a key.
 - ♦ Turn handicap doors “OFF.”
- Only Sunday 5:30pm Mass:
 - ♦ Take the **Bowl Carrier** back to the Sacristy and put it into the **Sacristy Closet** on the second shelf.

Priest Preferences

Fr. Craig Loecker

- *Uses tall gold Chalice at all Masses
- *Uses Large Host
- *Two species masses, use 8 cups and tall gold chalice
- *For Masses with one species, use just tall gold chalice
- ***Purification must be done by only the deacon or priest**
- *Does NOT use the Missal Stand

Fr. Jerome Dillon

- *Uses Missal Stand
- *Uses his chalice (silver looking) & paten
- *Uses host that fits in paten
- *All chalices should be filled with wine prior to mass except for his silver (looking) chalice

Fr. Larry Gillick

- *Uses regular chalice
- *Always has a Deacon

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- Clean up Sacristy
 - ♦ Clean up any messes/put anything still out away if storage place is known.
 - ♦ Return **Sacristy Cart** to spot under the light switches.
 - ♦ Close all doors and Cabinets.
 - ♦ Turn off lights to Sacristy.
 - Turn Church lights off.
 - Turn Sound System off.

“First Mass” Extra Duties

(Sat 5:00pm, Sun 8:00am & 5:30pm Mass Times)

Before Mass...

- Unlock the **Church Front Doors** using **Hex Key**.
- Turn handicap doors “ON.”
- Unlock the **Tabernacle**.
- Only Saturday Mass:
 - ♦ Change the hanging candles:
 - ♦ Jesus icon, Mary icon, **Tabernacle**.
 - ♦ Check wine in fridge to see if low.
 - ♦ If low, borrow keys from priest or deacon to get out extra wine.
 - ♦ Make sure the correct **Altar Cloth** and **Ambo Cloth** colors are out and straight.
 - ♦ If there was a wedding and petals or other objects are on the floor, clean them up.
 - ♦ Take **Bowl Carrier** out of **Sacristy Closet** and out to the **Credence Table**.