

Ministry Of Sacristan

"Prepare, Accountability, Clean"

Attire ~ Business Casual ~ *minimum*

Arrival ~ Please arrive at least 15 minutes prior to the start of Mass

Prior to Mass

Check in and put on Sacristan Name Tag.

Prepare Gifts of Bread of Wine.

3 cups of wine

Approximately 325 hosts - about ½ of a container

Leave in sacristy for servers to bring back

Place chalices (6) and purificators (6) on tray. If Deacon Dan is present, he will place his own chalice on the tray. Carry tray to the table placed near the server chairs.

Also on this table place 6 bowls for the hosts; a bowl, water, and towel for the washing of the priest's hands; and water for mixing with the wine.

Be sure the tabernacle key is in the tabernacle

Light processional candles for servers

Make sure that all ministers are present for their liturgical ministry. **If ministers are not present by 5 minutes prior to the start of mass, you must get replacements. This includes Servers, Ministers of Holy Communion, Readers, and Ushers.**

Ministers:

Servers (3)

Remind the servers to light the candles in the Sanctuary. (Do not do this for them.)

Remind the servers to bring the gifts of bread and wine from the sacristy to the offertory table at the Church entrance. (Do not do this for them.)

Ministers of Holy Communion (11)

Check the bulletin board to assure that all crosses have been taken by the Ministers of Holy Communion.

Readers (2)

Make sure that the Readers are present. They meet and prepare for the readings in the Priest's Sacristy.

Ushers (8)

Remind the ushers to ring the Church bells at 5 minutes prior to the start of Mass.

Gift Bearers

Make sure the Gift Bearers are determined.

After Mass

Cleanse vessels and prepare for the next Mass or put away after the last Mass.

After last Mass return tabernacle key to Sacristy.