

# Sacristan Setup for **Weekday** Masses

## Revised February 03, 2024

### Church

1. Arrive 30 to 45 minutes prior to (Adoration) Mass
2. Prop open Narthex door into church.

### Sacristy

1. Open Sacristy door and turn on church lights.
2. **WASH HANDS with soap and water**
3. Use the key in the cabinet above the counter to unlock door of vessel cabinet.
4. Prepare chalice by placing a purificator, paten, large host, and Pall (color for that Mass).
5. **Obtain the Reliquary (holding the relic) from the cabinet.**
6. Obtain Cruets from Refrigerator (one with ¼ inch wine, other one inch water)
7. Put a drop or two of alcohol in finger bowls for Father.
8. Prepare Paten with 2 alcohol moistened end purificators by dipping them in Father's finger bowl.
9. Fill large cruet with tap water for rinsing of Father's hands.
10. Provide a large bowl (no water in bowl) along with a hand towel for Father.
11. Obtain key to Tabernacle (IMPORTANT).

### Church Sanctuary

1. Place for Fr. Joseph, the white **Humeral Veil** on the back of a chair in the back row of the church (Mary Side).
2. Place the following on the Credence table by the Tabernacle:
  - a. Large bowl with white hand towel.
  - b. Large water cruet.
  - c. Small wine and water cruet.
  - d. Priest small finger bowl.
  - e. Paten with two alcohol-soaked end purificators.
  - f. Covered Ciborium with Host (when required).
  - g. **The Reliquary.**
  - h. Dressed Chalice with host.
    - i. Two large hosts on the first Friday of each month to replace the one in the Tabernacle.
    - i. Gluten free host pyx (when required).
    - j. Homebound pyx (when required)
3. Place the tray under the Credence Table.
4. Make sure all the candles are lit in the Sanctuary (the Paschal candle as required).
5. Turn on the battery powered candles on each side of the church when required.
6. Turn on the main switch for the control panel in the music room.

### **Altar**

1. Clear the Altar and place the items on the Credence Table (except the candles and Corporal).
2. Place the Monstrance and stand on the Corporal on the Altar.

### **Tabernacle**

1. Place key in Tabernacle (leave key in Tabernacle door).
2. Check status of Ciborium (s) and low gluten pyx.
3. Two Ciboria are required on weekdays.

### **Chimes for Communion**

1. If there is no organist, set up the organ to ring the chimes during Communion.
  - a. Turn on organ, press forward the left two-foot pedals, push down chime lever.
  - b. Push down key with blue tape on it three times when Father raises the Host and Cup.
2. Assign someone to ring the chimes if necessary.

### **After Mass**

1. Bring everything from the Sanctuary back to the Sacristy.
2. The water bowls that had the alcohol can be poured directly into the Sacarium.
3. Rinse every dish and dry them with the towel.
4. Rinse out the cruets in the sink. Place in refrigerator.
5. Put everything back into the storage cabinet that was originally taken out including the Tabernacle Key and Reliquary.
6. Lock up Cabinet.
7. Turn off the lights. (Recheck by going back into the church).
8. Lock the side doors of the church. (Key in Sacristy cabinet).
9. Leave the church through outside Sacristy door.