

**SACRISTAN MINISTRY**  
Guidelines  
**St. Elizabeth Ann Seton Church, Hiawatha**  
*(Revised – November 2017)*

**Values and Standards of Ministry at St. Elizabeth Ann Seton Parish**

**Values:**

We are one team with one purpose.  
We express our love for Jesus Christ through service.  
We create an irresistible environment.

**Standards:**

Show Up, fulfill your role on the team!  
Be joyful!  
Be prepared!  
Be a minister and worship!

**Purpose of Sacristan Ministry**

A sacristan serves the parish community in a valuable role by making physical preparations for the liturgy, assisting with needs during Mass and in attending to necessary details as the liturgy concludes. With time and experience, a sacristan becomes familiar with the many regular details requiring careful attention and learns to anticipate additional needs.

It is critical that you find a substitute if you are unable to fulfill your commitment. Substitutes can be obtained from Planning Center ([www.planningcenteronline.com](http://www.planningcenteronline.com)) or the distribution list shared with you.

**Dress Code**

- Dress to the dignity of the role, typically business casual

**Before Mass**

- Arrive at least 30 minutes before Mass
- If the church is locked, unlock both the main entrance and Seton Hall doors
- Register on the sign-in sheet at the table located outside the Vesting Sacristy
- Pick up nametag from the coat room
- Obtain Tabernacle key from key safe in Vesting Sacristy. Code is \_\_\_\_\_
- Turn on the Blessing Stone, if needed:
  - Switch is in the mechanical room located downstairs
  - Stairwell is the last door on the right, past the restrooms in the PRAYground hallway
  - Enter the second door at the bottom on the stairs, turn left and walk all the way to the east wall
  - On the wall, you will find three switches, turn On the Blessing Stone switch (far right)
- Turn on the TVs located in the Gathering Space, if needed (Narthex)
- Turn on the sound system located in the Audio/Tech Room, if needed
  - The “system power” switch is the white switch on the top left of the large black control system

- NEVER turn the “master” switch off. This switch is on the top right corner of the control system
- Turn the lights on in the Worship Space, select setting #2 (before mass)
- Ensure the Parking Lot Lights are turned on
  - Remote switch is next to the fire alarm panel to the left of the main entrance doors or next to the fire alarm panel by the elevators in Seton Hall
- Prepare the Altar (items located in the Working Sacristy)
  - Center the Gospel Book stand toward the back of the Altar
  - Center the Vessel placemats on the left and right sides of the Altar
  - Ensure Altar Servers light the candles, including the Easter candle during Easter season and when there is a baptism
- Prepare the Credence Table. (items located in the Working Sacristy, unless otherwise noted)
  - Corporal
  - Glass bowl and towel for washing hands
  - Cruet with fresh water
  - Gold vessels and purificators (six of each)
    - Vessels scratch easily
  - Gold bowls (eight)
    - Six are used for distributing communion while two additional are used as reserve
    - Do not stack bowls as they scratch easily
  - Chalice (located in the Vesting Sacristy, top center cabinet) and purificator
  - Pyxes and small tray prepared for taking communion to the sick
    - Additional pyxes are located in the Vesting Sacristy, bottom left drawer next to restroom
- Prepare Bread and Wine for Communion
  - Unlock Tabernacle and check to see how many hosts are reserved
    - Approximately 20-30 hosts should remain
  - Large gold plate is located in the Vesting Sacristy (bottom right cabinet)
  - Set out bread to match the size of the assembly. Place the plate on the small table located in the back of the church
    - Prefer to have people receive consecrated hosts at the Mass they attend. Remove or add hosts as Mass begins to accommodate the number present. Place large wafer on top
    - Use Breaking Bread books as a guide for quantity; 280 books/case, 56 books/shelf, 5 rows/case, 525 hosts/bag. Baggies of 100 hosts: weight is approximately .5 grams
    - If the glass Ciborium in the Tabernacle has an abundant amount of hosts, these may be used at the beginning of communion. Place the Ciborium at the credence table at the beginning of mass. These will be brought to the altar following the sign of peace since they are already consecrated. A small number of hosts will only be required in the large gold plate
  - If needed, prepare hosts for gluten intolerant parishioners
    - Important to keep these hosts separate from the regular hosts
    - Low gluten hosts are located in the vesting sacristy small refrigerator freezer
    - Place hosts in the small glass bowl located by the Chalice. Place bowl on Credence table
    - Priest will distribute these hosts. Instruct parishioner to sit in the priest’s section of the church
  - Glass pitcher for wine is located in the Vesting Sacristy (bottom right cabinet). Fill with wine located in the small refrigerator. Place the pitcher on the small table located in the back of the church
  - Pay attention to amount of consecrated wine and bread left over at the end of communion. Use this information to adjust amounts in the future

- Check on announcements, petitions and readings
- Check ministry list 15 minutes before Mass to ensure all spots are filled (including Lectors, Eucharistic Ministers and Altar Servers). Find needed replacements, inform Matt if a Lector is needed
- Prayer for Eucharistic Ministers, Altar Servers, Lectors, Musicians and Hospitality will occur 10 minutes prior to Mass
- Ensure Altar Server is prepared to process with the banner the First Saturday/Sunday of the month

### **At Start of Mass**

- Prior to Opening announcements, select the appropriate light setting
  - #3 General Mass Seating
  - #5 Baptism at Mass
  - #11 Full Seating (Christmas, Easter)

### **During Mass**

- Sit directly behind the altar servers during Mass
  - Assist altar servers with their duties when necessary
  - Be available for the priest in case a need arises
- Preparing Table for Communion
  - During Offertory, Altar Servers will place the following items on the Altar or give to the Deacon, if assisting
    - Corporal
    - Chalice and one purificator
    - Roman Missal (red book)
    - Three cups on each side of the Altar
    - If needed, small glass bowl with low gluten hosts
  - Remove the gospel book stand
  - Priest or deacon will fill the six communion cups with wine at the altar during offertory
- Distributing Communion
  - After Sign of Peace, Altar Servers will place the following items on the Altar or give to the Deacon, if assisting
    - Gold bowls (six), each should carry two bowls (never stacked)
    - Purificators, set stack of three by each group of vessels
    - If needed, glass Ciborium
  - After the priest has received communion, approach the altar and receive communion. Father will distribute the bread to the Ministers, Sacristan distributes cups and purificators. These steps are not needed if a Deacon is assisting
  - Proceed down the aisle leading to the reservation chapel to retrieve the glass ciborium from the tabernacle; unless already located at the credence table
  - Altar Servers should bring two additional gold bowls to the Altar. Have bowls filled to trade with distributors as they run out of hosts. Bread ministers will turn and look to you when they are running low. If hosts are running low, instruct ministers to break hosts
  - Be attentive to all receiving. Communion should be distributed to the handicapped before the rest of the assembly
  - Pyxes and tray should be brought to the altar. Prepare for Father to give out at the end of communion
  - If the number of musicians is small, count out enough hosts for Minister B6 who will distribute to the musicians
  - As ministers are done serving, consolidate remaining hosts into the glass ciborium. Hand empty bowls to ministers to take back to the credence table
  - When finished, return the glass ciborium back to the tabernacle in the reservation chapel
  - If necessary, help consume remaining consecrated wine at the credence table

- If Deacon is assisting, he will purify bowls and cups at the credence table

## **AFTER MASS**

- Preparing vessels before washing
  - Unfold and shake the corporal over a bowl. Pour additional water into the bowl and consume
  - If Deacon has not purified vessels, fill the wine pitcher with needed water and pour into each cup and bowl. Water must be consumed
  - If Deacon has purified vessels, wipe vessels with purificator. If any crumbs or residue is visible, purify in the same manner as if a Deacon was not assisting
- Vessels are to be washed with soap and water by the Eucharistic ministers
  - All gold vessels need to be washed without immersing
  - Hold the gold vessels above the soapy water, wash gently with the soft dish cloths, rinse, and dry very gently
- Storing Vessels and other Communion items
  - Gold cups and bowls are stored in the locked cabinets in the work sacristy (After 8:30am Mass, items may be returned to credence table)
  - Chalice, large platter, and pitcher are stored and locked in the vesting sacristy (After 8:30am Mass, items may be returned to credence table)
  - Used purificators are placed in the laundry baskets for dirty linens
  - Corporals may be reused unless they appear soiled. If laundering is required, place in with dirty linens
- It is helpful to coach ministers who do not follow appropriate procedures or have questions
- Secure Worship Space and Facilities
  - Tabernacle must be locked. Return key to the key safe in the vesting sacristy
  - Return Gospel Book from Ambo to the table outside the vesting sacristy. Organize announcements, petitions or notes at the Ambo
  - Ensure candles are extinguished
  - After 5 pm and the 11 am Masses:
    - Turn off power to the Sound System located in the Audio/Tech Room
    - Turn off the Lights in the Worship Space
    - Turn off the Blessing Stone
    - Turn off TVs located in the Gathering Space (Narthex)
    - Turn off the parking lot lights
    - Lock the doors to the main entrance and Seton Hall (unless other events are scheduled)

## **When Celebrating Baptism at Mass**

- Turn on the Infant Font Heater, located in the mechanical room next to the Blessing Stone switch. This may already be done by the parish staff
- Prepare the Worship Space:
  - Place 'Reserve' banners on two rows of pews per family. Banners are located in the bottom drawer of the cabinet in the Vesting Sacristy
  - Place boxed baptismal candle, certificate and white personalized stole in reserved pew. Items will be set out on the vesting sacristy counter
  - Light the Easter Candle
  - For infusion, place small towels (one for each child and one for the priest or deacon) at the baptistery
  - For immersion, place a large and small towel at the baptistery. Place a small table in the Gathering Space to dress the child. Fold a large towel over it to make a comfortable surface to lay down the infant

- Set the small bowl of Sacred Chrism (the scented oil) at baptistery. Oil is located in the ambry just inside the worship space to the left in the brick wall. The key is located in the key safe
- Worship Space light setting should be set to #5 Baptism at Mass
- Greet families, introduce yourself as the sacristan and guide them to their seats. Let them know the priest or deacon will be with them shortly for further directions. Ensure family has been asked to take up gifts during offertory
- During the baptism celebration, if deacon is not present
  - Instruct Altar Server to assist Father or deacon by holding prayer binder
  - Lower Easter Candle from stand for sponsor to light baptism candle (ask an usher or other person to assist if needed)
- After Mass:
  - Place towels in the laundry baskets located in the Working Sacristy
  - Return Sacred Chrism to Ambry. Lock door and return key to Key Safe in Vesting Sacristy
  - Turn off Infant Font Heater