



St Bernadette Roman Catholic Parish
Letter of Instruction
For
DAILY MASS
ROLE OF SACRISTAN

Effective Date: 12 May 2010
Revised: 4 August 2010

Notes:

1. If you are UNABLE to serve at your scheduled time, it is YOUR RESPONSIBILITY to arrange for a substitute.
2. The Diocese of Phoenix requires all ministers to attend Safe Environment training.

PROCEDURES

1. BEFORE LITURGY BEGINS:

- a. Arrive 15 to 20 minutes before Liturgy is scheduled to begin.
 - 1) Check in with Presider.
 - 2) Place key in tabernacle. Make certain there are sufficient consecrated bread for the Liturgy.
 - 3) Light candles. If any do not light, or are very low, replace with cell from the box on counter in the sacristy.
 - 4). Check the Ordo in the Sacristy to be certain the Lectionary is open to the correct readings.
- b. Set up Credence Table.
 - 1) Chalice for Presider (with couple tablespoons of wine) covered by paten with 2" host and then covered by purificator and corporal.
 - 2) Cup (with less than ½ cup of wine) covered with a purificator. If the assembly is large or if the Presider requests, set up a second cup (with less than ½ cup of wine) covered by a second purificator.
 - 3) If more consecrated bread is needed, add a ciborium with 50 unconsecrated hosts to the Credence Table.
 - 4) Cruet of water, finger tip towel, and wash basin.

2. AFTER PRAYERS OF THE FAITHFUL

a. Preparation of Gifts

- 1) Bring Chalice and Cup(s) to Presider (with second cup if needed).
- 2) If needed, bring ciborium with unconsecrated hosts.
- 3) Hand Presider cruet of water, (carrying wash basin in other hand and hand towel over arm.)
- 4) When he returns cruet, move to back of altar (behind Presider).
- 5) When Presider is ready, pour water over his hands into basin.
- 6) Return cruet, basin, and towel to Credence Table.

3. AFTER DISMISSAL

- a. Return everything on Credence Table to Sacristy.
- b. As Presider has purified vessels, all can be washed and put away.
- c. Return Tabernacle key to cabinet.
- b. Turn off light and close Sacristy door when finished.