**SACRISTANS & MASS COORDINATORS**

Set up on counter near PA system

Pitcher of water

Empty tray

Basket for disposal of the purificators

On counter near sink:

Set up the ciboria with hosts, including one ciborium with large host

Set up chalices with wine, including a small purificator for each chalice

Priest’s Chalice

Large Purificator for the altar

Acrylic Gospel book holder

Glass Cruets filled with water and wine

Dark Red bowl with a little water and a white towel-for lavabo

Gift Table in the back of church:

Ciborium and Cruet with wine

Atria and Heathwood ciborium in the Back (before Sunday 9am Mass, only)

Round tables in sanctuary:

Tray with chalices, purificators and water cruet

On altar:

2 white corporals

Gospel book acrylic stand

Counter in Sacristy below chalice/tabernacle key storage area:

Lector Binder

Lectionary

Gospel Book

Presider’s Chair:

Presider’s Binder

Small table near altar server chairs:

Large Missal – ribbon set for appropriate Sunday or Holy Day

Red Binder with Opening and Closing Prayers for that weekend

Long Table near altar server chairs:

Red container of low gluten hosts and the gold pyx.

Large Red Bowl with Water

Small white terrycloth towel

Tasks: Check that the key is in the tabernacle and check number of hosts left there

Set up ‘count sheet’ reflecting number of hosts in tabernacle and in cibiorium

Mention any changes from ‘regular’ to the Presider

Inform the Ushers of any information, i.e. bring up gifts, handing out items

Check in all ministers

Be sure that both readers are there and the open lectionary is placed on ambo

Lector should have the ‘reader’s binder’ for prayer of the faithful, if no deacon

Assist in setting up, if there is a Baptism

Baptism set up in front pews

Small Table near font, off to the right: Sacred Chrism, white candles, small white towel

Front pews: reserved for family with reserved signs, signed certificates, large towel(s) (if immersion)

Gift table coordinator reminds family to bring up the gifts, answers any of their questions

At the time of preparation of the altar:

As the preparation song starts, take gold low gluten pyx with you to the round tables in sanctuary and place on tray

Take priest’s chalice & water cruet to altar and remove acrylic stand for Gospel Book and place on round table.

Carry the tray of filled chalices to the altar; carefully place on corporal and place the gold low gluten pyx near the priest’s chalice

Two at a time, right side, first, then left. You need not move the tray. Do not pick up from top, always handle near the stem of chalice

Bring empty tray back to round table and walk back and stand back from altar waiting to remove the glass cruet of water and wine. Sometimes, the Deacon/Priest will hand them to you.

Be sure that the large roman missal has been brought up by the altar servers- and it gets placed on the left side and that it is OPEN to the proper Sunday (for example: 4th Sunday in Ordinary Time)

Be seated in the pew for the rest of the Mass until the sign of peace

At communion time:

Right after the Our Father during the Sign of Peace, the deacon or priest may bring hosts to altar from the tabernacle

You will have placed the exact amount of vessels of hosts inside of the tabernacle before that mass

Stand with the ‘extra host minister’, you are the one nearest the altar. The person in the ‘deacon spot’ will be opposite of you, near the altar.

Assist with giving out the precious blood to the ministers of communion after they have received the host from the priest. Please OPEN your small purificator as you are cleaning off the cup, both and inside of the rim of the cup. Turn the purificator to use a clean surface each time, turn it around once you’ve used that surface.

Once the ministers have left the altar area, clear the altar, leaving the Chalice, purificator and bring over water cruet. (At the 9am Mass, leave the Atria and Heathwood ciborium covered with its lid in the middle of the altar corporal.)

Be aware of the communion procession and assist ministers in getting to spots. The host ministers will bring the ciborium to the altar and the precious blood ministers should bring their chalice back to the sacristy, purifying them and placing them on the tray; placing their purificator in the basket provided. Please note: Purifying = reverently consume the precious blood that is left in the chalice. Pour some water inside, and swish the water to cover any area that the precious blood might have touched. Consume that water. Never pour it down into the sink or the sacrarium sink.

The priest or deacon will purify the Priest’s chalice and place empty ciborium on the tray. The mass coordinator will clear the altar, placing the tray on the round tables.

After Mass

If final mass, all chalices and ciborium are washed and put away inside of their cloth bags.

If next mass follows, set up for the next Mass;  record the number of hosts left over in the tabernacle on the ‘host count’ sheet.

AFTER mass:

Be sure that the set up is done.

Place all soiled purificators in white bag in the closet.

If the brown plastic tray of dirty cups is full or ‘almost full’ please take to back hallway and wash all glass vessels and dry and put away on shelves.

After the 5:00 pm Sunday night mass:

Clean the sacristy. Put away: all items on credence table, Lectionary, Gospel Book, Plexiglass Book stand, Presider Altar Server and Lector Binders, Hosts and wine, brown plastic tray of cups and dishes to dishwasher, clear any debris from table tops and throw away.

Place small sacramentary on the credence table and place the large sacramentary there, also. Place the blue daily Lectionary on the ambo.

Leave out for the daily mass: bowl and towel, cruets-cleaned out- whatever wine is left over in a bottle and plastic jar of hosts on a towel near the sink. All other wine and boxes of hosts get put underneath on the shelf.

Sacristy and church should be clean and neat before the 5:00 pm Sunday night Coordinator leaves.

Thank you!