

SACRISTAN DUTIES

February 2016

St. Anthony Church

Purpose: To give our pastor and any guest priests the opportunity to greet the people in the Gathering Space before and after Mass by preparing for Mass, helping the servers with their duties, and checking the sacristy after Mass.

1. Arrive at St. Anthony about 20 minutes before Mass and pick up the Tabernacle key.
2. Check the Tabernacle for the number of consecrated hosts; leave the key in the Tabernacle. Be certain tabernacle doors are fully closed.
3. Check to be sure there is water in the pitcher for washing the priest's hands and a finger tip towel.
4. Vessels to be used: Gold chalice, large (deep) gold ciborium, 3 small gold ciboria with covers (one, sometimes 2, can be in the Tabernacle), decorated gold ciborium, flat silver ciborium – should be 6 ciboria in all.
5. Select the celebrant's chalice from the safe. Put a purificator and corporal atop the chalice.
6. Fill the large gold ciborium with unconsecrated hosts: very full = 400; small gold ciborium = 175. For Mass on Saturday at 4:30, 600 hosts are needed; for Sunday 9:15 a.m. Mass, 600 are needed. If more than 400 hosts are needed, place extras in the footed, decorative gold ciborium.
7. Fill one cruet 2/3 full with water and the other about half full with wine. (See below if Communion under both species.) All uncovered hosts and the cruets of wine and water should be placed on the table at the church entrance to be brought up by the gift-bearers at the Offertory.
8. The chalice and empty ciboria only should be placed on the Credence Table (the table on the choir side of the altar).
9. *The Book of the Gospels* holder should be placed on the altar. (It is kept on the Credence Table.) Place the holder in the exact center of the altar.
10. Take the Roman Missal to the priest to ensure it is properly prepared. Then, place it on the small table beside his chair.
11. Check to be sure there is a corporal on the priest's right-hand side of the altar. If it is missing or soiled, replace it.
12. Assist the servers in any way needed, but do not do their duties for them UNLESS they are late or absent. You may need to remind them where the vessels go, to light the candles, to take the Crucifix back for the procession, etc. Many servers know their duties, but some need help and reminders. **BE SURE THAT A SERVER (OR 2) IS PRESENT.**
13. **AFTER MASS**: Be sure the vessels have been purified by a priest or deacon (usually the priest does this at the altar). Then wash the vessels and place them back in the safe. Be sure the cruets have been emptied and rinsed; the candles have been extinguished, including the Easter Candle if it has been lit; and the Tabernacle key has been put back in the safe. **Lock the safe and close the sacristy door (it should be locked).**

COMMUNION UNDER BOTH SPECIES - ADDED DUTIES

1. Place 4 pewter chalices and 4 purificators out for the servers to place on the Credence Table. Remind the servers that these should be taken to the altar along with the chalice before the gifts are brought to the priest.
2. Pour wine into the pitcher (just above the base of the handle) instead of the cruet which is usually used.