



LITURGICAL MINISTRY PROCEDURES

SACRISTAN

UPDATED: 10/16/24

ALL MINISTERS

OLGC is delighted to offer opportunities for parishioners to participate in the liturgy. Serving as a liturgical minister is a unique opportunity for individual parishioners to deepen their spirituality by taking part in the celebration of the Mass. It is also a great help to our priests and all who worship at our parish to have the liturgy celebrated smoothly and reverently.

Check-in

- **Ministry Scheduler Pro (MSP):** This app is used to schedule and manage all ministers for Mass. An email will be sent to you at intervals throughout the year to let you know when you are scheduled. You can indicate your availability and/or blackout dates on the site. You can also request a substitute on the site when needed.
- **Reminders:** MSP will send you a reminder two (2) days before your assignment. Your device's¹ calendar will also send you a reminder the day of your assignment.
- **iPad:** There is an iPad located the Narthex near the double entry doors. When you arrive at church, locate your name on the iPad and "check in" so that the Sacristan will know you have arrived and ready to serve.
- **Frequently asked Questions:**
 - Q:** Can I check in from home?
 - A:** Yes, you can check in up to 12 hours before Mass begins.
 - Q:** What if I can't make my assigned Mass and time?
 - A:** Request a sub **as soon as you know** you will need one. You can request a sub up until 10 minutes before Mass begins on the MSP app.
 - Q:** What if I arrive late for Mass?
 - A:** If you have not checked in and arrive after the bells have rung assume a substitute has been arranged. Check the iPad which should reflect the name change.

Attire

There is an expectation that you come to Mass ready to serve and properly dressed for ministry. Your appearance should be appropriate, reflecting the role you are undertaking. Common practice is professional business attire. Please make sure no clothing is too short, too revealing or too casual. Examples of acceptable attire includes: slacks, dresses/skirts resting not more than 2"

¹ MSP can download your schedule to your device's calendar (google calendar or iCal/Outlook). This is done by logging into the MSP website, My Schedule tab.

above the knee and covered shoulders. Inappropriate clothing would include: spaghetti strap dresses and tops, t-shirts with wording, flip flops, campaign buttons, etc. Liturgical ministers may be called upon to serve even though they have not been previously assigned so it is good practice to be dressed appropriately whenever you attend Mass.

Before Mass

Sacristan (Arrival: 45 minutes prior to the start of Mass.)

- Check-in on iPad.
- Upon arrival, take an overview of the EMHC tables (7 stations) in the Church to make sure:
 - Hand towel, used for washing Presider's hands, has been removed.
 - Check lavabo pitcher to make sure it has water in it for handwashing. If necessary, fill to about ½ full of tap water. You will need to get water from the Work Sacristy.
 - Check the amount of Consecrated Eucharist in the Ciborium in the Tabernacle and, if plentiful, prepare one or two Ciboria with Consecrated Hosts for Communion.
 - Ablution cup and finger towel on small table directly behind Altar.

Prepare:

- Seven (7) ciboria (A, B, C, D, E, F & G) filled with an appropriate amount of hosts for your Mass.
- Six (6) Communion cups and 6 purificators* filled approximately 1/3 full. Prepare these at the credence table before Mass.
 - *Seven (7) Communion cups at 10:00a Mass
- Presider chalice with a purificator, corporal, and pall.
- Presider paten with a large host.
- Cruets with wine and water out of the refrigerator.
- Small towel for washing hands which are kept in the drawer to the left of the trash can.
- Place Tabernacle Key in Tabernacle.
- Put paten with one large host and cruet filled with wine on the gifts table.
- On the credence table behind the Ambo, place main chalice, purificator, corporal & pall, tray with remaining ciboria, tray with Communion cups and purificators, lavabo basin, pitcher, and towel.* (*Use a purificator if there are no more hand towels.)
- Place Roman Missal, set to appropriate day on the end table beside the Presider's Chair.*
 - *If Fr. Metzger is celebrating Mass, place the Roman Missal on the stand on the Altar.
- Make sure The Book of the Gospels is in the Ministers' Room and/or on the small table holding the Orders of Service in the Narthex.
- Light altar candles 30 minutes prior to the start of Mass.
- Close Work Sacristy door before Mass.

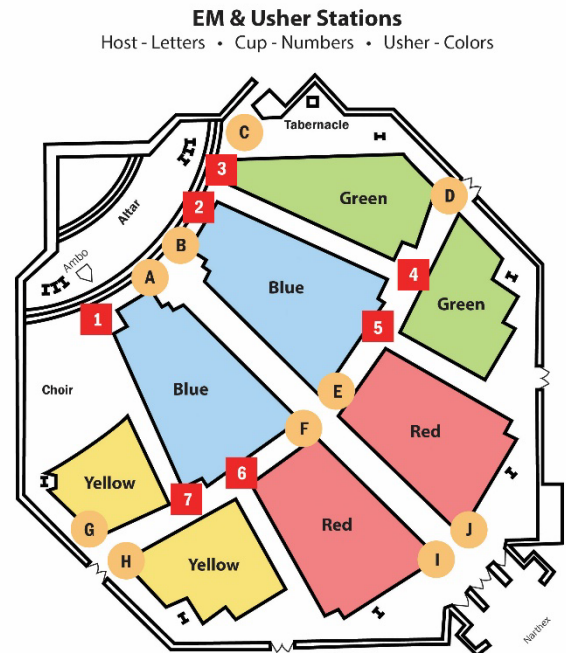
The Introductory Rites

- When the Presider is ready to begin Mass, Sacristan will motion to Lector 1, who is in the Sanctuary, to read the opening announcements.

Communion Rite

Sacristan / Deacon

- At the beginning of the Lamb of God, Sacristan goes to the Tabernacle, removes the small tray containing the large Ciborium, low gluten pyx and any other prepared Ciboria and places them on the Altar. The Tabernacle door remains open if there is nothing else in the Tabernacle. If there is Eucharist of any kind in the Tabernacle, Sacristan will close the door but leave it slightly ajar. Once at the Altar, Sacristan delivers tray to the right hand side of the Altar near tray of Ciboria and then stands behind Presider Chair. After the Presider has consumed under both species, Sacristan will be served under both species and will offer the Precious Blood to any remaining ministers on the Altar.
- Minister “G” will serve Communion to the choir on the way to his/her station, accompanied by the Sacristan with a Communion cup. When choir has been served, “G” minister moves to their position and Sacristan returns to the Altar.
- Sacristan remains on the Altar in case other EMs need host replenishment.
- At the end of the Distribution of Holy Communion, the Priest or Sacristan consumes any remaining Precious Blood, consolidates any remaining hosts into the large Ciborium and returns small tray containing large Ciborium and low-gluten pyx to the Tabernacle.
- Place used purificators on the Cup tray not in the cups.



After Mass

Sacristan

- Remove all used vessels to the Work Sacristy.
- Purify and wash all vessels with warm water and soap.
- Dry vessels with clean towel and put away.
- Reassemble Presider's vessels: chalice, purificator, paten, pall & corporal and return to cabinet.
- Lock all cabinets and doors when finished.

- After the 4pm Saturday, 12pm and 5pm Sunday Masses, Sacristan shuts off all lights and locks all the doors of the Church and the Narthex.
- Transport remaining Consecrated Hosts from Church to Chapel 5pm (Sunday).

For additional questions, please contact Cheryl Jones, cjones@olgcva.org or cheryl.mcmillan.jones@gmail.com.

See last page (attached) for Additional Miscellaneous Sacristan Information

ADDITIONAL IMPORTANT NOTES FOR SACRISTANS

Updated: 10.16.24

1. Arrival time:
 - a. Ideal time to arrive is a minimum of 45 minutes before Mass. This gives you plenty of time to set up. It also ensures you will be ready to man the iPad 15-20 minutes prior to Mass as ministers arrive. You will also be available to answer questions of EMs, Lectors and/or Altar Servers, and make any changes. All of these things are the responsibility of the Sacristan.
2. When Deacon or another concelebrant is present, ensure the second chair is beside the presider's chair.
3. Cincture colors for altar servers
 - a. Lead altar server wears gold
 - b. Calendar in ministers room so check date for appropriate color...don't always go by the hanging banner
4. Reminder that if there is only one lector and no deacon, Sacristan carries the Book of the Gospels (but be flexible)
5. If there is one altar server
 - a. They will carry in cross at procession
 - b. Likely will not meet gift bearers with cross if they have to dress the altar.
 - c. Usher will assist with gift bearers and send them forth when priest and altar server have descended the steps to receive gifts
6. If the Deacon is assisting at Mass:
 - a. Clarify before Mass if he is going to the Tabernacle before (and after) Communion to receive and replace the Eucharist
 - b. If you forget and Deacon goes to Tabernacle, Sacristan should follow him up and stand off to the side (behind the Presider chair) to receive Communion before other EMs.
7. Be proactive in directing EMs to other stations to assist when they are finished as their station – where assistance is needed varies at different Masses.
8. Ushers may come to you for water bottles if there is an emergency.