

St. Joseph Parish
Roles and Responsibilities of the Sacristan
September 1, 2013

IN SACRISTY

1. Make sure sign in books are out for EM's, Servers, Lectors (4:30 mass takes care of this and should leave out for Sunday masses).
2. Sacramentary A red book put on middle counter for Priest to review. You or server place on first Server chair (book located in top cupboard to right).
3. Gospel book (in safe – Left - in felt protector). Put on center counter. Deacon or Lector will process with book.
4. Lectionary black binder and sign in sheet place Left of sink on counter. (located in upper cupboard Right side)
5. Priest and Deacon's notebook on middle of counter to be checked and you or server place on Right arm of Priest's chair.
6. Server light 4 candles on alter.
Light Processional candles. If 3 servers, 2 servers process with candles. If 2 servers, put lit candles on Server table (closest to chapel door).
7. Make sure the lights in the church are turned out, use one of the "FULL LIGHTS" settings.
8. Make sure sound system is turned on. Switch Right of sound system. (key in safe on hook).

9. Check battery in Priest and Deacon's microphone. (Fr. Bill's microphone is on counter in a charger.)
10. Corporal on altar (Right side) for cup tray. (Should be there from 4:30 mass)
11. Hymnal for Presider (leave on counter for Priest) and if a Deacon, Place right side of his chair in pocket.

SERVER TABLE

1. Glass bowl and pitcher w/water (located left of sink) place left side of table.
2. Priests' towel place on bowl (towels in drawer marked "Priest towels").
3. Water cruet on small silver tray place back, middle of table.
4. Chalice w/purificator and Corporal place front, middle of table.

EUCCHARIST

1. Fill large gold bowl w/hosts needed. (safe, right side)
Check Tabernacle first, subtract consecrated hosts.
2. List of correct # of hosts per mass posted in safe. Each bag of hosts holds 100. Large host 24 pieces. (Use medium size host on top of smaller hosts for Fr. Bill).
3. Fill wine cruet – (Use wine in refrig.) Servers will take w/gold bowl w/hosts to offertory table by Ushers.

MINISTERS

1. If only 1 Lector, let them now to read both readings.
2. If Deacon, he carries Gospel book in procession.
Deacon reads intercessions. No Deacon, Lector #1 carries Gospel book in procession and reads intercessions. Intercessions are in Lector black book and Lector places them on ambo.

SERVERS

1. Should have at least 2 Servers, preferably 3. If no one shows, 10 min. before mass, go to Cantor microphone and ask for how many servers you need. If only 2 Servers, don't process with candles. Leave on Server table lit. If no Servers, Sacristans serve.
2. Make sure Servers have right size Alb. Shouldn't be too long or too short.
3. Have servers pick cross carrier – book, and candles. If not, you assign.
4. Go over procedures for new Servers.
5. Servers light candles on alter.
6. Servers take wine cruet and hosts to offertory table.

EUCCHARISTIC MINISTERS

1. Sign in sheet in hall. Make sure all are present. If not, 10 min. before mass, announce for EM's needed. Have subs sign in.
2. Map of positions in hall above sign in sheet.
3. Make sure EM's know extra duty:

- C1 – give blood of Christ to C3, C4 and Servers.
- C2 – give blood of Christ to bowl ministers.
- C3 – take tray to table closest to Sacristy to be purified after communion.
- H3 – take bowl tray to table after communion.

CLEAN UP

1. Purify cups, bowl if Deacon is not present.
2. Wash cups, bowls in hot, soapy water. Dry and put back on tray for next mass. 12:00 mass put away in safe.
3. Water bowl empty and dry.
4. Make sure books are on counter for Priest for next mass.
5. Microphones put back in drawers.
6. After Mass, return lights to the “FUNERAL” setting. Following 4:30 Saturday and 12:00 Sunday, turn off all lights in the church, make sure Sacristy doors are locked, and center counter cleared.
7. Lock Safe.

8:00 Mass –

Before mass, take two bowls – lids marked 50 and 70, large pix.

Count consecrated hosts from Tabernacle for 50, 70 and 25 for pix.

Place in Tabernacle to the Right. These are for Nursing home visits.