

The Role of a Sacristan (Mass Coordinator)

Guidelines & Responsibilities

Mass is a celebration of the Word and Eucharist. The Eucharist is a time to share Christ's gift (Himself) with members of the parish. A Sacristan has a special role - to prepare the gifts of bread and wine for Communion. A Sacristan is preparing the table for the celebration of Christ's ultimate gift to us -- His Body and Blood. The bread and wine will be consecrated by the Priest during the Eucharistic Prayers and transformed (transubstantiation) into the Body and Blood of Christ. The actions of the Sacristan should always reflect the special nature of the ministry. Like the Extra Ordinary Minister of Holy Communion (EMHC), the Lay Ministry is restricted to Confirmed Catholics, and must be trained and commissioned to serve the role.

A Sacristan must prepare for this role before Mass. Please dress appropriately, modestly and neatly. Respect for the ministry should guide your appearance.

Please arrive 30 minutes before Mass. Review Mass assignments located in the Vesting Sacristy to insure Lectors, EMHCs and servers are assigned. Also, review the readings for the Mass, Prayers of the Faithful and any announcements. Assist any visiting Priests or special guests if they have any special requests or questions. Assist any new volunteers in becoming acclimated to the role of their ministry. Make adjustments to ministries if additional Priests or Deacons are assisting.

Be sure to turn on lights in the Church as indicated on the chart posted by the light switch panel in the sacristy. Also, please make sure two lights above the altar are turned on (switch to the left of the panel).

Approach the altar and bow or genuflect before stepping onto the altar steps. Approach the Tabernacle, bow, open the Tabernacle and determine how many consecrated hosts are present. (Note: A half full Ciborium contains about 160 consecrated hosts.)

Preparation of the Gifts

Unlock the cabinets in the Sacristy and removed the following:

All Masses

Communion Cups	4
Priest Chalice	1
Ciborium	4 total - includes 1 in Tabernacle, Fr. Secora's Silver Bowl
Decorative Wine Decanter (with etched vines)	

Periodically, usually for Feasts, Seasons or Special Occasions, Father will leave instructions along with a special Ciborium and/or Chalice that he wishes to use.

Note: A large decorative Corporal has been placed on the altar. Check the altar before Mass. If no one has removed the Corporal, you will not need to put the Corporal on the wooden tray. If the Corporal is not on the altar, please put one on the wooden tray.

Prepare the Vessels for each Mass in the following manner:

All Masses

Place 4 Communion Cups and the Priest's Chalice on the wooden tray. Place 5 Purificators beside the cups separating them for easier handling for the Deacon. The wooden tray should be placed on the Credence table behind the Tabernacle. Fill a Cruet (small glass pitcher) with water and take the cruet, bowl of water and small hand towel to the Credence table. Also count out 100 unconsecrated hosts and place them in the silver paten and cover them with the smaller silver paten. Father will use this to add or subtract from what he has at the altar. The extra 100 hosts can be placed on the far right side of the credence table.



Fill the 2 ciboria and Father's plate evenly with approximately **550 hosts for Saturday and 8:30 Sunday** and **625 hosts for Sunday 10:30** (including what is already consecrated in the Tabernacle). On Father's plate place a large presider's hose on top.

Fill the wine decanter about **1 inch below the top vine for Saturday and 8:30 Sunday** and **to the top of the vine for 10:30 Sunday**. Place the wine and the Ciboria including Father's plate in the gifts table in the back of the church.



Sunday 8:30 am Mass ONLY

At this mass, those taking Holy Communion to the Homebound will place their Pyx in the wooden tray along with the Communion Cups and Chalice. The Mass Coordinator should wait until 8:25 am before placing the wooden tray on the Credence table. Also place the gold plastic charger plate on the Credence table for Father's presentation of the Pyx to the Homebound Ministers.

After Mass

The Priest and/or Deacon purified the vessels after Communion. After all masses, the vessels can be washed. **For Saturday and 10:30 Sunday**, put all vessels away properly. Make sure the Tabernacle key is locked in the cabinet. Turn off the lights approximately 15-20 minutes after Mass and check to make sure the sound system has been turned off. Book of Gospels, Missal and Lectionary need to be returned to the vesting sacristy and locked in the cabinet.