

## Procedure for Sacristan Ministers

The role of the sacristan is to make sure everything is ready for the liturgical celebration.

The altar servers are instructed to help with some of the tasks. (See Altar Servers' Procedure sheets.) Assist the altar servers as much as possible. They may need help with their albs (robes) and cinctures (ropes). The sacristan should be familiar with those tasks in case the altar servers forget something or are absent. In case the altar servers are absent, begin to light the candles on the altar and begin to look for altar servers in the assembly. Make sure of color of cinctures (on calendar).

Check to be sure that the lights in the church are turned on. The switches for the lights are in the hallway between the sacristies. The person that opens up the church for the Mass might have the lights on already.

The thin, acrylic Lectionary stand is to be placed on the middle, front side of the altar.

The tabernacle key is to be taken from under the Berretta in the safe and placed in the tabernacle keyhole.

Place a cloth, six communion cups, six purificators (from the drawers), and six ciboria on the wooden serving tray, which is stored in the safe. The tray is placed on the cruet table, just outside the door of St. Francis Chapel.

The priest's chalice covered with a purificator and a water cruet with a stopper are placed on the cruet table next to the serving tray.

A glass bowl for the Hosts and a carafe for the Wine are placed on the counter for the altar servers to take to the entryway for presentation at the Offertory of the Mass. The Hosts are in the safe in a white box. Take them out of the plastic sleeves and put in the bowl. Throw the plastic sleeves away. Place one large Host on top of the small hosts in the bowl. Take the Wine from the refrigerator and pour into the Carafe. Always keep at least 3 bottles of wine in the refrigerator. Extra wine can usually be found in the boxes in the cabinet next to the counter.

Check to be sure that the sound system is turned on. The controls are in the altar servers' sacristy. It should be turned off after the 4 PM and 10:30 AM Masses. Also, the Red and Green lights. The person that locks up the doors will take care of this.

The communion ministers usually clean all cups, place soiled purificators in the drawer second from the bottom. Put all items in the safe.

The Sacristy Manual and the Altar Servers' Instructions are available in the St. Francis Chapel for reference.

### Notes:

- If there are any questions about Altar Servers, please inform Heidi Huberty (920-467-2428).
- Any questions about Sacristan Ministers, please inform Ann Johnson (920-467-2372) (cell #: 920-627-9036).