

SACRISTAN PROCEDURES

January 2011

1. Before Liturgy
 - a. Please find a sub if you cannot be there. Notify the parish office (734-7195).
 - b. Arrive at least 25 minutes before Liturgy begins.
 - c. Check with the Presider for any last minute changes.
 - d. Check your name off the Liturgical Ministers' Schedule in Sacristy.
 - e. Wash your hands.

2. Procedures:
 - a. Items to be placed on the credence table:
 1. Bread: Use enough ciboria (bowls) so that there are a total of four (including whatever is in the Tabernacle). Put the necessary hosts and one large host in the ciboria and place on the credence table.
 2. Wine: Fill all four cups with the necessary wine and put on credence table.
*****Refill the wine bottle in the refrigerator from reserve supply in cabinet #10.**
 3. The water cruet.
 4. Four purificators
 5. The corporal (the smaller colored cloth that is placed on top of the larger altar cloth when the table is set).

 - b. Shared responsibilities with the server may include:
 1. lighting candles
 2. Place stand for Gospel Book on altar
 3. Bringing Gospel Book to table near Baptismal Font.

 - c. Tabernacle Key:
 1. 4:30: Place in tabernacle before mass. Remove after.
 2. 7:30: Place in tabernacle before mass.
 3. 10:30 Return key to drawer #7 after Mass.

 - d. Lights: Follow instructions on "Church Lighting" sign above the numbered light pad. As you go out the sacristy door into church, there is a long breaker box to your right. The breakers on the left side all need to be turned on for Mass. When turning them off please leave the bottom one on because that controls the lights that shine on the cross.

 - e. Sound System:
4:30 Turn on before mass & turn off after mass.
7:30 Turn on and leave on.
10:30 Turn off after mass.

3. Tower Bells
 - a. Begin ringing 5 minutes before Liturgy. Begin with #1 and end with #5. Ring at 15 second intervals. When all bells are ringing, ring for one minute. Turn them off one at a time.
 - b. During cold weather, turn switch off immediately if the first bell fails to ring. DO NOT RING BELLS IN SUB-ZERO WEATHER.
 - c. Bells are not rung before the 7:30 mass.
4. During Liturgy
 - a. Take a place close to the sacristy in case your help is needed.
5. After Liturgy
 - a. At all masses:
 - Clear the altar of the corporal and clear the credence table. Especially, bring the empty ciboria to sacristy and purify them with some water, which can be empties into the sacrarium.
Also shake host crumbs from the corporal into the sacrarium and rinse down.
After 4:30, 7:30 & 9:00, place folded corporal back on the credence table.
After 10:30 Mass, place the corporal back on the altar.
 - Wash off any spills or rings from the cups that are on the plastic altar protector or on the white place mat on the credence table.
 - Make sure candles have been extinguished.
 - Refill the water cruet and place it in the refrigerator
 - Return Sacramentary, Presider's book, Lectionary, Gospel Book and petitions to the counter in the Sacristy.
 - Follow posted instructions regarding the lights. Please wait until most people have left church before turning down the lights.
 - Wipe off the chart where the Eucharistic Ministers choose what spot they will give Communion at.
 - b. After 4:30 & 10:30 a.m.:
 - Return tabernacle key to drawer #7
 - Presider materials, Sacramentary, Lectionary, and Gospel Book should be returned to the sacristy and left out on the counter.
6. On-going formation:
 - Attend all Parish in-service meetings.
7. Miscellaneous

Our Ministry Schedule is posted on our website SaintJosephParish.org.
Click on the Liturgical Ministry Schedule as displayed here:

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