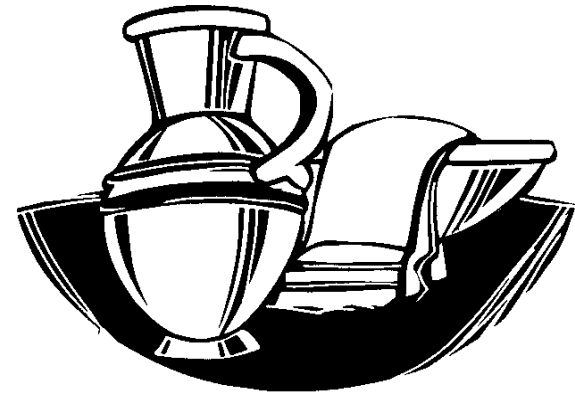


Sacristan Guidelines



“... in your house I shall celebrate
the Passover with my disciples.”
The disciples then did as Jesus had ordered,
and prepared the Passover.

Saint Michael Church
Orland Park, IL
September 15, 2014

**Chalices are kept in the safe
and are put out for use by the Priests**

Fr. Paul	Silver with gold thorns
Fr. Jack	Everyday: wide, gold-polished & satin Ornate gold w/blue enamel accents
Fr. Bill	Short, wide, silver with sunburst
Fr. Tom	Tall w/ silver decorations in black box
Visiting Priests	Gold and silver with fish

PRAYER FOR SACRISTANS

**Loving Jesus,
help me to recognize
that it is you whom I serve.**

**Quietly and diligently—
respecting all whom I encounter—
may I prepare your banquet well
so that all may feast abundantly
upon your life giving
Word and Sacrament.
In your holy name I make this prayer.
Amen.**

*As a Sacristan, we, like the disciples
prepare a place to celebrate the Passover.
Our preparations welcome
the Assembly and the Lord
to share in the banquet of new life.*



DUTIES FOR LINEN LAUNDERERS

Days and Times to Pick up Laundry:

Tuesday morning following the 8:00 Mass
Thursday morning following the 8:00 Mass
Sunday morning following the 10:30 Mass
Sunday afternoon following the 1:30 Mass
Saturday evening following the 6:00 Mass

1. The assigned person will pick up laundry in the hamper located in the sacristy. The launderer may bring a suitable container to transport the soiled linens or may use the plastic bags located in the tissue box on the counter.
2. Before laundering, pre-treat lipstick and wine stains. Oxyclean, Shout, Whisk and Goop have proven effective to use.
3. Launder with Oxyclean added to your regular detergent. Items should be well rinsed. Fabric softeners are not to be used either in the washing or drying phase.
4. All altar cloths, purificators, corporals and other linens will be ironed. No starch is to be used.
5. The completely laundered and pressed linens will be returned to the sacristy within three days of having picked them up so an adequate supply is always available.
6. All linens should be replaced in the appropriate drawer.
7. For Christmas and Holy Week it is important that clean linens are available to serve all of the extra liturgies. Pickups at times other than the regular scheduled times may be required.

SACRISTANS

Sacristans are essential to the workings of a parish. They are a welcoming presence to parishioners and ministers alike. Compassionate and gentle listening are key qualities of a sacristan. These ministers are charged with the responsibility of ensuring the flow of a community's prayer by maintaining and preparing the liturgical appointments and keeping order. Sacristans care for the various items used in worship, ensuring their dignity, respect and functionality. These ministers, working in conjunction with clergy, liturgists and other liturgical ministers execute the plans of the Worship Team to provide fitting worship throughout the liturgical year. Because of their close work with the altar servers, sacristans must be Virtus compliant.



To assist you in this important ministry this booklet is prepared to offer the most essential information necessary to this role. First some general terms to be acquainted with.

Liturgical Areas and Furnishings

THE SANCTUARY is the raised area of the Church where the ALTAR for the Eucharistic sacrifice, the AMBO for the proclaiming of scripture, the CANTOR STAND for the leading of song and making announcements and the CHAIR for the presider are located.

CREDENCE TABLES are located just outside of the sanctuary at the foot of the steps along the wall on the north and south side. The north Credence Table under the AMBRY (where the holy oils are enshrined) holds the Roman Missal, ritual books, presider's binder and holy water vessels. The south Credence Table on the opposite side of the sanctuary holds the lavabo vessels, tray of chalices, and priest's chalice. The Credence table in the Chapel is located near the cross on the wall.

PEWS FOR SERVERS are the first pew in sections 1 and 5 (without the kneelers).

PEWS FOR LECTORS AND SACRISTANS are reserved behind the server pew in section 1.

The GIFT TABLE is found at the end of the center aisle in the worship space. The water and unconsecrated wine and hosts are placed on this table. The gift table has an alternate location for weddings and funerals.

THE BAPTISTRY is the area where the baptismal font is located. Throughout most of the year the Paschal Candle stands in the baptistry. (During the Easter Season, the Paschal candle stands at the Ambo in the Sanctuary.)

DAILY MASS/ADORATION CHAPEL. Used for daily Masses, exposition of the Blessed Sacrament, private adoration and prayer. The TABERNACLE, the place of reservation for the Blessed Sacrament, is located in the daily Mass chapel.

THE NARTHEX (vestibule, foyer) is the large area where people gather before and after Mass and the area from where the liturgical procession begins .

12. Inquire if the family has assigned a Eucharistic Minister. If they have, you will need to touch base with this person to tell them what to do.
13. If there is a program, get two copies (one for the priest and one for yourself) to follow the flow of the wedding.
14. Check with the readers and make sure each has a copy of their reading and it is in place. You can also allow them to practice if they wish.

During the Wedding

1. Remind the altar servers when to bring up the bowl, holy water and sprinkler.
2. Remind the altar servers when to bring up the chalice and Roman Missal and when to go for the gifts. This is slightly different from a regular Mass since it occurs after the wedding ceremony.
3. During the sign of peace bring up a gold ciborium filled with consecrated hosts from the tabernacle.
4. Assist with distributing Communion if there is no Eucharistic Minister from the family. Stand on the bride's side Only bread is served at weddings unless they ask for wine, too.
5. After Communion, take the ciborium from the priest and return the hosts to the tabernacle and the ciboria to the sacristy.
6. The altar servers should have already removed the chalice and Roman Missal from the altar.

After the Wedding

1. Quickly move the kneelers toward the font to give room for pictures.
2. Extinguish all candles, move unity candle and table to the side, repack unity candle, help remove runner, check all pews for leftover programs, flowers etc. Return all excess to the family.

DUTIES FOR WEDDING SACRISTANS

Before the Wedding

1. Arrive 1 hour before the time of the wedding.
2. If no wedding facilitator, help bridal couple as necessary (see wedding rehearsal guideline booklet).
3. Place on the South credence table:
 - Roman Missal, after checking with presider
 - Glass bowl with holy water, gold sprinkler and gold ring plate
4. After readings are checked, place book of readings on the ambo
5. Place on gift table which has been positioned 4 pews from the front on the ambo side of the church.
 - Cruet with water
 - Cruet with wine
 - Small bowl with hosts (approx. 100)
6. Place unity candle on the table next to the altar. Unity candles are never placed on the altar. At times you may need to get candle holders from the storage room. Place two tapers on the altar candle stand next to the unite candle table
7. Ensure that florist has not moved any of the Church's flowers or decorations. Make sure there are no flowers on the steps to the altar or blocking the path between the altar and back wall.
8. Place flowers that will be given to mothers at the sign of peace and flower for the Blessed Mother/Holy Family on the front pew on the ambo side.
9. Ensure that maintenance has placed two kneelers in front of the altar on the floor.
10. Ensure that the blind is down in the cry room. If gift table and unity candle tables have not been put in place, ask maintenance to help with this.
11. Check in with the priest or deacon who is presiding. If there is a guest presider, introduce yourself and check for their procedures for the wed-

Liturgical Linens

The ALTAR CLOTH is a plain white cloth which covers the mensa or altar top. Altar cloths should be removed for laundering when they are spotted with Precious Blood. There may be decorative cloths under the top white altar cloths. These remain on the altar and are changed by the Art & Environment committee.

CORPORALS are square white cloths (some have a red or white cross embroidered on them) which are placed on top of the altar cloth. Corporals are meant to contain any crumbs of the consecrated Eucharist. Crumbs remaining on the corporal should be transferred into the sacrarium (the covered sink) in the sacristy and rinsed down the drain. Corporals are larger than purificators and can be used for more than one liturgy. A larger, long corporal is always kept in front of the tabernacle for the same purpose.

PURIFICATORS are small cloths used by the Eucharistic Ministers to wipe the chalices. Purificators are folded in thirds and then again in half. Purificators are to be placed in the hamper after each use. They should never be used for more than one liturgy.

HANDWASHING TOWELS are used by the presider to dry his hands at the preparation of the gifts. They can be used for several masses before needing to be placed into hamper.

MISCELLANEOUS WHITE CLOTHS are used to cover the gift tables and credence tables.

ALTAR SERVER ROBES are worn by the altar servers and need to be hung up neatly in the server closet after each Mass.

General Duties Before Weekend Mass

1. Placement of liturgical items:
 - On the north credence table under the ambry: Roman Missal and presider's binder (If being used, holy water bowl and sprinkler are also placed there)
 - On the south credence table: priest's chalice with purificator, pitcher with tap water, handwashing bowl and towel for hand washing, tray of chalices with purificators for the people's communion
 - On the ambo: the Sunday Lectionary
 - On the shelf in the ambo: lector's binder
 - By the tabernacle in the chapel: tray of empty ciboria. Fill one or two of the ciboria with pre-consecrated hosts and place them in the tabernacle. (The empty reserve bowl will stay in the tabernacle.) Leave the remainder of the empty ciboria on the tray under the tabernacle.
 - On the gift table: tap water in cruet, wine and hosts for the presentation of the gifts. Estimate the appropriate amounts of wine and hosts to be consecrated. Check reserve first.
 - On the south altar server's pew: the bells
2. Light the candles at the altar and ambo.
3. During Easter season & during the month of November, ensure that the Paschal candle is also lit. The Paschal candle should stay lit between consecutive Masses, but should be blown out after the last mass of the day or if several hours elapse between Masses.
4. Make sure the microphones are turned on. Switch located on wall in sacristy above counter.

7. After receiving Communion, the bookbearer walks through the hallway behind the altar to the other side to wait for the priest to cue him/her to come up. (If there is a eulogy, the cue will come after the eulogy.) After this prayer, the bookbearer goes with the priest to the casket and stands to his left.
8. The incense bearer gets the censer and boat from the sacristan and stands to the right of the priest. The priest puts incense on the charcoal, takes the censer, incenses the casket and returns the censer to the server, who then returns the censer and the boat to the sacristan and picks up the cross.
9. Servers then go to stand in the center aisle for the recessional as on Sundays.
10. As casket exits the doors to the narthex, ring the outside Church bells. Leave them ringing until the hearse leaves.

After the Funeral

1. Remove the censer and stand from the hallway, dispose of the hot charcoal properly and return the censer and stand to the sacristy.
2. Return all other books, vessels and other items to their place and clean up as usual.
3. Ensure all candles, especially the Paschal candle, are extinguished. Use the snuffer on the Paschal candle. Do not move it until the wax has hardened.
4. Turn off lights and sound switch.
5. Lock cabinets and doors.
6. Make sure the outside bells are off.

15 Minutes Before the Time of the Funeral

1. Turn on the Church lights
2. Light the altar, ambo and Paschal candles
3. In the event of a cremation, ensure table for urn is in place.

10 Minutes Before the Time of the Funeral

1. Ensure that the 2 altar servers are standing in the Narthex at the doors to the Church.
 - The server holding the holy water is to the right of the priest
 - After the blessing of the casket, the water server takes the cross
 - The server holding the pall is to the left of the priest
2. The funeral director takes the pall.

During the Funeral

1. Servers process down the center aisle, preceding the priest.
2. Crossbearer goes to the hall and places the cross in the stand.
3. Bookbearer waits for the presider at the chair. Following the opening prayer, the bookbearer goes to sit with the other servers on the south side
4. After the prayers of the faithful, 2 servers bring the Roman Missal and chalice with purificator to the altar. They go with the priest to receive the gifts and then bring up the water pitcher, bowl and towel for the lavabo.
5. The sacristan goes to light the charcoal
6. Servers receive Communion after the choir.

5. Make sure altar servers are present.
6. Make sure all Eucharistic Minister stations are filled. Remember Cup 3 is always the Deacon.

Duties During Mass

1. Sacristan assists altar servers in remembering their duties if necessary
2. When the server brings the chalice to the altar, the Sacristan brings the tray of empty chalices to the altar.
3. Sacristan takes the chalices and purificators off the tray and returns the tray to the credence table.
4. The Sacristan returns to the altar and takes the empty pitcher from the deacon or priest and returns it to the hall table.
5. As soon as the Our Father starts, the sacristan goes to the Chapel, opens the tabernacle and takes out the bowls which have been previously filled with pre-consecrated hosts, places them on the tray, closes the tabernacle, and carries the tray to the hallway. (The empty reserve bowl remains in the tabernacle.)
6. Sacristan waits in the hallway with the tray and then brings it to the altar as soon as the priest starts up the steps after exchanging the sign of peace.
7. After breaking the large host, the priest will fill the remaining bowls with newly consecrated hosts.
8. Sacristan steps back into line with the Eucharistic Ministers.
10. Sacristans should not serve as a Eucharistic Minister.
11. After receiving Communion, and after the Eucharistic Ministers go to their stations, the sacristan takes the gift bowl off the altar, places it in the sacristy and returns to his or her seat.

DUTIES FOR FUNERAL SACRISTANS

General Duties After Weekend Masses

1. Properly cleanse the chalices, ciboria, gift bowl, and paten (if used) after the priest or deacon has purified them.
2. Place used purificators in the hamper.
3. Ensure that the Roman Missal, lectionary and binders are returned to their proper place.
4. Return all liturgical vessels to their proper places.
5. Check the altar server closet for robes on the floor and hang them up.
6. Lock the cabinets in the sacristy.
7. Make sure all candles are extinguished.

Purification/Care of the Sacred Vessels

1. If there is any consecrated wine left in the chalices, it is to be consumed by the Eucharistic Ministers, Priest, Deacon or Sacristan at the altar. The consecrated wine is NEVER poured down either drain.
2. The ciboria, chalices, gift bowl, and paten (if used) are then to be purified in the sacristy after Mass. Sacristans are to **wait for 5 minutes after Mass for a priest or deacon to return to the sacristy to purify the vessels.** This purification water is consumed by the person purifying.
3. **After purification, the chalices are then washed with soap and water by the sacristan. Ciboria, gift bowl, and paten (if used) are to be dried by the sacristan.** Chalices, ciboria, gift bowl and paten are never to be fully immersed in water.
4. If the ciboria, gift bowl or patens are starting to look dull or dirty, they are to be washed with soap and water.

1. Arrive 1/2 hour early.
2. Open all Church doors in the Narthex
3. Take the master key on long yellow key fob (kept in white cabinet where tabernacle key is kept) with you as you go to:
 - Place Roman Missal on the south credence table after checking with presider
 - Place the gray book of readings on the counter for Sr. Marietta to put readings in it
 - Place the book of readings, after readings are checked, on the ambo
 - place funeral pall at the end of the 3rd pew from the back of the church in section 2
4. Open the choir gallery doors
5. Place the small gift table in aisle 5 against the 3rd pew from the front.
6. Open the door to the servers'/ministers/ room and turn on the light.
7. Place the censer stand, incense boat with spoon and censer with unlit charcoal in the hallway by the EM sign in table.
8. Place the holy water pot and sprinkler on the table near the main doors to the church.
9. Place the water pitcher, bowl, towel and chalice with purificator next to the Roman Missal on the credence table.
10. Place the paten with hosts and the water and wine cruets on the gift table.
11. Put the key in the tabernacle. Place two empty patens beneath the tabernacle. Check the number of consecrated hosts.
12. Make sure the Paschal candle is in place in front of the altar.

- 5 Put the purificators in the hamper. Handwashing towel can be used for several Masses.
- 6 Put away the bowl, pitcher, cruets, chalices, and ciboria after they have been washed.
- 7 Lock all cabinets

THINGS TO REMEMBER

1. The sacristan should never serve as a Eucharistic Minister when responsible for bringing up the cups and taking away the gift bowl. If you are going to be short of Eucharistic Ministers, make an announcement or ask the lector to make a request for more Eucharistic Ministers when he or she makes the announcements.
2. Because there are two or more sacristans for each Mass time, you might want to alternate weekly, monthly, or whatever fits your schedules. Remember, sacristans are very important to proper celebration of the liturgy.
3. You may have to assist Eucharistic Ministers with the sign in process, especially new ones.
4. **Wait until 10 minutes before the Mass begins** to fill empty Eucharistic Minister and Altar Server spots. We have concerns that unfilled spots are being filled too early.
5. If a Eucharistic Minister is not scheduled for that day and asks if you need them, and there is a NEED MINISTER or SUB NEEDED indicated on the sheet, have them sign in right away. Do not take those spots yourself. If it is still early and you may need to fill a spot later, note where they are sitting so you can approach them later.
6. Remember Cup 3 is always the deacon's station and Bread 4 is always the priest's station. If deacon's do not show at the last minute, their station must be filled.
7. Lectors are no longer responsible for placement or removal of books from the sanctuary. This is the sacristan's job.
8. **Do not extinguish candles or begin cleaning up until after the final song of the Mass has ended.**

Procedures for Sacristans

Before Every Saturday Evening and Sunday Mass:

1. Light Candles
2. Set up one tray with presider's chalice and 5 other chalices, plus 6 purificators. Put it on the credence table in the church on the south (lector) side.
3. Set up another tray with 6 empty ciboria. Put it in the chapel under the tabernacle. Follow procedure for placing reserved Eucharist in the ciboria before Mass.
4. Check the reserve bowl in the tabernacle to see how many hosts are there.
5. Check the sheet to find out the average number of people who attend the Mass.
6. Use a large bowl for the unconsecrated hosts. Subtract the approximate number of consecrated hosts from the average number of people who attend the Mass. This will tell you how many unconsecrated hosts to place in the gift bowl. Each package contains approximately 100 hosts. Place the presider's host on the top. The bowl of unconsecrated hosts is then placed on the gift table for the presentation of the gifts.
7. Fill one pitcher with wine and a small cruet with water. These are placed on the table for the offertory.
8. Place the handwashing bowl, pitcher and towel on the south credence table.
9. Make sure the Roman Missal, presider's binder and lector's binder are in place.

Before Morning Weekday Masses in the Church when School Children are Present

- 1 Put the Roman Missal on the altar.
- 2 Place the lectionary on the ambo.
- 3 Place handwashing towel, pitcher and bowl on the south credence table
- 4 Prepare tray with priest's chalice, 3 additional gold chalices and 4 purificators. Place tray on south credence table (5 additional for all school Masses)
- 5 Place tray with 4 ciboria (6 for all school Masses) in chapel under tabernacle. Follow procedure for filling some ciboria with pre-consecrated hosts.
- 6 Put the key in the tabernacle.
- 7 Check to see how many students are coming who will receive Communion. See sheet on bulletin board.
- 8 Fill cruet with water and small pitcher with wine and place them on the gift table.
- 9 Place unconsecrated hosts in bowl and place them on the gift table.
- 10 Light the candles.
- 11 Teachers are pre-assigned to Communion stations. Get Eucharistic Ministers to fill the remaining stations. Seven Eucharistic Ministers are needed in addition to the priest.

After Weekday Masses in the Church when School Children are Present

- 1 Extinguish the altar candles
- 2 Cleanse the chalices and ciboria, same as on weekends.
- 3 Remove the key from the tabernacle and place it in the safe.
- 4 Return the Roman Missal and Lectionary to their place in the sacristy.
- 5 Check the altar server closet and hang up any robes that are on the floor

After Weekday Masses in the Chapel

- 1 Extinguish the altar candles (During Advent make sure the Advent candles are extinguished and during Easter season and the month of November, make sure the Paschal candle is extinguished.)
- 2 Cleanse the chalices and patens same as on weekends.

If there is a Mass following in the Chapel

1. Replace the paten and chalices with clean purificators on the credence table.
2. Put the water, wine and hosts on the gift table.

If there is no Mass following in the Chapel

1. Remove the key from the tabernacle and place it in the safe.
2. Return the Roman Missal and lectionary to their place in the sacristy
3. Put the purificators in the hamper. Handwashing towel can be used for several Masses. Put away the bowl, cruets, chalices, and patens after they have been washed.
4. Be sure all cabinets are locked.

Before the 4:30 PM Saturday Mass Additional Duties

Since Saturday's 4:30 Mass is the first of our weekend celebrations, there are a few added responsibilities.

- 1 Arrive at approximately 4:00 and clean up from any weddings, if necessary.
- 2 Put the presider's binder and Roman Missal on the table near the font. Put the lector's binder on the ambo with the lectionary.
- 3 Check the battery for the presider's microphone and set it on the counter.
- 4 Put the sign up sheet for Eucharistic Ministers on the table outside of the chapel. Make sure a sharpened pencil is there.

After all Masses:

- 1 Attend to the cleansing of the chalices and ciboria, following purification.
- 2 Place the dirty purificators in the hamper.
- 3 After the last Mass for the day replace the vessels in the cabinets.
- 4 After the other Masses, leave the clean vessels on the trays on the counter for use at the following Mass.
- 5 Check the altar server closet and hang up any robes that are on the floor.

**After the last Mass of the Day-Additional Duties
(6:00 PM Saturday and 5:30 PM Sunday)**

Since there is no mass immediately following the 6:00 PM Saturday Mass or the 5:30 PM Sunday Mass there are a few added responsibilities.

- 1 Return the bowl, pitcher and towel used for the washing of hands to the sacristy.
- 2 Lock the cabinets.
- 3 Remove the key from the tabernacle and lock it in the safe.
- 4 Return the Roman Missal, lectionary, presider's binder and lector's binder to the sacristy.
- 5 Check the altar server closet and hang up any robes that are on the floor.

Before Weekday Masses in the Chapel

- 1 Put the Roman Missal on the altar.
- 2 Place the lectionary on the ambo.
- 3 Place the following on the credence table: the handwashing towel and bowl, priest's chalice (check the posted schedule to determine which one to use), extra gold chalice with purificators and extra paten on the credence table.
- 4 Put the key in the tabernacle.
- 5 Fill cruets with water and wine
- 6 Place hosts (several small with the presider's host on top) on a paten and place them on the gift table.
- 7 Light the candles.
- 8 Be sure list of Mass intentions is on the altar

