



Christ the King
Parish
Reading, MA

Sacristan

3/1/26

MINISTRY PURPOSE:

- Before the start of the Mass, the sacristan prepares the Holy Eucharist and required elements for the celebration of the Mass. The Sacristan also coordinates the various Mass lay ministry volunteers, including Lectors, Extraordinary Ministers of the Eucharist, Altar Servers, and Ushers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare the bread, wine, water, towel, and purificators and place them on the credence table/altar before the start of Mass
- Ensure that there is always a ready supply of hosts, wine, clean purificators, corporals, hand towels, and altar candles for the celebration of Mass
- Ensure that the sacred vessels are washed and returned to their proper place in the sacristy
- Ensure liturgical ministry positions are filled and the individuals participating in those positions understand their roles and responsibilities
- Assist altar servers if they need help preparing for Mass
- Prepare the gift table if needed
- Ministers should only serve one ministry position per mass unless there is no one else available to serve one or other essential positions.

QUALIFICATIONS:

- Strong devotion to the Eucharist; exhibits a joyful attitude
- Knowledge and understanding of the Mass
- Shows reverence for the sacredness of the Body and Blood of Christ and the sacred vessels used
- Good organization skills
- Commitment to recruit any additional liturgical ministers needed
- Strong collaboration and communication skills
- Reliable and prompt

PHYSICAL PERFORMANCE ELEMENTS:

Before Mass

- Check the Ministry Schedule on the *Christ the King* website to review who is assigned to liturgical ministry positions for the Mass you are coordinating
- Arrive 30 minutes before the start of Mass to prepare the Church for the celebration:
 - Unlock doors if needed

- Turn on the lights and heat/air conditioner if needed
- Turn on the sound system if needed
- Ensure the Lectionary is at the ambo
- Locate the tabernacle key and put it in the tabernacle; unlock it and remove the Ciborium cover to verify the number of hosts
- Prepare the Celebrant's Chalice (set up in order from bottom to top): purificator, a paten with Celebrant's host, pall, and corporal on top
- Prepare/fill the water and wine cruets
- Prepare the silver pitcher, one half filled with water, and the accompanying silver tray and finger towel
- Fill the large Ciboria with the proper number of hosts for the upcoming Mass; may also need to set some low gluten hosts out if there have been requests
- Fill the large flagon with sacramental wine
- Place the cruets, water pitcher, silver tray, finger towel, and large Ciboria on the credence table
- If there are members of the congregation who will present the gifts at the Offertory (e.g., family that has requested a memorial Mass), prepare the gift table and identify the family
- Instruct the gift bearers when and what gifts to bring up during the Offertory as needed; find gift bearers as needed
- Light the candles if the altar server is running late
- Check in Lay Ministers as they arrive for Mass and assign specific roles if appropriate (i.e., assign an Extraordinary Minister of the Eucharist to give Communion to the congregants in the handicapped section, etc.)
- Identify possible Lay Minister substitutes in case one of the assigned ministers can't attend the Mass
- Recruit substitutes from the congregation if five minutes before the Mass one or more of the Lay Ministers hasn't arrived

After Mass

- Bring the sacred vessels on the credence table to the sacristy sink
- Wash and return the cleaned vessels to the proper locations in the sacristy. Ensure that the soiled linens are placed in the basket/laundry bag near the sacristy sink for pick up by the Altar Linen Ministers
- Check supplies of hosts (regular, celebrant, low gluten, and hospital); wine; and altar candles and ask office to order more as needed
- Turn off the lights and adjust the heat/air conditioner
- St. Athanasius - lock the rear door, but leave the front door unlocked

The duties and requirements described above are representative of those encountered during the performance of the essential functions of this ministry. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.