

**SACRISTANS**  
*Updated October 2024*

**Before Mass**

1. As you first approach the altar, be sure to genuflect if able, or bow if not. Genuflect if able, or bow if not, each time you enter the sanctuary. Once the set-up duties are complete, genuflect or bow before the altar and head to your seat. Note: check with the deacon, priest and mass coordinator for any special needs for Mass.
2. Verify that the key is in the Tabernacle door. Also, verify the Tabernacle is locked after the 5:00 PM and 12:30 PM masses and the key is returned to the cabinet in the work sacristy.
3. Get the following from the work sacristy, and place on the sanctuary shelf:
  - Chalice with purificator, paten with large host and pall. Cover the entire ensemble with the appropriate veil. Place the burse with the corporal on top. The liturgical color of the day is indicated on the calendar in the work sacristy; check with the deacon or priest if you are unsure which color to use.
  - dish with hand towel
  - 1 filled water cruet (tap water is fine)
4. Make sure an ablution bowl, **purificator (x2)** and water cruet are on the table near the ambo.
5. Note the number of communion stations for each Mass and place the appropriate number of empty ciboria on the tabernacle stand. Only **empty ciboria** are to be placed on the tabernacle stand, together with any pyxes given to you before Mass. :
  - **5:00pm** 3 stations – 1 EMHC (sacristan distributes communion if the EMHC is absent)
  - **8:00am** 3 stations – 1 EMHC (sacristan distributes communion if the EMHC is absent)
  - **10:30am** 4 stations – 2 EMHC (sacristan will be 4th distributor of communion)
  - **12:30pm** 2 stations – Priest & Deacon (or just the Priest if Deacon is absent), **no empty ciboria needed**
6. Get the following from the work sacristy and place on the gift table in the gathering space (for all masses except **8:00am**):
  - Wine cruet, with <1/2 inch wine
  - Large ciborium with lid and the appropriate number of altar breads (number will be listed in the sacristy. The priest or deacon may ask you to adjust that number before Mass begins. **(There will be a graduated cylinder in the altar bread cabinet for use to assist with counting out the required altar breads.) Thanks Tom!**)
  - **8:00am**-the large ciborium with lid and wine cruet is placed on the shelf in the sanctuary, **not on the tabernacle stand.**

**After the celebrant consumes the Precious Blood**

1. If assisting with Communion distribution: Make your way to the bottom of sanctuary stairs.

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2. If EMHC is absent and the sacristan is needed to assist with communion distribution, the celebrant will hand you a ciborium and you will proceed to the Communion station on the ambo side. When your line is finished, you will follow the lead of the hospitality minister and take communion to everyone who cannot approach the altar, if any.
3. If sacristan is needed as a fourth distributor, the celebrant will hand you a ciborium and you will proceed to the communion station on the choir side. When you are finished serving Holy Communion to parishioners, check with the hospitality minister for anyone who cannot approach the altar to receive, if any. Then return to the choir to serve the cantor choir members.

**After Communion**

1. After distributing communion you will bring your ciborium back to the bottom of the sanctuary stairs and wait to return it to the priest or deacon.
2. Once the ciborium is returned to the tabernacle, genuflect if able, or bow if not, with the priest and deacon and proceed to the ablution bowl, purify and dry your fingertips and leave the sanctuary.
3. Bow before the altar before returning to your seat.

**After Mass**

1. The priest or deacon should have purified the ciboria. Once you are sure that all of the vessels have been purified, wash them in hot soapy water, rinse with hot water and dry thoroughly with a large green-striped towel.
2. **Do not fully immerse the chalices to prevent water getting between the base and the cup.**
3. Replenish the water and wine cruets (<1/2 inch of wine) if needed. **5:00pm** and **12:30pm** sacristans should put away all of the vessels. If you are serving at **8:00am** or **10:30am**, please set the vessels out in preparation for the next Mass. The same corporals are to be used for all Masses and left with the priest's chalice and tabernacle key in the chalice cabinet after the last Mass; all other linens are to be put in the laundry bag.
4. Be sure to empty and refill the ablution cup-and it should be emptied in the sacarium.
5. **The Sacrament of Confession:** because of the nature of this sacred service, be sure to make a good confession every 2-3 months, or sooner if you become aware of any unconfessed grave sin.

**NOTES:**

- It is good practice to rinse all vessels into the sacarium after every mass
- We will be purchasing additional ablution bowls so that there will be one on the tabernacle shelf and one on each side of the sanctuary.
- There is a new ciborium (small) for use with low-gluten hosts. This has a clip to allow it to attach to a larger ciborium. This can be used at any mass when a low-gluten host is requested by a parishioner.