

Sacristan Duties

The Altar Servers have received Sacristan training but may be a little rusty and may need help. Also some of the younger ones may not be able to reach into the Tabernacle or the cabinet where the chalices and ciboriums are kept and will need an adult's help.

What needs to be done *before Mass*:

- ✚ Turn on the lights for the church and sacristy.
- ✚ Turn on the sound system.
- ✚ Check Tabernacle:
 - To see if there are enough consecrated hosts.
 - Put key in lockset of the Tabernacle.
- ✚ Set out the table for the gifts.
- ✚ Set out the gifts:
 - Cruet of water.
 - Cruet of wine.
 - Platen with small hosts and one large host.
 - Ciborium with small hosts when necessary.
- ✚ Light candles:
 - On or near altar.
 - Near Tabernacle.
 - Near any seasonal displays.
 - Pascal Candle during Easter Season.
 - Advent wreath during Advent Season.
- ✚ Set out Sacramental Vessels and linens on the credence table:
 - Pall (1)
 - Purificators (3)
 - Chalices (3) (one large - two small)
 - Corporal (1)
- ✚ Check the Lavabo Bowl and pitcher on the credence table:
 - Dump any water in the bowl into the sink in the sacristy (DO NOT dump the water back into the pitcher.)
 - Add water to the pitcher if necessary.
 - Replace Lavabo towel if necessary.
 - Replace Purificator near the Ablution Cup if necessary.

What needs to be done *after the last Mass* of the day:

- ✚ Snuff out the candles using a snuffer **Do Not** blow out the candles it splatters the wax.
- ✚ Clear the Sacred Vessels, linens, and cruets from the credence table.
- ✚ Fill the cruets with water and wine; place in the refrigerator.
- ✚ Clean the Sacred Vessels and rinse using the sacarium (sink with lid.)
- ✚ Place the vessels in the cabinet with clean linens.
- ✚ Lock the cabinet door.
- ✚ Place soiled linens in drawer.
- ✚ Shut off the sound system.
- ✚ Shut off the lights for the church and sacristy.
- ✚ Close and lock the doors of the sacristy.