



## Guidelines for SACRISTAN MINISTERS

St. Mary's Catholic Church, Malta, MT - reviewed 2025

Includes [Diocese of Great Falls-Billings Guidelines dated 10.2007](#)

Thank you for volunteering for this very important ministry. While participating in this ministry, please remember that a large part of the preparation for each Mass belongs to the sacristan. In a sense, you are responsible for everything that is used in the parish liturgy and communal worship of God.

### SACRISTAN PROCEDURES FOR MASS SET UP

Secure key and turn on lights for Mass. Make sure doors are unlocked and return key to safekeeping.

#### 1. In the Sacristy –

- a) From the upper east wall – far right cabinet, take down 2 large Chalices.
- b) From the upper east wall left side cabinet next to center doors, take out Priest Chalice, glass plate (2) and bowl of breads (these are often on counter.)
- c) From the drawer or refrigerator, take large host and place onto Priest Paten.
- d) (only when Deacon Tom is present do we offer the Cut) Take wine from refrigerator and fill glass flagon or pitcher with wine at least 1 1/2 inches from the bottom (one full cruet measure out correctly.)
- e) Retrieve the bowl of breads, Gospel Book, glass bowl to the back of the church and place on Gift Table located in the back of the church. Move table to center aisle and open Prayer book.
- f) Fill the cruet of water from the plastic spring water container and place the Sacramentary and two Chalices with Purificators on the Credence table.
- g) Leave the Tabernacle key on the Paten on Priest Chalice.

#### 2. Turn ON the PA System.

#### 3. Set books up – includes the Sacramentary, Lectionary and Gospel Book.

- a) To set up the Sacramentary – see pages in the Sacristy for proper settings.
- b) To set the Lectionary, you need to know the date of the Sunday you are setting up for. There is a calendar in Sacristy.

#### 4. Place the written petition sheet/book in the back of the church for people to list their prayers – open book.

5. **\*\*\*AFTER MASS\*\*** Please make sure the Collection Basket and contents are put into Sacristy following money counter procedures if they are not on hand. Also, extinguish the candles and put all the items brought out back to their proper places in the Sacristy. Turn off the PA System and all the lights. Please be sure to ensure that both doors into the Sacristy are tightly closed and locked.

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Head Sacristan – Diane Liebel phone 654-4859 (cell) or 654-2169 (home.) Diane is the main contact for all Sacristan Ministers, please contact her for issues or needs.

Parish Administrative Assistance, Macie Hould will continue to schedule Ministers, and everyone is asked to find their own replacement if you cannot meet schedule.

Head Sacristan duties. • Participates in quarterly Liturgy & Worship Commission Meetings • Responsible for training new sacristans (assisted by Julie Howell and/or Gina Webb) • Keeps inventory for: Candles, Hosts, Ashes, Wine and Station books and coordinates needs with Fr. Felix and/or Administrative Assistant. • Assist and coordinates with Fr. Felix - daily Mass and Sunday sacristans and special events such as Baptism, Confirmation, Funerals.

The following is only to serve as a guide to the Head Sacristan, please coordinate all with Fr. Felix and/or Administrative Assistant. All Sacristan Ministers are urged to review and offer to assist if you are scheduled for one of these special activities.

**BAPTISM:** Set up baptismal font (it rolls to front of altar area), clean if needed, check drain (side door on font), fill smaller bowl area with holy water. Set out small towels. Located baptismal candle and complete name, date, etc. on side of box, work with Fr. Felix to complete form (obtain signatures if not completed ahead of time), set out white baptismal bib. Get key for oils and place very small amount of oil (size of dime) in small glass/plastic containers near sink in sacristy. Place the 3 labeled oils on small table near font. After, drain water, clean font and all items used.

**CONFIRMATION:** Place a small table near the credence table with the following: ✓ Small bowl with lemon wedges (Purchase a lemon) ✓ Bowl for washing hands. ✓ Carafe with warm water ✓ Towel to cover table. ✓ Towels to dry hands ✓ Soap ✓ Small bottle of water for the bishop

**FUNERAL:** Typical set up as for Mass – check with Fr. Felix for other details. Locate funeral pall and set out for funeral director (it should be in hanging in the linen closet)

**Advent, Lent, HOLY WEEK and Easter Masses** - check with Anne/Environment Committee for setup supplies (basins, towels, etc. are in the basement storeroom) There is a whole different check list, Anne has it and will coordinate with Sacristans and Fr. Felix.

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## LITURGICAL ITEMS - overview

In the Sacristy -

- Altar Breads: A plastic bag is provided for the storage of unconsecrated altar breads or hosts. Full bag is 500 hosts, ½ bag is 250 hosts and ¼ bag is about 125 hosts. The large hosts used by the Presider are in a separate bag and only used for Sunday masses. The medium size host is used for weekday mass, funerals and weddings. These unconsecrated hosts are stored in the main cabinet drawer.
- Upper Cabinets: Located against the east wall - the tabernacle key (and other important keys), chalices, patens, sacred vessels and valuable items are stored here.
- Closets: West wall closets are for hanging the larger vestments used by the priests and deacons. The single closet on the left is for hanging and storing specialty linens (including pall for funerals) and banners.
- Refrigerator: Located in the southwest corner just left of west wall closets - used for storage of the wine used at mass and the water and wine cruets.
- Books: Located in the east wall cabinets - the Ordo is a small calendar in book form providing detailed instructions, including the vestment color for each day's liturgy. The Sacramentary is the principal book used by



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the celebrant. The Lectionary contains the scriptural readings and responsorial used during the Liturgy of the Word. The Book of the Gospels is used to read the Word of God.

- Other Items: The Switch Panel controlling the lights in the church is labeled for use as is the Sound Panel. The Candle Lighter/Snuffer is located along the south wall. The Lighter is located on the shelf - facing the shelf on your left side.
- Sacred Vessels: Certain utensils, sacred vessels, serve special functions in the liturgy and are consecrated or blessed and are to be treated with dignity and care. The principal sacred vessels are used in the celebration of the Eucharist.
  - These are the Chalice or cup which holds the wine for consecration and
  - the Paten or plate which holds the hosts.
  - The covered Ciborium is used to store consecrated hosts in the tabernacle.
  - The Monstrance is a vessel designed to hold and display the consecrated host when it is exposed for adoration upon the altar or carried in procession.
- The Liturgical Area (altar area)
  - The Ambo is the pulpit or lectern where the Word of God is proclaimed, and the homily delivered. It also serves as a symbol of the Word of God.
  - The Gift Table holds the cruets and unconsecrated hosts. The gift table is located in the back of the church.
  - The Ambry is a locked cabinet on the west wall to store the holy oils. These are the Oil of Catechumens used for baptism, Oil of Sacred Chrism used in confirmation and holy orders, and Oil of the Sick used in anointing of the sick.
  - The Credence Table is located near the side of the altar (against east wall) and is used during Sunday, Holy Day, Wedding and Funeral Masses. The patens, tray with the cups, the presider's chalice, purificators, corporal and sacramentary are placed there until placed on the altar during mass.
- Linens and other Liturgical Items:
  - The Corporal is a cloth spread upon the altar upon which the chalice, patens, wine cups and hosts are placed.
  - The Purificator is the cloth used to purify the sacred vessels.
  - The Hand Towel is used by the presider to dry his hands.
  - The Basin or tray is for hand washing.
  - The Easter or Paschal Candle is a large ornamental candle symbolizing the Risen Christ. It is blessed and carried in at Easter Vigil and will be lit during all liturgies throughout the Easter season. It is also lit for baptisms and funerals.
  - The Servers' Candles are carried by the servers.
  - Cruets are smaller pitchers used for water and/or wine during mass.
  - The Processional Cross is a crucifix attached to a staff about five feet tall. It is carried at the front of the liturgical procession and placed in a stand on the west front side of the Altar.
  - The Thurible is an ornamental container suspended on a chain in which incense is burned on a small piece of charcoal. The incense container is called the Incense Boat