

THE ROLE OF LITURGICAL MINISTER AT MASS

As one accepts a role of ministry for liturgy, he/she has prayerfully discerned that God is asking this sacrifice of them. The role is to be fulfilled with all due reverence and dignity warranted in serving Christ in the Sacrifice of the Mass. All of the Mass ministries, and those who execute them, are present to serve this sacrifice and to assist all who participate in it. When answering the call and embracing a role for liturgy, one understands the privilege, responsibility, time for preparation each time he/she serves, and time for ongoing spiritual enrichment with the ultimate goal of a beautiful and sacred liturgy.

THE ROLE OF THE SACRISTAN AT MASS

Sacristans prepare the worship space, set in place worship aids, ready the bread and the wine for the sacrifice, and make sure that other liturgical ministries are covered. The sacristan has overall responsibility to diligently obtain, arrange, and verify that all elements necessary for the celebration of the Mass are in place before the start of the Mass (GIRM 105a).

REQUIREMENTS:

- Sacristans must be active, practicing, confirmed Catholics at least 18 years of age, with no impediments, and in the state of grace to be able to receive the Eucharist.
- Sacristans must have a history of service in the role of Eucharistic Minister of Holy Communion and be specifically appointed for the role of Sacristan by the pastor.
- Dress for ministry shall reflect the minister's great respect for the Eucharist and their role in the Liturgy.
 - Men – No shorts, jeans, flipflops, or printed T-shirts
 - Women – Modest dresses or blouses, dress slacks and skirts. No shorts, flipflops, or jeans.
- To be trained in the correct methods for distribution of the Eucharist and blessing of parishioners. To review and update training as requested by the Pastor.
- To be trained in special procedures for preparing for and distributing low gluten hosts.
- To be trained in special procedures for handling spills of the precious blood.
- To be present when assigned to minister, or obtain a trained alternate if you are unable to be present. (Note: Deacon's wives are trained as Sacristans and can provide a backup if required)

BEFORE YOU ARRIVE AT MASS:

- Pray for the grace to be worthy to represent Christ and bring Christ to fellow parishioners. We are there to worship God and minister in His Name.
- Plan to be present in time to have the rock shelf set up and altar set up **done at least 30 minutes** prior to the start of Mass. Also, to be able to check in and coordinate with other ministers.

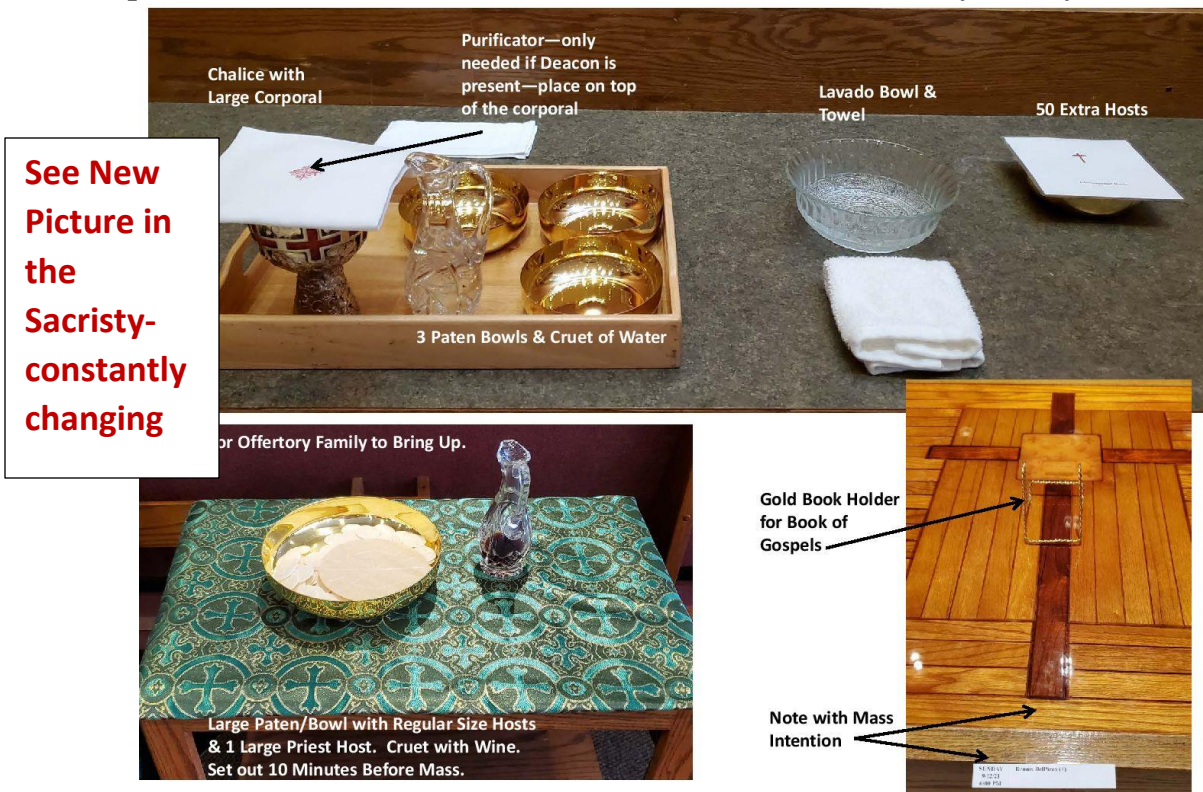
UPON ARRIVAL / BEFORE MASS:

Preparation of the Worship Space

- Put on your “Sacristan” identifying tag.
- Lights: turn on the lights in the Sanctuary
- Adjust temperature: turn on fans or heat depending on time of year; turn off heat right before Mass (to lessen noise); turn on fan at altar.
- Sound: be sure microphone on the Ambo is on (2 switches near the piano; if music ministers are present, they will take care of this). Be sure Father’s headset is ready and that the batteries have adequate life (4 bars). Doors: be sure main doors to the church are unlocked.
- Use hidden sacristy key if you are the first to arrive.

Preparation of the Worship Aids (Please refer to the Checklist in the Sacristy, copy attached.)

- **Check the Ordo for the feast, readings, and liturgical color**
 - Verify the Sunday Lectionary is set to the proper readings, adjust as needed.
 - Set out the Sunday Lectionary on counter just outside of the Sacristy for the Lectors to review. (Lector 1 will bring to ambo.)
 - Saturday, 5:00 Mass: Make sure the “Roman Missal” and “Excerpts From the Roman Missal” are set up in the Sanctuary. (Be sure the purple ribbon is in place for the Sunday Mass in “Excerpts From the Roman Missal.”) These books remain in the Sanctuary at all times.
 - Make sure the bells with pillow are on step for the altar server.
 - Place the gold book holder on the altar.
- **Set up the Rock Wall Shelf, Altar and Host and Wine for Offertory Family**



- Be sure to put the Note with the Mass Intention from the vestment door in the Sacristy on the altar just below the unfolded corporal.

Preparation of the Bread

It is desirable that the faithful, just as the priest himself is bound to do, receive communion from the hosts consecrated at the same Mass (GIRM, 85). For this reason, we take several steps to follow this instruction.

- Check the Tabernacle to see how many hosts are in the ciborium (the full ciborium will hold 200 host maximum)—make sure the key is in the Tabernacle.
- Consider how many hosts will be needed for Mass. This number will vary depending on weather conditions, feast days, and special situations with faith formation, or RCIA.
- Using the number of hosts left in the ciborium and the number of people expected for Mass and 40 extra, fill the large gold paten dish with the needed number of small hosts. Remember Father's large host contains an extra 14 hosts. There are 250 hosts per bag and the bags of hosts are in the drawer to the left of the inset display board. Partial bags of hosts are stored in the jar on the counter. If only a partial bag is needed for Mass, use what is in the jar first. If a bag needs to be opened, place any extra hosts in the jar on counter for future use. (More hosts are in the plastic container in the locked wine cabinet in the Sacristy.) After the start of Mass, count the number of parishioners, and adjust the number of hosts in the paten if necessary. (*Total number of people plus 40 extra hosts, minus what is in the ciborium in the tabernacle and minus another 14 from the big priest host, equals the number of hosts that should be placed in the large gold paten dish.*) Example: 230 people counted and 50 hosts in the ciborium.

$$230+40-50-14=206 \text{ small host needed.}$$

- Low gluten hosts are available at the parish (kept in the kitchen refrigerator on the bottom shelf of the freezer door). Those who require a low gluten host should request it before Mass. If requested, put the low gluten host(s) in a special pyx and then place the pyx on top of the hosts in the gold paten dish. Tell that person to receive Communion from Father—when receiving they must tell Father to give them the low gluten host.

Low gluten hosts are kept in a container in the kitchen refrigerator. People receiving host low gluten hosts regular will take care preparing their own host.

Preparation of the Wine: If used

- Pour wine into the pitcher. The wine will already be mixed and labeled with an "M" on the label indicating that it is comprised of 2 parts red wine to 1 part white wine. Prepared by the Lead Sacristan.

Confirm coverage of liturgical ministers:

- Review the various schedules & lists to see who is anticipated to serve, including:
 - Deacon
 - Lectors
 - Altar servers
 - Eucharistic Ministers—**Check with those ministers who are new or who have not recently served to ensure they know their position and role.**
 - Hospitality Ministers

Remain attentive that each has signed in or checked in with you. If someone has not checked in by 10 minutes before Mass begins, find substitutes.

10 minutes before Mass:

- Place the large gold paten dish with hosts and the pitcher of wine (or cruet of wine) on the small

Important to turn heaters back on after Mass.

gift table at the back of the center aisle on the right side as you face the altar.

- Turn off the heaters (blowers)
- If there are not enough altar servers, make sure the candles are placed in the candle holders to the side of the altar. Light the candles—lighter is in the sacristy.
- (During November: bring up the Book of the Dead and place it in the sanctuary—bring it back after Mass)
- (During Advent: light the appropriate candle(s))
- (During Easter Season: light the Pascal candle)
- Assist with lineup of altar servers/procession as needed in this order: (refer to altar server guidelines for more specific information)
 - Acolyte/MC or other ministers – 2x2
 - Cross bearer – 5 feet behind the last pew
 - Candle bearers – 2x2
 - Deacon with the Book of Gospels
 - Lectors – 2x 2 **(If no Deacon, Lector 1 will carry the Book of Gospels & Lector 2 will follow)**
 - Priest

People in the lineup take care of themselves.

NOTES: (1) All the faithful (including sacristans) should genuflect toward the tabernacle upon entering their pew both before and after Mass. Profound bows are to be made to the altar otherwise. (2) **Sit in the area designated for sacristans, behind the altar server row.**

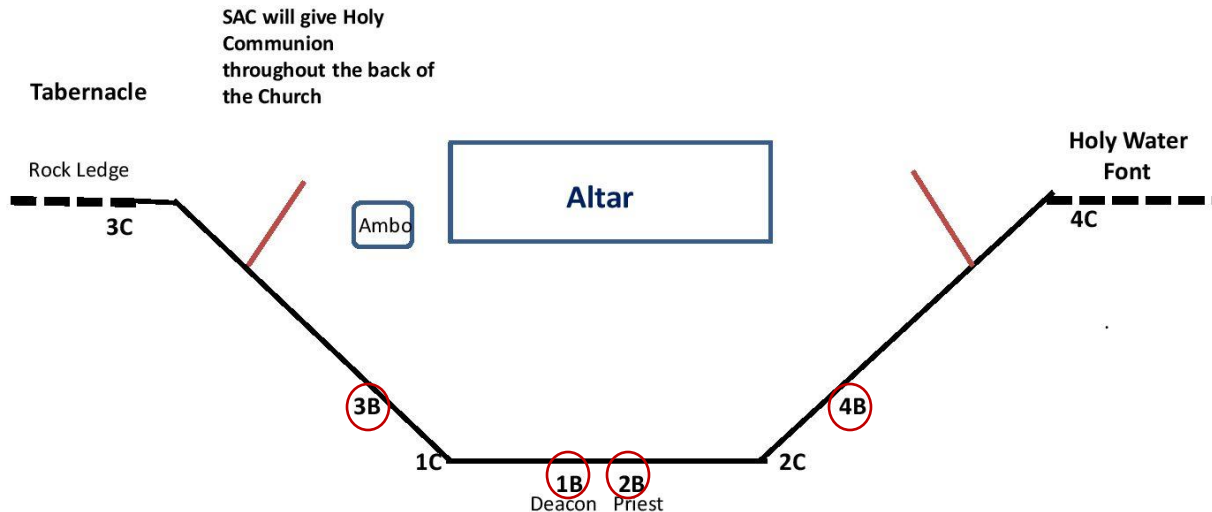
- Once Mass has started, count the number of people present and write that number on the tally sheet in the Sacristy. (Can adjust the number of hosts at this time.)

During Mass: (Sacristan & EMs):

- During the “Lamb of God,” proceed to the altar. Do not wait for someone else to make the first move.
- Proceed to the front of middle pews and use the hand sanitizer that is attached to the front of the pew, then line up front below the steps of the altar. **Hands should be in the prayer position.**
- Sacristan is in the middle and **will take the lead**. Immediately after Father drinks from the chalice, the Sacristan will lead the **profound bow together with all the other ministers**. Then, lead the procession of ministers around and to the back of the altar.
- The Deacon will get the ciborium from the tabernacle and return it. (In the absence of a Deacon, the Priest will do so.)
- As each EM is presented with Holy Communion from Father, **he bows his head** reverently responding with a clear “Amen” to the invitation of “The Body of Christ.” Likewise as presented with the Precious Blood by the Deacon, he bows his head and reverently responds with a clear “Amen.”
- Sacristan will be handed the ciborium from the tabernacle or a paten/bowl.
- The **Sacristan will proceed to serve Holy Communion to the disabled going towards the rear of the church on the choir side and back up through the tabernacle side.**
- When done distributing Communion, stand by the side of the altar with the ciborium and watch EMs to see if anyone needs extra hosts. You will make the decision to give part or all of the hosts in the ciborium to them, or tell them to break the hosts or direct them to get more hosts from Father. You should know the total hosts available in making those decisions. Also, assist EMs in any other needs that may arise (eg, dropped hosts, Precious Blood, etc.).

- In the case of a spill of Precious Blood, assist EM by getting a purificator from the **Altar spill kit** (spill kit located in the **Sacristy** ~~bottom of the rock baptismal font~~) so they may continue serving. (The EM will have placed their purificator over the spill). See attached guidelines for Precious Blood Spill Kit.

Sacristans should be familiar with all remaining procedures as outlined in the EM Guidelines.



After Communion:

Once everyone is finished with Communion, return to your seat.

After Mass

- Make sure the last music song has ended before going up to the altar to extinguish all candles
- Be sure the Lector has brought back the Lectionary and the Book of Gospels to the Sacristy
- Bring back the sacred vessels and wash them. Do Not stack them—can use purificator and wash cloth between to stack. The 4B EM should help with this
- Be sure the tabernacle key has been brought back and is securely locked in cupboard
- Turn off all sanctuary lights
- Be sure sound system is off
- Lock the Church doors after the Saturday and Sunday evening Masses
- Let the Lead Sacristan know if we are running low on any supplies (hosts, wine, etc.) or if you see anything out of order
- Thank ministers and give them encouragement to serve.

Note: Changes in red 11/22/2022 KR

Precious Blood Spill Kit

The **Precious Blood Spill Kit** is a combination of two plastic containers with old clean purificators and a bottle of water and is located at the bottom of the rock baptismal font. The outside empty plastic container will be used to put all soiled purificators in. Use this kit for major or minor spills.

Off Duty Sacristans and Deacon's wife, **always be on alert** to a possible spill. If a spill occurs, the off duty Sacristan should be the first to **immediately** come up to attend the cleanup. If the off duty Sacristan is not at Mass, then the Deacon's wife can attend to the cleanup.

For minor spills: If the spill occurs while distributing the Precious Blood, the EM should place the purificator over the spill and protect the area so no one walks on it or through it. The sacristan (on duty or off duty) will get an extra purificator from the spill kit and give it to the EM so the rest of the Precious Blood can be distributed. The sacristan will then get **the spill kit with extra plastic container** from the bottom of the rock baptismal font and proceed to clean up the spill. This spill will most likely take place on the carpet so use the water bottle to apply a small amount of water on the spill, then wipe with the purificator. You may need to do this two or three times in order to clean up all of the Precious Blood. Place soiled purificators into the empty plastic container so these purificators can be kept separate from those used during Mass. Take this container with the soiled purificators back to the sacristy and place it on the counter in the corner just as you walk into the sacristy. Pat Harrison will take care of cleaning them and returning them.

For major spills: Immediately get the **spill kit with extra plastic container** from the bottom of the rock baptismal font. Using the purificators from the kit, blot up as much of the Precious Blood as possible (includes the person who may have the Precious Blood on their hands, outside cup or chalice, and or on the floor—tile or carpet). Then, wet a purificator with water from the water bottle and blot area again—will probably need to use several purificators. Make sure all of the Precious Blood is wiped up. If the spill is on the carpet, wipe as much of the Precious Blood up with clean purificators, then apply water to the spill and blot again with purificators. You will need to keep doing this until all of the Precious Blood is cleaned up. Place all soiled purificators into the empty plastic container. Take this container with the soiled purificators back to the sacristy and place it on the counter in the corner just as you walk into the sacristy. Pat Harrison will take care of cleaning them and returning them.

If a spill is on a person's clothing, take that person back into the sacristy and using a wet purificator, clean the area until all of the Precious Blood is cleaned up. You can use the water from the sink and can rinse the purificator out in the sink since this water does not go into the sewer system.

Questions may be directed to:

Deacon Chris and Mary Stewart

Lead Sacristan: Kathy Roberts

SACRISTAN CHECKLIST (CONDENSED)

Before Mass

Preparation of the Worship Space

- Lights
- Adjust temperature
- Sound
- Unlock Doors
- Check batteries (mic)

Preparation of the Worship Aids

- Check the Ordo
- Verify the Sunday Lectionary is set to the proper readings, adjust as needed.
- Set out the Sunday Lectionary
- Roman Missal and Ex From the Roman Missal are in the Sanctuary
- Set up the rock ledge and corporal, Mass Intention paper, and gold book rack on altar.

Preparation of the Bread

- Check to see how many hosts are in the ciborium in the Tabernacle. Leave the key in the Tabernacle.

Preparation of the Wine

Confirm coverage of liturgical ministers

10 minutes before Mass

- Turn off the heater (in winter)
- Light the altar candles and put key into the Tabernacle and unlock it
- Place the large gold dish with hosts and the pitcher of wine on the small gift table
- Depending on the season, Nov-bring up Book of the Dead; Advent-light Advent wreath candle(s); Easter Season-light Pascal candle
- Assist with lineup of altar servers/procession as needed

Count the number of people present and adjust number of hosts

After Mass

- Be sure the Lector has brought back the Lectionary and Book of Gospels to the Sacristy
- Wash sacred vessels with 4B EM
- Be sure the tabernacle key has been brought back and is securely locked in cupboard.
- Turn off all sanctuary lights
- Extinguish all candles and make sure the sound system is off
- Lock the Church doors after the Saturday and Sunday evening Masses

VOCABULARY LIST

Altar – the large “table” that the Eucharist is celebrated on

Ambo/Pulpit – the place where the readings, the Gospel and the homily is given

Book of the Gospels – Oversize book carried into church by the Deacon

Cassock – long black or red robe servers wear

Chasuble – the outside vestment that the priest wears during Mass; colors change according to the liturgical day/season

Ciborium – a small looking chalice or bowl with a lid, used for the hosts, stored in the Tabernacle

Corporal – a square white cloth that is opened up on the altar during the Eucharistic prayers.

Credence table – the table that the chalice, cruets, etc. are placed during Mass

Cruet – a small glass container of water

Decanter – the larger pitcher which holds the wine to be used during the Mass

Finger towel – small towel used to dry the priest’s hands

Lavabo bowl – bowl that Father washes his hands

Lectionary – the large book that the lector reads the scriptures from

Paten – plate/dish on which the hosts are placed (there is a flat one and also bowls)

Purificator – white cloth used to wipe or wash the chalice

Pyx – a small container to carry the Blessed Sacrament to the sick the dying, prisoners, etc. It is also used to hold the low-gluten hosts from time to time.

Sacramentary / Roman Missal – the big red book that the Priest prays from at the altar

Stole – “scarf” that goes under the priest’s Chasuble and over a Deacon’s alb

Surplice – the white garment worn over the cassock

Tabernacle – where the Eucharist is located; extra consecrated hosts are reserved so that priests and deacons can bring Jesus to the sick and the dying; also this makes the church a more prayerful place

At special occasions (Benediction, etc.)

Aspergillum – the holy water sprinkler

Boat – small metal container that holds the incense

Monstrance – a large ornate vessel used to hold the Blessed Sacrament for adoration or for processions

Thurible – metal container on a chain that holds lighted charcoal to burn incense. Reminds us that our prayers, like the smoke rise to heaven.