**GUIDELINES FOR EXTRAORDINARY MINISTERS OF THE SACRISTY**

Sacristans assist "behind the scenes" with the preparation and celebration of the Mass. They are generally in charge of facilities, environment, volunteers and items used in the Mass.

It is important for sacristans to have a knowledge of and dedication to the liturgy. Sacristans must be attentive to detail and be flexible during the celebration. This service supports the sacramental life of the parish; a sacristan serves at each celebration of Mass.

**COMMITMENT:** Sacristan’s are asked to attend Mass when scheduled. And, as mentioned, you must be a confirmed practicing Catholic in good standing with the Catholic church.

Maintain and nourish own spiritual life and growth through such means as, daily prayer and reflection, devotions, liturgy of the hours, personal retreats, and holy hour during times of Adoration.

*The lay Christian faithful called to give assistance at liturgical celebrations should be well instructed and must be those whose Christian life, morals, and fidelity to the Church’s Magisterium recommend them. It is fitting that such a one should have received a liturgical formation in accordance with his or her age , condition, state of life, and religious culture. No one should be selected whose designation could cause consternation for the faithful. (Redemptionis Sacramentum 46)*

**SCHEDULE:** The monthly Minister schedules are mailed to your home and copies are located on the bulletin board in the narthex. The upcoming week’s schedule is found in the bulletin as a gentle reminder. Keep yourself aware of any changes to the schedule (sometimes you will find notes on the bulletin boards when people have found substitutes).

**REQUIREMENTS:**

1. Any public event or celebration requires much behind the-scenes activity. If the event is to have dignity and meaning there must be care and preparation.
2. Planned events which involve a great number of people do not just "happen.” They only become an event and give inspiration when they have been well prepared, when the setting and surroundings of the event have been carefully arranged, and when the people involved in the event are themselves aware of their responsibilities.
3. The parish liturgy is the public event forming the very heart of the whole parish life. Everything that we do and are as a parish leads to and flows from the liturgical celebrations in the parish church.
4. The liturgy proclaims what we are as a parish and at the same time provides the foundation and the impetus for our working together and growing as a community of worship, or witness and of service. Because of its crucial role in parish life, the liturgy is a public celebration requiring considerable behind-the-scenes preparation if it is to fulfill its function.
5. That is where you come in, because a large part of this preparation belongs to the sacristan. In fact, you are in a sense responsible for everything that is used in the parish liturgy.
6. Obviously, you are not responsible for the way the liturgy is celebrated nor for the people's participation in the liturgy, which are the responsibilities of the priest and of the people as a whole.
7. Because the parish liturgy is our communal worship of God our Father, and because this service of worship draws us closer together as a holy people, the environment and materials used in the liturgy must all be conducive toward worship and community.
8. You as sacristan are generally in charge of this environment and these materials, and you must make sure that your areas of responsibility in the liturgy fulfill these purposes and requirements.
9. Even though the externals of liturgy will be your primary concern, they are important because they express and promote our whole inner spirit and attitudes as a worshipping community. Your conduct, dress and manner should reflect your appreciation of what it is you are doing.
* **You are required to watch the DVD located in the office that contains the catechism of the liturgy.**

**THE PRIEST'S SACRISTY**

* The sacristy is a room or a combination of rooms where the sacred vestments, vessels and all else that is necessary to perform the liturgy are kept.
* The first rule of the sacristy is: a place for everything, and everything in its place.
* And the second rule is: Cleanliness is next to godliness.
* Since everything in the sacristies pertain to the service of God, every attention should be given to making the sacristy a place worthy of its use.

**A COUPLE MORE POINTS:**

* Be reliable. Each Sacristan is responsible for serving when scheduled. Please be courteous: if you cannot serve when assigned, please arrange for a substitute
* Dress "UP" neatly and conservatively. (Flip-Flops, tennis shoes, sun dresses, tank tops, Tshirts, low-cut tops, shorts, and blue jeans are inappropriate for Sunday Mass.)
* PARTICIPATE in the liturgy by truly entering into a spirit of prayer. Sing and respond.
	+ This is not the time to be talking among yourselves. You are called upon to set a good example.
* It is expected that those who serve as Sacristran will arrive a **MINIMUM OF 45 MINUTES BEFORE MASS**.
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**IN GENERAL, SACRISTANS CARRY THE RESPONSIBILITY FOR THE FOLLOWING:**

* ARRANGING THE LITURGICAL BOOKS FOR MASS
	+ **Father prefers to set up the ORDO and the Missal himself.**

**CHECKLIST FOR MASS:**

* Arrive at approximately 9:15 am/9:30 am before the Sunday Mass. (Exception: 9:00 am for Donut Day/Knights of Columbus Breakfasts, etc)
* Arrive at approximately 3:15 pm/3:30 pm before the Saturday Confession and Mass.
* Arrive at approximately 15 minutes before Daily Mass or Communion Service (Mon, Wed, Fri, Sat)
	+ Doors should be unlocked at those times you arrive.
		- Check if doors open from outside and crank open if necessary.
			* Do not over-tighten cranks.
* Arrive at approximately 15 minutes before Benediction and Mass (Tues)
* Turn on all lobby lights and church lights.
* Turn on Sanctuary Lights
	+ Remember to turn on the spotlight behind the tabernacle
* Turn on the sound system; be sure the microphones for the ambo, presider, and deacon are working by physically testing them, if possible.
	+ Check body mic pack for good battery charge.
		- Change batteries if necessary.
			* Check calendar in sacristy for last battery change
			* Be sure to mark calendar, if the batteries were changed
* Close Confessional door
	+ Saturday: Wait until after Father has finished with confessions
* Unlock the storage cabinet in the sacristy.
* Check items on servers' credence table:
	+ 3 chalices (Do NOT fill with wine.)
	+ 3 purificators
	+ 1 pall
	+ Lavabo bowl and pitcher with water
	+ Hand towel
	+ (sanitizer)
	+ 1 Ablution Cup with Lid
		- 1 purificator
* Check items on altar
	+ 1 corporal
		- Inside the burse
	+ Bookstand
* Check for paper with name for whom Mass is being offered at presider's chair (During the Prayers of the Faithful)
	+ If the paper is not there, write names (located in bulletin) on a sticky note and place at Presider’s Chair
	+ If names are not present, notify the clergy, before the liturgy begins
* Check items on Ushers' table:
	+ Water cruet
	+ 2 ciboriums
		- Small and large hosts
	+ Carafe of wine
		- Cover items with white linen
* Ensure the tabernacle key is positioned in the locking device of the tabernacle.
* Check to see how many hosts are in the tabernacle. Depending on the number of hosts already reserved in the tabernacle, place the appropriate number of unconsecrated hosts in the ciboriums for Offertory.
* Prepare the wine decanter, water cruet and ciboriums for the Presentation of the Gifts portion of the Mass.
* Ensure a large presider’s host is placed in the ciboriums and enough wine has been placed in the wine decanter for the assembly.
* Put Missal on server pew
* Get the Book of the Gospels out
	+ Looking at the Ordo, determine and mark (using a colored ribbon) the appropriate page denoting the appropriate Gospel of the day. (Much easier to look in Missalette)
	+ Place Book of the Gospels in rack above Usher’s table.
* Get the appropriate Lectionary out and place it on the ambo.
	+ Looking at the Ordo, determine and mark (using a colored ribbon) the appropriate page denoting the scripture readings for the day. (Much easier to look in Missalette)
		- Once marked, place the closed Lectionary on the ambo, in preparation for the lector’s arrival.
			* Note: The colored ribbon should be placed across the page opposite the first reading.
* If there is a sprinkling rite, ensure the aspersorium (water bucket) and aspergillum (sprinkler) are prepared and placed on the credence table for use during the Mass.
* Ensure the altar servers
	+ have lit all of the required candles at least 10 minutes before the Mass.
	+ Have the correct color cinctures on
* Always make sure you have sufficient altar servers, EMHCs, lectors, and ushers for each Mass (BEFORE the Mass starts).
	+ This includes finding last minute substitutes for absent ministers, if/as needed.
	+ Check with Usher’s to see if they have found gift bearer’s.
* Place soiled/used purificators near the laundry bin on the black tray for later cleaning.
* Wash the vessels after Mass.
* Ensure all candles are appropriately extinguished and all interior exit doors are closed, before shutting off the interior church electrical lighting and the PA system.
* After the last Saturday and Sunday Mass, please put everything (chalices, patens, etc.) away and lock the cabinets.
	+ Make sure pall is on top of the Chalice
	+ Lock the tabernacle and secure its key in the sacristy cabinet.
	+ Make sure tabernacle key is located: left-front in sacristy cabinet
	+ Place sacristy cabinet key in drawer
		- Labeled: Communion for the Sick
	+ Open Confessional door
* After last Mass of the day, if there are no functions in the church/gathering space and everyone is gone:
	+ - Turn off all lights in church, lobby, hallway.
		- Lock side door
		- Lock front doors
		- Lock doors located near office