



St Bernadette Roman Catholic Parish
Letter of Instruction
For
SACRISTAN GUIDELINES

Effective Date: 2008
 Revised: 25 January 2010

~DIOCESE REQUIRES ALL MINISTERS TO ATTEND SAFE ENVIRONMENT TRAINING~

Note: Attachment 1 of this LOI provides a “Sacristan Checklist” for use in preparation for and during Mass.

BEFORE LITURGY BEGINS:

I If you are **UNABLE** to minister at your scheduled time, it is **YOUR RESPONSIBILITY** to arrange for a substitute.

II. Arrive 45 to 60 minutes BEFORE Liturgy is scheduled to begin.

After preparation, be available to greet, direct, and answer any questions liturgical ministers may have. Try to sit where you can be visible to the Altar Servers.

A. Wear given name badge.

B. Introduce yourself to any visiting ordained priests who will be presiding at Liturgy.

1. Let Presider know if there will be CLOW (Sunday 10AM) or any other dismissals.

C. Sign in table

1. Prepare sign in sheet for liturgical ministers. (See LOI# 2008-5 Extraordinary Minister Guidelines, Attachments 1-4, Sign-In Sheets and EM Station Diagrams.)

a. Sign in four cups first (includes the Deacon) –then Altar Bread.

b. Sign in the next 2 cups then the front breads.

2. Check to see if the Deacon is serving as a cup minister. If yes, the Deacon will serve at the Cup 1 station.

3. Let Ushers know if there is anything special going on--Baptisms, 2nd Collections, Special Feasts, etc.

4. Find a family to bring up the gifts---review the procedure with them. (Bowing)

D. Credence Table

1. Make sure linen cloth on Credence Table is clean.

2. Place key in tabernacle

3. Make certain there is no more consecrated bread than what is in the ciborium. If you have extra ciboria in the tabernacle, subtract ciborium from the Credence Table.

4. Prepare and set the Credence Table with vessels: chalice (special chalice if directed), ciboria, correct number of cups, wash bowl/basin, finger towel, and purificators. (See Figure 1.)

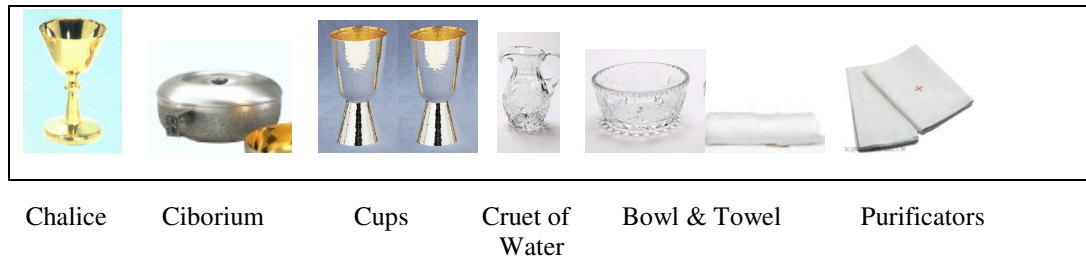


Figure 1. Layout of Credence Table.

E. Ambo

1. Sunday Lectionary is placed on the ambo.
2. Book with Prayers of the Faithful and the Announcements:
 - a. If there is a Deacon, place the book for the Prayers of the Faithful and the Announcements on the table between the Priest and the Deacon.
 - b. If there will not be a Deacon, the Book for the Prayers of the Faithful and Announcements should be placed on the Ambo shelf.

F. Table with gifts

1. Book of the Gospels.
2. One small ciborium with a large host.
3. Wine.
4. Have an extra box of hosts in the kitchen for adding or subtracting.

G. Worship Area

1. Light candles, Saturday night candles and Crucifix to front of the Altar.
2. Make sure all lights are on in the worship space, and speakers in the wings are on number ten. (See Attachment 2.)

H. Liturgical Ministers

1. Dressed Properly
 - a. We ask that Liturgical Ministers dress appropriately and reverently at all times.
 - b. NO shorts, tank tops, ripped jeans, or dress that would become a distraction to the Assembly's prayer.
 - c. If you look like you are ready to mow the yard, then you are not dressed appropriately.

DURING LITURGY:

I. REMEMBER, YOU ARE THE ASSEMBLY FIRST!

A. Gathering

1. After the procession, join the assembly.
2. If you need to move, please do so when the assembly changes posture.

B. Liturgy of the Word

1. If at all possible, do not take care of any matters during Liturgy of the Word.
When God's Word is proclaimed, it is not a time for the assembly to leave their seats, to be speaking, or distract the listening assembly. If you are not at your seat during Liturgy of the Word, remain in the back until the assembly changes posture.
2. When checking attendance, do so when the assembly changes posture.
You may have to add or subtract the number of hosts depending on count.

C. Presentation of the Gifts

1. During the collection, the Sacristan will go to the back of the church and assist the family with the preparation of the gifts. Sacristan will light the Altar Server Candles

D. Communion Rite

1. During the Sign of Peace, Sacristan will take their place on Altar Servers left.
 - a. If there are extra-consecrated hosts in the tabernacle, the Deacon or Acolyte will bring these to the altar. In the absence of a Deacon or Acolyte, the Sacristan will bring these to the altar.
2. Distributing Communion to ministers.
After the Presider gives himself communion,
 - a. **If Deacon is present,**
Sacristan will remain standing with the Extraordinary Ministers. After Deacon receives communion, he will follow the Presider down to the ministers offering the cup after the Presider offers the bread. Sacristan will stand at the end of the line.
 - b. **If there is no Deacon present,**
Sacristan will walk to the bottom step of the sanctuary; receive the consecrated bread from the Presider, and the cup. Sacristan will follow the Presider offering the cup to the ministers after the consecrated bread.
2. **Communion Rite** – Sacristan is responsible for the flow of communion ministers in relation to the communicants.
 - a. Make sure ministers have enough Eucharist for everyone; you may want to have the ciborium available in case there is not enough consecrated bread.
 - b. The Sacristan will try to bring communion to the Choir while the Assembly is receiving. If this is not possible, the Choir will receive last.
 - c. Make sure all consecrated wine (Blood) is consumed immediately after the musicians receive.
 - d. Remaining consecrated bread (Body) will be kept in the tabernacle for the homebound and sick. The Deacon, Acolyte, or Priest will consolidate the consecrated bread and bring it to the tabernacle.
 - e. Ushers will notify the ministers or Sacristan about communicants who are not able to process up to the altar.
 - f. After Communion, make sure the EM's follow the following procedure:
 - 1.) Cup ministers will proceed in front of the altar, out the exit door by the Choir, and go to the Sacristy----consume the remaining Blood of Christ and place the cups between the two sinks and return to their seats.

- 2.) The Bread Ministers will proceed to the altar and place their ciborium on the Altar--, and then return to their seats.
- 3.) If the cups become empty during communion Cups 2, 4, and 6 may proceed in back of the altar and to the sacristy. Cups 1, 3, and 5 will proceed in front of the choir and to the sacristy.

Note: **Please do not talk in the Sacristy---it can be heard in the church.**

AFTER LITURGY

I. Purification and Washing

- A. The ciborium and chalice will be purified by the Priest, Deacon, or Acolyte; placed on the Credence Table, and not removed from the Credence Table to the Sacristy until after Mass.
 1. **NO** remains will be put down the sacrarium. All remains of the consecrated bread and wine need to be consumed.
 2. The cups will be purified by the Deacon, Acolyte, or Priest after Mass.
 3. The vessels may then be washed with soap and water.
- B. You will oversee the washing and drying, and the Sacristy is put back in order, and the tabernacle key put back.
- C. Make sure candles are extinguished.
- D. Make sure the sign-in table is straightened up.
- E. Make sure box of hosts in the kitchen is put back in Sacristy.

II. Worship Area

- A. Vigil - Make sure all lights are turned off after liturgy. The Deacon will be responsible for locking and alarming the building.
- B. 11:00 AM – Make sure all lights are turned off after liturgy.

DRESS CODE

- I. The attire for ministering at Mass is to be modest and not draw attention to the minister.
- II. Anything – Clothing, accessories, or hairstyle, which draws attention to the person, is not appropriate for ministering at Mass.
- III. The following items would be considered inappropriate:
 - A. Clothing that reveals the midriff.
 - B. Shorts.
 - C. Short skirts.
 - D. Ripped or torn clothing.
 - E. Spaghetti straps, tank tops, or anything strapless.
 - F. Low cut tops.
 - G. T-shirts with inappropriate logos/advertising.