

Sacristan Setup for **Weekend** Masses

Updated February 3, 2024

Church

1. Arrive 30 to 45 minutes prior to Mass.
2. Prop open Narthex door into church.
3. Turn on lights if needed.
4. Turn on sound system in the choir room.

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 bowl for Father.
8. Prepare Paten with 3 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 along with a hand towel for Father (No soap or water in large bowl).
11. Obtain key to Tabernacle. **(IMPORTANT)**.
12. Obtain **Incense** Boat

Church Sanctuary

1. Credence Table
 - a. Place the large bowl along with the hand towel on the table.
 - b. Large water cruet.
 - c. Small wine and water cruet.
 - d. Covered Ciborium with Host (when required)
 - i. At the 9:45 Mass, make sure there are 4 ciboriums prepared.
 - e. Dress Chalice with host.
 - f. Gluten free host pyx (when required).
 - g. Pyx for the homebound (when required).
 - h. Place the Incense Boat on the Credence table.
2. Place the tray on top or under the Credence Table as room permits.
3. Make sure all candles are lit in the Sanctuary (the Paschal candle as required).
4. Turn on the battery powered candles on each side of the church when required.
5. Make sure the kneeler is on the floor by the Priest (HP) position.

Altar

1. Place Paten with moistened purificators on corner of Altar.
 - a. 3 purificators for weekend Mass.
2. Place small glass finger dish with alcohol solution on corner of Altar.
3. **Place the Reliquary in front of the cross on the Altar.**
4. Place a small cup of drinking water for Father by the small dish, one on the table by his chair (1/2 full) and one under the podium.

Tabernacle

1. Place key in Tabernacle (leave key in Tabernacle door).
2. Check status of Ciborium (s) and low gluten pyx
3. Three (3) Ciborium are required on weekends.
 - a. **At 9:45 Mass, four (4) Ciborium are required.**

IPAD Setup (8 AM Mass Only)

1. Follow the special setup instructions by the IPAD.
2. Turn on IPAD for streaming about 10 minutes before Mass.

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.

Incense

1. After Mass setup, prepare the Thurible with charcoal (three pieces).
2. Place Thurible near men's restroom door area.
3. At the end of the Homily, light charcoal in the Thurible.
4. During Prayers of the Faithful, place 1-2 spoonful of incense in Thurible on top of charcoal.
5. After Father receives the water and wine, bring the Thurible to Altar Server.
6. After blessing to the congregation by Father or the Altar Server, take Thurible back to stand.

After Mass

1. Turn off IPAD (8 AM Mass)
2. Turn off the sound system in the choir room if there is no organist.
3. Give any homebound pyx to the homebound minister as required.
4. Lock the Tabernacle and return key to Sacristy cabinet.
5. Bring everything from the Sanctuary back to the Sacristy.
6. The water bowls that had the alcohol will be poured directly into the Sacramarium.
7. Rinse every dish and dry them with the towel.
8. Rinse out the cruets in the sink. Place in refrigerator.
9. Put everything back into the storage cabinet that was originally taken out including the Tabernacle Key and the Reliquary.
10. Lock up Cabinet.
11. Clean out the Thurible and place charcoal in clay pot by bench outside the Sacristy door.
12. Bring the Thurible back into the Sacristy.
13. Turn off the lights. (Recheck by going back into the church).
14. Make sure all church doors (front and side doors) are locked (key in Sacristy cabinet).
15. Leave the church through the Sacristy side door.