

## OLHC Eltham – Notes for Sacristans

### Introduction

As sacristan your job is to prepare the church for Mass. This includes readying the wine, water, and bread and putting them in place for the start of mass. Setting up the altar, lighting the candles, arranging the books, turning on microphones and basically ensuring everything is 'A-OK' for the Mass including assisting altar servers (if present) and ensuring all special ministers are present.

After Mass, the sacristan cleans the holy materials. Everything is set back in its place in the sacristy before sacristan leaves the church.

### Sacristan Duties

#### Before Mass

- Turn on lights.
- Check on the countertop to see if there are any added instructions for the sacristan.
- Check cloth colour in the Ordo and dress altar with it.
- Check to see who the commentator and reader are. (List is on the bulletin board.)
- Set up the credence table (table behind altar) with following items:

Mass	Chalice	Purifiers
6pm	2	2
9am	3	3
11am	2	2

All Masses Finger bowl, hand towel, water cruet, glass of water.

Note: sufficient plates for communion distribution either empty on credence table or on gifts table with un-consecrated hosts

- Set up altar with 'old' missal and corporal (For visiting priests: put ribbons - 1<sup>st</sup> for Mass of the day, 2<sup>nd</sup> for preface in new missal and new missal on altar)

Note: Fr Kevin will take his folder himself to his lectern. Place this folder on lectern for visiting priests.

- Set up Gift table in the back of the church:
  - One large celebration host (5") on silver tray and some extra small hosts on separate plate if needed. Check the tabernacle for the number of consecrated hosts (and ciboria) and place additional un-consecrated hosts if needed in small bowl (to be placed on gifts if needed along with large host on silver tray). If nearly full, use smaller host and no extra small hosts.
  - Decanter approx. ¼ - ½ full of wine depending on Mass.
  - Small basket with goods from St Vincent de Paul gifts.
- Place tabernacle key in front of the tabernacle.
- Miscellaneous
  - Light altar candles approx. 5 minutes before Mass starts. Trim if necessary.
  - Change batteries in microphones (6pm Mass only).
  - Turn on sound system.
  - Turn on microphones approx. 5 minutes before Mass starts and test. *Do not tap mouthpiece – use your voice to test.*
  - Make sure collection bowls and basket are under last row of pews.
  - Lower blinds if needed.
  - Make sure that reader and commentator are present. If not, liaise with Fr Kevin for someone to fill vacancy.
  - If Baptism welcome, place white shawl over Fr Kevin's lectern.
  - Ring bell to commence Mass right on start time or at Fr Kevin's direction.
  - During winter: leave or turn heating on after 6pm and 9am Masses; turn off after 11am Mass.
  - If Paschal candle is being used, trim excess wax.

## **After Mass**

- Take all vessels to sacristy and purify and wash them.
- Wash all items and place in cupboard. Ensure tabernacle key is in the cupboard.
- Extinguish all candles (use snuffer so wax does not blow onto altar cloth).
- Turn microphones off and put away in music room after 11am Mass and lock door.
- Turn off sound system (and overhead and PC - in that order - if still on).
- Lower external blinds.
- Empty collection basket into bank bag and place on bench for Fr Kevin. If a visiting priest is presiding, lock money in cupboard after 6pm and 9am Masses (counters will collect after 11am Mass).
- After 11am Mass, take all books from altar and lecterns back to sacristy (missal and Fr Kevin's notebook can be left in-between Masses).
- Change altar cloths if was or wine spilt or otherwise soiled and replace if necessary. Take all used linen home for washing. Note: heavily soiled altar cloths can be given to Fr Kevin to take to dry-cleaners.
- Turn off lights. Check toilets; Lock church.

## **12.15pm Baptism**

- Drain and clean baptism/holy water font. Replace with warm water (the babies do not cry usually if water is warm).
- Leave small empty jug and small white towel at side of font.
- Bring out Paschal candle and place near lectern on sanctuary. Light it.
- Place the celebrant's small table next to his chair and put on it – 1 small white towel, baptismal oil container and water bowl for washing his hands after anointing with oil.
- Place Order of Service booklet and baptismal certificate on Father's lectern.
- Ensure all microphones are on and working.

## **Baptism during Mass**

- Bring out original baptism stand from storeroom. Place on sanctuary near Fr Kevin's chair. Drape with white cloths (2nd drawer under window in sacristy. Cloths for the font are in drawer and labelled).
- Large glass bowl for top of stand is in the cupboard, next to where the lectionaries are kept. Fill with warm water and place small empty jug/small white towel on side of font.
- Place small table alongside celebrant's chair and put oils, cloth and water bowl on it.
- Place baptism certificate, booklet and stole on celebrant's stand.
- Bring out Paschal candle and place near lectern on sanctuary. Light it.
- After Mass drain the water from the bowl and return the baptismal font to storeroom. The large bowl is stored in sacristy.