

# **St. Jude's Sacristan Guidelines**

## **DAILY MASS GUIDELINES & PROCEDURES**

If you sign up to cover a daily mass, please note that you have the following responsibilities before and after the mass.

### **BEFORE EACH DAILY MASS**

Make sure all materials are prepared and ready for mass.

- Move the parishioner chalices & purificators from the work sacristy to the side table next to the altar. There are always 2 chalices used for daily mass.
- Make sure the priest's chalice is cleaned and ready with a purificator, fresh corporal, and big host in the ciborium. Move this from the work sacristy to the side table next to the altar.
- Make sure the hand bowl is dry and ready for use, and has a fresh, dry hand towel in or by it.
- Check to be sure there is enough water and wine in each mini carafe on the side table next to the altar.
- Bring out the tabernacle key (it's kept in the first cabinet in the work sacristy, on the left side above the sink, on the first shelf) and place it in the lock of the tabernacle, so the priest can get additional consecrated hosts if needed.
- Light the altar candles.
- Make sure the lectionary is opened on the ambo to the appropriate readings for the day. A small book on the end of the counter in the work sacristy can help you find that reading, although the correct reading is usually already marked.
- Make sure Fr.'s small red Sacramentary book is on the side table, next to his chair (look in the vesting sacristy, or the work sacristy, if it's not already out).

On Tuesday mornings ... make sure there is a medium-sized host on top of the big host in Fr.'s ciborium, to be consecrated for placement in the monstrance for adoration. These hosts are found in the cabinets on the right side of the work sacristy, next to the hanging rods of altar banners.

On Tuesday and Thursday mornings ... Place the monstrance on the side table next to the altar for adoration, which begins immediately after mass. The monstrance is kept in the far right closet, on the floor.

A quick look at what should be present when the sanctuary is ready for daily mass:

- Lighted candles
- Red Sacramentary book on table by Fr.'s chair
- Lectionary on ambo opened to the day's readings
- Key in tabernacle lock
- One ciborium of hosts in tabernacle (or a ciborium of hosts on side table with hosts to be consecrated)
- Small table by altar has:
  - Fr.'s chalice with clean purificator, large host (on Tuesdays, also check for medium host) and paten covering it and clean corporal on top;
  - small carafe of wine;
  - 2 empty chalices, with purificators in each;
  - clean, folded white towel by water bowl;
  - small carafe of water.

#### AFTER EACH DAILY MASS

- Carry the priest's chalice and ciborium, and the 2 parishioner chalices and purificators to the sacristy. (Some may already be carried in there by altar servers or by the presiding priest.) Make sure to also bring the corporal from the altar, if Fr. didn't place it on top of his chalice.
- Place all the used purificators from the mass in the bin for PURIFICATORS & CORPORALS only.
- Occasionally, there will be an empty ciborium from the tabernacle ... carry that into the sacristy for cleaning and storage.
- Dry the hand washing bowl with the hand towel used during mass ... carry that wet hand towel into the sacristy and place it in the bin for WET TOWELS only. Carry out a fresh, dry hand towel, and place it in or near the hand washing bowl on the side table next to the altar.
- Bring the carafe of wine (and water, if necessary) into the sacristy for refilling. There are carafes of wine ready to use for refilling in the cabinet just above and to the right of the sink. Fill the carafe just until the level reaches the neck. Place the refilled carafes back on the side table next to the altar.
- Blow out the altar candles EXCEPT on days where we have adoration.
- Turn the page in the lectionary on the ambo to the next day's readings, if there are no more masses for the current day.

- Make sure the key for the tabernacle is placed back in the cabinet (first one on the left above the sink in the work sacristy, on the bottom shelf) so that the tabernacle is secure!
- Check the altar cloth to be sure there are no major spills on it. If it needs to be replaced, get a clean one from the work sacristy closet, and place the soiled one in the container on the counter for soiled linens, or right near the container.
- Clean and purify the chalices and the ciborium (see cleaning procedures), and place clean purificators in them for the next mass.
  - For the parishioner chalices, simply fold a small purificator in half, and place it inside each chalice. Small purificators are in the top drawer, across from the closets; on the right side ... many have small red crosses on them. Leave the chalices on the counter to be carried out later for the next mass.

Do not place these on the side tables next to the altar ... they are to remain in the locked sacristy for security.

- For the priest's chalice, use one of the bigger purificators (these are in the same drawer, but on the left side, and many have more detailed embroidery on them). Simply drape it over the top of the priest's chalice, and then place the clean ciborium on top of it, with a fresh host inside of it. Place the paten (cloth-covered square) on top of the ciborium, and place the clean, folded corporal on top of it. Leave these on the counter to be carried out later for the next mass.

Do not place these on the side tables next to the altar ... they are to remain in the locked sacristy for security.

Last, wipe down counters by sink, turn out lights in sacristy, and make sure the work sacristy is LOCKED before you leave ... see Fr. Tim, Fr. Antony, or Jeanne for a key.

## **SUNDAY MASS GUIDELINES & PROCEDURES**

If you sign up to cover a Sunday mass, please check in with Jeanne to see if she needs help covering the responsibilities before and after the mass. It might be best to sit in the pews on the sacristy side of the altar, for easy access to clean-up after the mass.

Please arrive 20 minutes before mass to see if help is needed to get set up for the mass.

### **BEFORE EACH MASS**

Make sure all materials are prepared and ready for mass. Often, many of these will already be done, but give a good check, just to be sure we haven't forgotten anything!

- Move the filled parishioner chalices & purificators from the work sacristy to the side table next to the altar. There are always 8 chalices used for all weekend masses.
  - Place the chalices on the top of the side table, on the left side.
  - Stack the purificators on the second shelf of side table next to the altar. There should be 2 more purificators than chalices.
- Move the filled ciboriums from the counter in the work sacristy to the side table next to the altar.
- Make sure the priest's chalice is cleaned and ready with a purificator, fresh corporal, and big host in the ciborium. Move this from the sacristy to the side table next to the altar.
- Make sure the hand bowl is dry and ready for use, and has a fresh, dry hand towel in or by it.
- Check to be sure there is enough water in the mini carafe on the side table next to the altar.
- Carry the carafe with wine to the back table in the main sanctuary to be carried up during the offertory.
- Carry the priest's ornate ciborium with hosts to the back table in the main sanctuary to be carried up during the offertory.
- Make sure the key is in the lock of the tabernacle, so the priest can get additional consecrated hosts when needed. The key is kept in the first cabinet, on the left side of the work sacristy, on the first shelf.
- Move the lectionary from the side table next to the altar to the ambo ... and be sure it is opened to the first reading for the day.

A quick look at what should be present when the sanctuary is ready for a weekend mass:

- Lighted candles (the altar servers usually light these)
- Red Sacramentary book on table by Fr.'s chair
- Lectionary on ambo opened to the day's readings
- Gospel lectionary in vesting sacristy, to be carried up during procession
- Key in tabernacle lock
- Small table at BACK of church has the following, to be brought up during the offertory:
  - Small carafe of wine
  - Fr.'s ornate ciborium with hosts inside
  - One ciborium of hosts for parishioners
- Small table by altar has:
  - Fr.'s chalice with clean purificator, large host and paten covering it and clean corporal on top;
  - 8 empty chalices;
  - 7 filled ciboriums (less, if there are already filled ones in the tabernacle);
  - 10 folded purificators on bottom shelf of table;
  - clean, folded white towel by water bowl;
  - small carafe of water.

#### AFTER EACH SUNDAY MASS

- Carry the priest's chalice and ciborium, and the parishioner chalices and purificators to the sacristy. (Some may already be carried in there by altar servers or by the presiding priest.) Make sure to also bring the corporal from the altar, if Fr. didn't place it on top of his chalice.
- Place all the used purificators from the mass in the bin for PURIFICATORS & CORPORALS only.
- Carry any empty ciboriums from the side table next to the altar into the sacristy for cleaning.
- Dry the hand washing bowl with the hand towel used during mass ... carry that wet hand towel into the sacristy and place it in the bin for WET TOWELS only. Carry out a fresh, dry hand towel, and place it in or near the hand washing bowl on the side table next to the altar.
- Bring the empty carafe of wine (and water, if necessary) into the sacristy for refilling. There are carafes of wine ready to use for refilling in the cabinet just above and to the right of the sink. Fill the carafe just until the level reaches the neck. Place the refilled water carafe back on the side table next to the altar; carry

the small refilled wine carafe to the table in the back of the main sanctuary to be carried out during the offertory for the next mass.

- Make sure the altar candles are blown out.
- Check the altar cloth to be sure there are no major spills on it. If it needs to be replaced, get a clean one from the work sacristy closet, and place the soiled one in the container on the counter for soiled linens, or right near the container.
- Return the Gospel book back to the vesting sacristy to be carried out during the processional for the next mass; return the lectionary to the top of the ambo and make sure it is turned to the page with the first reading for the mass.
- Ciboriums:
  - Check the tabernacle to see how many ciboriums of consecrated hosts are available for the next mass. Fill additional cleaned ciboriums as needed with unconsecrated hosts. The unconsecrated hosts are kept in the cabinets on the right side of the work sacristy, next to the rods of altar banners. Fill ciboriums with about 100 hosts (that's about 3/4 full ... please count these!) and carry these out to the side table next to the altar so they can be consecrated at the next mass. There should be a total of 8 filled ciboriums for use during each of the weekend masses.

PLEASE make sure that the number of ciboriums in the back of the church, added with the ciboriums in the tabernacle and those on the side table next to the altar adds up to the number needed for the mass. We must not be consecrating more hosts than are needed at each mass.

- Make sure the key for the tabernacle is replaced in the lock of the tabernacle.
- Chalices and purificators:
  - Clean and purify the chalices (see cleaning procedures). Fill them up with wine, about 2/3 full. Carry the chalices out to the side table next to the altar to be consecrated during the next mass. There are always 8 chalices used for each of the weekend masses.
  - Count out the 2 more purificators than chalices for each mass. Leave these stacked on the counter next to the chalices for the next mass.

For the parishioner chalices, use small purificators (in the top drawer, across from the closets, on the right side ... many have small red crosses on them.)

- For the priest's chalice
  - Clean and purify the chalice (see cleaning procedures).
  - Get a bigger purificator (these are in the top drawer across from the closets, on the left side, and many have more detailed embroidery on them) and simply drape it over the top of the priest's chalice.
  - Place the cleaned ciborium on top of it, with a large host inside of it.
  - Place the paten on top of the ciborium, and place the clean, folded corporal on top of it. Leave these on the counter to be carried out later for the next mass.
  - Clean the priest's ornate ciborium, and fill it with 100 hosts (please count these out). Carry it out to the table at the back of the main sanctuary to be brought forward during the offertory at the next mass.

After the 5pm Sunday mass, set up for the Monday a.m. daily mass (see daily mass set-up procedures); wipe down all counters, turn out lights in work sacristy and make sure the work sacristy is LOCKED before you leave ... see Fr. Tim or Fr. Antony for a key.

## CLEANING AND PURIFYING SACRED VESSELS

### CHALICES FOR PARISHIONERS

- Pour a bit of water in one chalice, and swish it around to combine the water with remaining drops of the Precious Blood. Transfer this water to other chalices as needed, till all have been rinsed in this way. You may either consume this water, or pour it down the Sacarium (the grounded sink to the right of the main sink in the sacristy).
- To clean empty and purified chalices, pour a SMALL bit of water in each, DO NOT EVER SUBMERGE our new, ornate chalices in water. WIPE OUT THE VESSEL USING A DAMPENED CLOTH; DRY IMMEDIATELY!! They have a seal where the gold and silver meet, at the lip, but water can still get down inside the cup, which would ultimately ruin them.
- Dry carefully, and place them either in the cupboard above the counter to the right, for storage, or leave them on the counter for use at the next mass (see procedures for daily masses and Sunday masses).

### CIBORIUMS FOR PARISHIONERS

- Pour a bit of water in one ciborium, and swish it around to combine the water with remaining bits of the Body of Christ. Transfer this water to other ciboriums as needed, till all have been rinsed in this way. You may either consume this water, or pour it down the Sacarium (the grounded sink to the right of the main sink in the sacristy).
- To clean empty and purified ciboriums, pour a small bit of water in each, USE A SLIGHTLY MOISTENED CLOTH TO WIPE THE INSIDE OF THE CUP. PLEASE be very careful to not submerge our new, ornate ciboriums in water. They have a seal where the gold and silver meet, at the lip, but water can still get down inside the cup, which would ultimately ruin them.

You may wipe off the lids with a dry cloth.

- PLEASE DRY VERY CAREFULLY ... We must be mindful that any moisture or water left in these vessels will create a serious problem when hosts are placed inside the. PLEASE DRY THESE VERY THOROUGHLY, then place them either in the cupboard above the counter for storage, or leave them on the counter for use at the next mass (see procedures for daily masses and Sunday masses).

### PRIEST'S CHALICE

- Pour a bit of water in this chalice and swish it around to combine the water with remaining drops of the Precious Blood. Transfer this water to one of the Parishioner's chalices for consumption.

- To clean the empty and purified chalice, pour in a small bit of water, USING A SLIGHTLY MOISTENED CLOTH, WIPE THE CHALICE & DRY IMMEDIATELY. NEVER PLACE THE CHALICE IN WATER...
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- CHALICE IN WATER.
- Dry carefully, and follow see procedures for daily masses and Sunday masses, to prepare for the next mass.

#### PRIEST'S ORNATE CIBORIUM

- Pour a bit of water in this ciborium and swish it around to combine the water with remaining bits of the Body of Christ. Transfer this water to one of the Parishioner's chalices for consumption.
- To clean the empty and purified ciborium, pour in a small bit of water, and simply wipe out the inside of the ciborium –USE A CLOTH. PLEASE DO NOT PLACE ANY OF THESE PRECIOUS VESSELS IN WATER..
- PLEASE DRY VERY CAREFULLY ... We must be mindful that any moisture or water left in these vessels will create a serious problem when hosts are placed inside the. PLEASE DRY THESE VERY THOROUGHLY, then place them either in the cupboard above the counter for storage, or leave them on the counter for use at the next mass (see procedures for daily masses and Sunday masses).

#### PRIEST'S SIMPLE SILVER CIBORIUM

Follow the same procedures listed for the more ornate ciborium.

Last, THANK YOU for serving in the Sacristry. Your time and talent are tremendously valuable resources to the entire Parish. The way we serve gives great glory to God!

God bless you all~  
Jeanne

## **Checklist for Making Sure Sanctuary is Ready for Mass**

### **DAILY MASS IN CHAPEL**

- Lighted candles
- Red Sacramentary book on table by Fr.'s chair
- Lectionary on ambo opened to the day's readings
- Key in tabernacle lock
- Clean altar cloth in place
- One ciborium of hosts in tabernacle (or a ciborium of hosts on side table with hosts to be consecrated)
- Small table by altar has:
  - Fr.'s chalice with clean purificator, large host (on Tuesdays, also check for medium host) and paten covering it and clean corporal on top;
  - small carafe of wine;
  - 2 empty chalices, with purificators in each;
  - clean, folded white towel by water bowl;
  - small carafe of water.

### **WEEKEND MASSES IN MAIN SANCTUARY**

- Lighted candles (the altar servers usually light these)
- Red Sacramentary book on table by Fr.'s chair
- Lectionary on ambo opened to the day's readings
- Gospel lectionary in vesting sacristy, to be carried up during procession
- Key in tabernacle lock
- Clean altar cloth in place
- Small table at BACK of church has the following, to be brought up during the offeratory:
  - Small carafe of wine
  - Fr.'s ornate ciborium with hosts inside
  - One ciborium of hosts for parishioners
- Small table by altar has:
  - Fr.'s chalice with clean purificator, large host and paten covering it and clean corporal on top;
  - 8 empty chalices;
  - 7 filled ciboriums (less, if there are already filled ones in the tabernacle);
  - 10 folded purificators on bottom shelf of table;
  - clean, folded white towel by water bowl;
  - small carafe of water.