

PROCEDURES FOR SACRISTANS

IN PREPARATION FOR MASS

(please arrive at a minimum of 15-20 minutes before Mass begins)

1. From the cupboard marked Eucharistic vessels:

*key for extra hosts & wine is also located in this cupboard

-2 glass plates

-1 large plate

-4 glass cups (**at 4:30pm 2 glass cups*)

-glass wine pitcher

-key for the tabernacle

2. From the drawer marked purificators:

-4 purificators (**at 4:30pm 2 purificators*)

3. From the drawer marked hand towels:

-one hand towel

(We would like to reuse these as much as possible for the weekend liturgies; if it is not too damp or soiled, please do not exchange)

4. From the cupboard marked Eucharistic hosts:

-fill large plate with appropriate number of hosts

-place 1 large presider host on top of small hosts in large plate

(please make sure to dispose of small crumbs or very broken hosts)

4:30 p.m. - 200 (in summer months; 180)

8:30 a.m. - 200 (in summer months; 180)

10:30 a.m. - 300 (in summer months; 250)

5. From the cabinet near the sink:

-glass cruet for water

-1 hand washing bowl

6. Place the following on the cupboard near the sink:

(these items are picked up by the hospitality ministers and taken to the gift table)

-glass wine pitcher with wine

(4:30pm – 2/3 full pitcher, 8:30am – 3/4 full pitcher, 10:30am – very full pitcher)

-large plate of hosts

-glass cruet of water (3/4 full)

-large collection basket

PLACEMENT OF VESSELS IN THE SANCTUARY

7. Place the following on the credence tables in the sanctuary:

Credence table on left side of door:

- 3 glass cups (**4:30pm 1 glass cup*)
- 3 purificators (**4:30pm 1 purificator*)
- two glass plates

Credence table on right side of door:

- Hand washing bowl and towel
- 1 glass cup
- 1 purificator

8. Place the key in the tabernacle.

**Empty wine bottles should be rinsed and placed near the garbage container in the sacristy for recycling.*

After Mass:

-Carry vessels back into sacristy, wash, wipe, and set on beige tray or back on credence tables if you are setting up for the next Mass.

(**OR** wash, wipe and put away after the 5:00pm weekday, 4:30pm & 10:30am)

-place soiled purificators, towels, and corporals in clothes bin in server's alb closet

-the covers on the credence tables can be wiped off if there are noticeable wine spills

-Put tabernacle key away **ONLY** after the 4:30pm & 10:30am

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