

Sacristan Instructions

1 – Scheduling

- Monthly Schedules are:
 - Placed in the clear mailboxes in the Parish Life Center entryway
 - Posted on the parish website: stalonline.org/minister-schedules
 - Displayed on the “Liturgical Ministries” bulletin board
 - Available one weekend before the new month begins
- Unavailable Dates
 - Send your “do-not-schedule” dates to Carol Yoder before the deadline printed on each schedule
 - Submit by email (masscoord@stalonline.org) or place a note in the “Ministries Scheduler” mailbox
- Emergencies
 - If you cannot serve at your scheduled mass, find a substitute
 - If no replacement is available, notify another sacristan, Bobbi, or Sara

2 – Opening the Church

Weekday, Saturday 5:00 PM, and Sunday 8:30 AM masses

Task	Instructions
Entry	Enter through the covered side door → code 3590#
Alarm	<ul style="list-style-type: none">• 6:00 AM – 6:00 PM (Mon–Fri) the system is off• Open panel → press # to wake• Red light = armed → type in code to disarm
Lights & Sounds	<ol style="list-style-type: none">1. Switch off the night light using the panel by the side door2. Back wall panel → all nave lights on; slider fully up3. Working sacristy → sound switch (right of sink)4. Take key (under sink) to AV room → turn on transept & altar lights (switches 1–4)5. In AV room, power strip on for sound system
Doors	Unlock altar-server sacristy → take hex keys → unlock front & side doors → remove emergency exit signs and store them on narthex windowsill

3 – Pre-mass Preparations

All masses

1. Tabernacle
 - a. Check number of consecrated hosts; maintain ~5 low gluten hosts
 - b. Close tabernacle but leave key in lock
2. Unconsecrated hosts & wine
 - a. Count congregation and place appropriate number of hosts in the large, covered ciborium (slight overestimate preferred)
 - b. Add low-gluten hosts on a paten if needed
 - c. Fill wine cruet completely and place in the stopper
3. Placement
 - a. *Weekend*: hosts & wine → gifts table in narthex (bring extra hosts to adjust)
 - b. *Weekday*: hosts (if needed) & wine → credence table
4. Priest Chalice (arrange in order)
 - a. Purificator (tucked slightly into chalice)
 - b. Lamb paten with large priest host
 - c. Pall
 - d. Corporals (folded side up)
 - i. Two on weekends
 - ii. One on weekdays
 - e. Place completed set on credence table
5. Water & Lavabo
 - a. Water cruet filled → credence table
 - b. Large glass pitcher half-filled, lavabo bowl, and hand towel → credence table
6. Books
 - a. Lectionary: set to proper day, ribbon at first reading → ambo
 - b. Roman Missal:
 - i. Set to proper day
 - ii. Weekend: missal → table beside presider's chairs; stand → credence table
 - iii. Weekday: missal on stand → altar
7. Liturgical Ministers
 - a. Confirm readers, EMHCs, ushers, and altar servers have arrived and understand their duties
 - b. Find replacements from the congregation if anyone is absent
8. Doors

- a. Altar-server sacristy: slightly open, unlocked
- b. Working sacristy sanctuary: **open**, unlocked, lights off
- c. Working sacristy nave: closed, unlocked

4 – After mass

All masses

1. Remove all vessels, purificators, and towels from the credence table
2. Shake purificators & corporals over the sacrarium → place in borax water (see cupboard note)
3. Return Lectionary and Roman Missal to cupboards (8:30 AM Sunday may leave them out)
4. Vessels
 - a. Normally purified at the altar; put away once dry
 - b. If Eucharist particles remain: rinse → pour into sacrarium → dry with purificator → store
 - c. Lipstick on people's chalices: lightly soap rim → rinse with hot water → pour into sacrarium → dry with purificator
 - d. Never wash the priest's chalice
 - e. Prevent metal-to-metal contact in cupboard; use soft covers or separate with a covered vessel
 - f. No metal vessels left in the dish drainer
5. Lavabo bowl
 - a. Rinse and air-dry
 - b. If another mass follows, pitcher and cruets may remain filled; replace stoppers and store
6. Keep vessels for mass together on the bottom shelf of the vessel cupboard

Weekday, Saturday 5:00 PM, and Sunday 1:30 PM masses

- Tabernacle key → bottom shelf of vessel cupboard
- Relock main & side doors with hex keys; replace emergency-exit signs
- AV room: lights 1–4 and sound system off
- Nave lights off
- Night light on
- Ensure all sacristies are locked
- Verify altar and Easter candles are extinguished
- Check bathrooms

- If anyone remains, direct them to exit via the side door

Saturday 5:00 PM and Sunday 1:30 PM masses

- Set alarm

5 – Special Procedures

Saturday 5:00 PM mass

1. Bring one bulletin to the sacristy
2. Select presider's binder in the correct liturgical color (top shelf of book cupboard or counter)
3. Prayers of the faithful:
 - a. Remove two copies and that weekend's mass intentions from black binder
 - b. Cut intentions; tape each set onto both copies of the prayers
 - c. One copy → sheet protector in presider's book
 - d. Second copy → ambo
4. Announcements → front of presider's binder → table by presider's chair
5. Cut weekday intentions from bulletin → highlight names → tape to right-front corner of altar

Weekend masses

1. If a deacon is present
 - a. Book of the Gospels → mark correct Gospel → place on gifts table in narthex
2. Add to credence table:
 - a. Two people's chalices
 - b. Two purificators beside the chalices
 - c. When deacon is not present, ablution cup filled with tap water & purificator
 - i. After mass: empty into sacrarium → rinse → air-dry
3. Gifts table: bag of extra hosts for adjustments
4. **Ushers** will ensure gift bearers are chosen and know their seating location
5. Attendance count (include choir, altar, children, infants) → record in notebook in altar-server sacristy