



Instructional Document for Sacristans

“The sacristan diligently arranges the liturgical books, the vestments, and other things that are necessary for the celebration of Mass.”

General Instruction of the Roman Missal (GIRM), #105(a)

GUIDELINES

Welcome to the Liturgical Ministry of Sacristan at Mother Teresa Catholic Church! The Eucharist celebration constitutes the very life of the Church, for the Lord said; “I am the bread of life. No one who comes to me shall ever be hungry; no one who believes in me shall ever thirst.” (John 6:35) Your role as the person who prepares the sacred space to welcome the faithful, as well as the table to welcome Jesus in the Word proclaimed and the sacrament of the most holy Eucharist, is an integral part of the liturgy.

We are called to serve one another as members of the parish community. We are challenged by the example of Jesus to reach out in loving service to others, offering hospitality and welcome to the community at large. Strengthened by our prayer together, we are empowered to make our faith present in our daily lives.

This document is designed to assist you in your participation in the Liturgical Ministry of Sacristan at Mother Teresa Catholic Church. Your willingness to serve as Sacristan reflects not only your response to your Baptismal call to serve the people of God, but also your commitment to Christ. Your understanding of Christ’s Real Presence in the assembly gathered, in the Word proclaimed, in the priest, and in the consecrated bread and wine, is key to your success as a liturgical minister. Your willingness to commit to a schedule and to prepare properly for your service further reflects that commitment. God bless your efforts!

Qualities

The ministry of sacristan is crucial because it is so visible in the Church. The attitude, conduct and even the appearance of those performing the liturgical roles directly affects, either positively or negatively, the experience of the faithful at Mass. The term Sacristan comes from the Latin word, *sacer*, which means *sacred*.

Those who desire to serve in the ministry of sacristan should be active and faithful members of Mother Teresa Catholic Church and desire to serve the parish community through their service as sacristan. Respect for others, discretion, and appropriate decorum are the hallmarks of a sacristan. Above all, ministers should be noted for their care to the assembly. These qualities are found in a mature Christian – qualities that transcend chronological age.

Furthermore, the minister should be comfortable inviting and/or directing others in a welcoming and loving manner before, during and after Mass.

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OVERVIEW OF DUTIES

Mother Teresa members and first-time visitors come to the banquet table to experience the Real Presence of Christ. Our job, as sacristans, is to prepare the space as if it were our homes, in the manner we would welcome our friends, and to provide logistical services that allow the Mass to run smoothly. In addition, a sacristan should:

- be informed of the Church's teachings on the Real Presence of Christ
- know the order of the Mass, or be willing to learn, and have the ability to read and interpret special liturgical instructions
- understand the role of liturgical objects and have knowledge of the proper names of liturgical objects, as well as their proper handling both by the sacristan and by the Liturgy Ministers during the liturgical celebration
- know how they all of these work together to convey the Real Presence of Christ.

Preparation:

- **Dress:** As a minister of sacristan, your ministry makes a statement about who we are as the Body of Christ. Serving with respect and dignity is essential for everyone. In this light, when you are scheduled to serve as sacristan at Mass, please use good judgment in your selection of attire. Please do not dress in gym shorts, inappropriate t-shirts, and the like. You are assuming a leadership position within the community; you want to present a message of reverence and welcoming.
- On the day you are assigned to serve as a Sacristan, please develop the habit of taking time to prepare for your service with quiet prayer.
- Be familiar with the names of the items in the Church (see APPENDIX II).

Responsibilities

BEFORE MASS

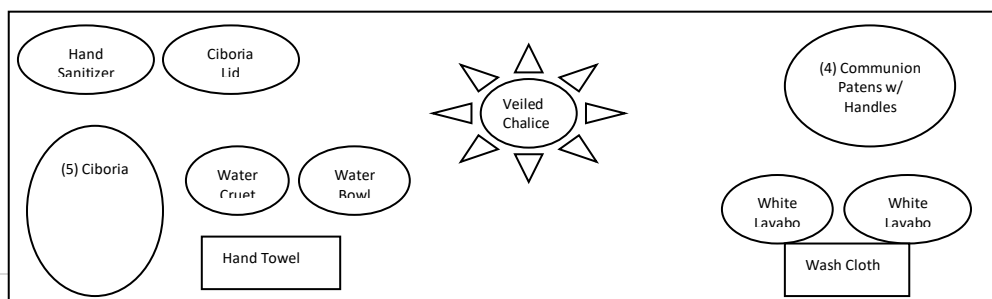
- Check in by checking your name off within the LEAD app (see instructions in Appendix I) **AT LEAST 30 MINUTES BEFORE MASS**. Check the other schedules to see who else is ministering at that liturgy.
- Remove the tubs containing all Mass needs from the storage closet. Unpack the Mass linens from their tub, the Mass vessels, wine and Missile/Lectionary from their tub and ensure all items required for Mass are accounted for.
- Place the altar cloth on the altar – place the altar crucifix in the center front of the altar facing the congregation. Place on each side of the altar cross (1) candle holder and candle.
- If there is a visiting priest, assist him with finding anything he needs, especially if it is his first time at Mother Teresa.



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- Make sure the Credence Table is set up with the following items:
 - (1) chalice with purificator, small paten, pall, chalice veil and burse with (2) corporals inside – set up and ready to go for the Eucharistic Prayer (**see pictures below for set up**)
 - (5) ciboria filled with hosts (leave one lid out on the table): (one sleeve = 100)
 - 8 AM Mass – total of (250) hosts – this will include the hosts Father brings and places in the tabernacle and those split amongst ciboria
 - 10 AM Mass – total of (400) hosts – this will include the hosts left in the tabernacle after the 8 AM plus those split amongst the ciboria
 - (1) cruet with water and lavabo bowl – place a towel next to the bowl
 - (2) smaller white lavabo bowls with fresh water and (1) towel
 - Hand sanitizer (make sure it is full)
- Pour wine into the cruet with grapes. Place this cruet and (1) ciboria, plus one extra sleeve of hosts unopened, on the gift table near the entrance to the gym.
- If someone is in need of a Gluten Free host put one in a Pyx and place it in one ciboria on the Credence Table (use 1 pyx per person); tell the person to be sure to get into the priest's line, and make sure the priest and HEM know who it is for.
- Ensure the Ushers have chosen a family to bring the gifts up to the altar.
- Liturgical Books:
 - Make sure the Lectionary is on the ambo before Mass begins and turned to the correct readings. Place the list of petitions is on the ambo under the Lectionary.
 - Place the Missal for the priest on the chair next to the priest's chair. Ensure the purple ribbon is set to the correct Sunday
 - Gospel Book (Fr. Anthony will bring this to the gym) – ensure this book is set to the correct Gospel reading and place standing up on the altar – with the Sacred Heart of Jesus facing the congregation
- 15 minutes before mass, check that EMs and Lectors have arrived and checked in; ensure Ushers know to take gifts to family presenting at the appropriate time (see below).
- 15 minutes before Mass light altar candles and ensure everyone is in place for Processional.

Credence Table Set Up





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CHALICE SET UP



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The Chalice



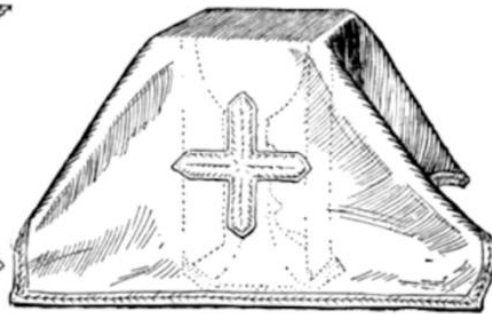
Chalice and Purificator



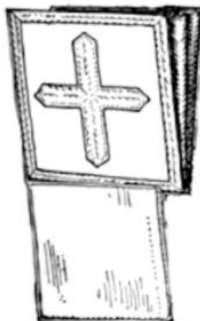
Chalice, Purificator,
Paten with Host



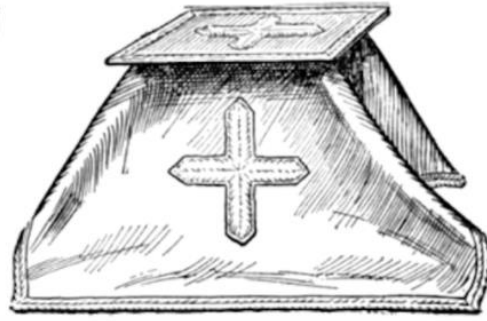
Chalice, Purificator,
Paten and Pall



All now covered by Chalice Veil –
note the different parts under the Veil



The Burse
and the Corporal



The Chalice completely covered

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DURING MASS

- Sacristan Ministers are part of the worshipping community. As such, please participate fully in the music, responses, and prayers of the liturgy, except when your special duties may limit your ability to participate.
- During the first reading, count the number of people old enough to receive communion and ensure that there are enough hosts to accommodate everyone – add hosts to the ciboria on the gift table if necessary.
- Awareness – during the liturgy, be aware of any issues or problems.

AFTER MASS

- Bring the Mass vessels to the storage closet for purification
- Place used linens in the linen box provided and (after the 10 AM Mass only) meet the Linen Purifier at the front of the altar for them to take the linens for purification.
- Place clean water in the chalice, adding any host crumbs that are still in the patens/ciboria and turn to ensure all transubstantiated wine/hosts have been cleaned from the chalice and then consume the water.
- Empty all lavabo bowls into tub for washing vessels. Add water from the provided gallon jug to (1) ciboria with a dab of soap – wash the ciboria then pour this water into each ciboria and the chalice until all vessels are washed – dump all water into the tub. Rinse with clear water in the same way – ending by dumping all water into the tub
- Always wash the Mass vessels using the tub provided; use clean water, soap and the dry towels provided. DO NOT use the towels from Mass to wash vessels.
- **Once all vessels are purified, take tub outside, and pour the water into the ground.**
- After all Mass vessels are purified, place them in their tubs and pack them in the trailer for storage. If another Mass follows yours, please place all vessels back on the credence table and ensure the area is clean and organized (or if you are sacristan for the next Mass as well begin set up for Mass).

Other Notes

- Schedules for Masses will be in the LEAD app – please check weekly (Wednesday or sooner) to ensure you are aware of your schedule.
- Ministers should use the app if they will be unable to serve at a particular liturgy each week.
- Be sure to mark the dates and times on your personal calendar as soon as you receive the schedule, and, if necessary, on the family calendar.
- If you know right away that you cannot serve for one or more times that you are scheduled, find

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your substitute immediately. **You are responsible to find your own substitute.** The best way to find a sub is to email the entire sacristan list within our Group area within the app.

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Responding to the Call to Ministry by All Baptized Persons

Jesus invites all of his followers into ministry. Discernment of that ministry by way of self-examination, conversation, and guided reflection, is a lifelong process of following God's call, whether that ministry takes the shape of lay or ordained ministry. This process of discernment is carried out through individual prayer and study, with family and friends, and with a community of faith.

The discernment process is as much about asking questions as it is about seeking answers. It is important for individuals and the community to take the time to be still and listen, to ask questions of each other and of the church, to discover more fully the holy mystery of life in Jesus Christ. Individuals and the community are invited to enter into this journey prayerfully and with open hearts. As a leader, be sure to extend an invitation to others to join in ministry, having a sincere desire to provide as much faithful guidance and encouragement that you can along the way.

At the Last Supper Jesus Himself provided the example of service when he washed the feet of the Apostles. When you offer your service as a sacristan, you are responding to Christ's example. View your ministry as an act of prayer, an attempt to witness to the living Christ. In so doing you will begin to see the face of Christ in the faces of those whom you serve.

Thank you for making a commitment to this ministry!

SACRISTAN'S PRAYER

Heavenly Father, please pour your blessings on my ministry today. It is an hour and privilege to serve the Lord at his table. Please guide my hands and my steps that I may fulfill my duties with grace and devotion. I ask this in the name of Jesus whom I serve with Joy. Amen.

APPENDIX I

LEAD App Instructions

APPENDIX II

Ablution Cup/ Lavabo Bowl - covered dish of water on the side of the tabernacle which is used by the priest, deacon or extraordinary ministers of the Eucharist to wash their fingers after distributing Communion.

Acolytes' Candles - These two candles are carried either side of the cross in the entrance procession. In some churches, they are used to flank the Gospel when it is proclaimed.

Alb – The full white garment worn by the priest, deacon, and in some cases the altar servers. The alb is symbolic of Baptism. The name comes from the Latin word, 'albus', and meaning white. The rope tied around the waist is called a cincture.

Altar - The place where the Eucharistic Sacrifice takes place. The altar is sacred and often contains relics of the saints.

Ambo is the stand at which the Word of God is read from the lectionary. The homily is usually delivered from the ambo also.

Ambry The where the sacred oils are kept. There are three kinds of sacred oils.

Aspergillum - The holy water sprinkler.

Baptismal Font - This is a pool or vessel of water in which people are baptized. It reminds us of our baptism, when we were washed clean of sin and became a member of God's family.

Blessed Sacrament This looks like bread and wine, but is really the Body and Blood of Jesus.

Book of Gospels - Contains all the Gospel readings for the Church's year. It is brought to the lectern during the Gospel acclamation. It may be carried into church as part of the entrance procession by the Deacon or a lector before the celebration begins.

Bowl and towel – The server pours water over the hands of the presider.

Burse – a flat, square, fabric covered case in which a corporal is carried to and from an altar

Cassock - A long tunic-like garment which reaches from the neck to the heels and is worn by some servers and clergy.

Chalice - A cup of precious metal that holds the wine which becomes the Blood of Jesus after the consecration. All chalices should be placed in their places after Mass. If the chalices were left unpurified by the priest or deacon for some reason, they should be left out on the presentation table for purification by the priest or deacon. Never put an unpurified chalice away.

Chalice Veil (peplum) - A cloth covering used to hide the chalice and paten up to the offertory and after Communion. It is selected by the liturgical color for the service.

Reconciliation Room - Here we meet with the priest to confess our sins and, through the Sacrament of Reconciliation or Penance, receive God's forgiveness in the prayer of absolution.

Chasuble – The green, white, red, or purple vestment the priest wears over the alb during Mass.

Ciborium - A large cup or container of precious metal with a cover of the same material which will hold the Body of Jesus after the consecration for distribution of Holy Communion to the faithful. This is also the vessel kept in the Tabernacle containing the Blessed Sacrament.

Cincture - A rope belt that is tied around the waist.

APPENDIX II

Communion Cups – The gold cups that the congregation drinks from when they receive the Eucharistic wine at mass.

Consecration That time in the Mass when Jesus (through the priest) changes the Bread into the Body and Blood of Jesus by saying, "this is my Body, which will be given up for you." And the words "this is the cup of my blood," changing wine into the Body and Blood of Jesus. From that moment on, Bread and Wine are no longer on the altar, only the Body and Blood of Jesus.

Corporal - A white linen cloth, usually with a cross in the center, used to protect any particles of the Precious Body and Blood of Jesus from falling to the altar cloth. It is always folded and unfolded so as to protect any particles from being lost. The corporal is like the body winding sheet used to hold the crucified body of Our Lord in the tomb. Its name comes from the Latin word 'corpus' meaning a 'body'.

Credence table - The little wooden side table up near the altar on which all the things that are necessary for the Mass (cruets, chalices and ciborium, etc.) are placed.

Crozier - Carried by a Bishop. Looks like a shepherd's crook and reminds us that the Bishop is chief shepherd of the flock of Christ in any given area.

Crucifix - A cross on which is the figure of Jesus.

Cruet - Small jug that contains water or wine for the Mass.

Easter Candle (Also called the Paschal Candle) The large, richly decorated candle that is placed next to the ambo (pulpit) during the Easter Season or the Baptismal font during Ordinary Time. It is also displayed and lit at weddings, funerals, and baptisms.

Eucharist This can be another name for the Mass, or can refer to the Body and Blood of Jesus.

Flagon A flagon is a vessel (sometimes glass, sometimes metal) for carrying liquids, similar to a pitcher. During the mass, along with the large ciborium, it is used to carry water and wine during the Offertory, the presentation of the Gifts.

Genuflect – Go down on one knee, (usually the right knee) out of respect for the Blessed Sacrament.

Holy Chrism ("Sanctum Chrisma") or "Oil of Gladness," which is olive oil mixed with a small amount of balm or balsam. It is used in Confirmation, Baptism, and in the consecration of a Bishop.

Hosts The round flat pieces of bread used in the Mass which become the Body and Blood of Christ that we receive in Holy Communion.

Humeral veil - A long rectangular garment, held by a clasp at the front, worn by a priest or deacon when carrying a Ciborium or Monstrance containing the Blessed Sacrament.

Incense - A substance that gives off clouds of sweet smelling smoke when sprinkled onto burning charcoal.

APPENDIX II

Incense Boat - So called because it is usually shaped like a boat, it contains the incense, which will be burned in the thurible.

Kneel Go down on two knees and remain there.

Lavabo Bowl and Towel - At the preparation of the gifts the priest washes his hands to signify the cleansing of the sins of those gathered and to prepare himself for what he is about to do.

Lectionary - A book containing all the scripture readings for Mass. It is placed on the ambo before Mass begins. The Lectionary is based on a three year cycle. Year A: Matthew Year B: Mark Year C: Luke

Lunette - A crescent-shaped clip made of gold or of silver-gilt, which is used for holding the Host in an upright position when, exposed in the monstrance.

Mensa Also called altar slab, altar stone.

Mitre - A tall pointed hat in two pieces as worn by a Bishop. It reminds us of the tongues of fire that seemed to light upon the apostles on the first day of Pentecost.

Monstrance - A metal container on a stand. It is used at expositions and benedictions of the Blessed Sacrament. It may be plain or very elaborate, but it always has a little glass window through which you can see the host.

Oil of Catechumens ("Oleum Catechumenorum") used in Baptism along with water, in the consecration of churches, in the blessing of Altars, in the ordination of priests.

Oil of the Sick ("Oleum Infirmorum"), which is used in the sacrament of anointing of the sick

Pall - A square piece of cardboard or plastic which is covered by linen and used to cover the chalice. It is also the name of the long white cloth placed over a coffin at a funeral.

Pascal Candle - This speaks of our Lord's resurrection from the dead. During the Easter season this paschal candle has its place in the sanctuary. Thereafter it is placed next to the font for use during baptisms, weddings, and funerals.

Paten The round plate on which the priests' host is placed. It always goes with the chalice. It could also refer to the round plates with wooden handles used when the Bishop is here

Presider's Chair is the chair on the right side of the sanctuary that the priest uses to sit on when he presides (leads) at Mass during the Liturgy of the Word and the concluding prayers of the Mass.

Processional Cross - This is carried into church at the head of a procession, as a sign of our faith, and is the basic symbol of Christianity. It reminds us that Jesus died for us.

Purificator - A linen cloth used by the priest or deacon to dry the chalice after washing and purifying it. Used purificators must always be placed in the proper container for sacred cloths. One is placed over the chalice and under the paten.

Pyx - A small metal container, used to take Holy Communion to the sick and Housebound.

APPENDIX II

Sacramentary - A red book that contains all of the mass prayers that the priest uses at his chair and at the altar. Also referred to as the **Roman Missal** or just **Missal**.

Sacrarium (piscina) - A sink with its drain going directly into the ground usually fitted with a cover and lock which is used for the disposal of the following: The sacred linen wash and rinse water, used holy water, used baptismal water and blessed ashes. No other use is permitted.

Sacristy - The room where the clergy and servers prepare themselves for the service.

Sanctuary - The center, raised area of the Church where the altar, ambo, and priest's and deacon's chairs are located. The Bishop's chair called the cathedra is also located in the sanctuary. A predella is the platform or step on which an altar stands (predella It. = kneeling stool)

Sanctuary Lamp - The lamp that is kept burning on the sanctuary to show that the Blessed Sacrament is present.

Stations of the Cross - These depict, usually in fourteen stages, the journey of Jesus to Calvary, his crucifixion on the cross and his laying in the tomb.

Stole - This important vestment, worn around the neck, shows that the priest is celebrating one of the Sacraments. It also shows that the priest has the duty to preach the Word of God. The stole is also worn by deacons across his chest.

Stoup - The holy water fountains or bowls at the entrances of the church.

Surplice - A wide-sleeved linen worn over a cassock by clergy and altar servers in some parishes.

Tabernacle is the large, decorated box or safe in which the consecrated Eucharistic Bread is kept. It is located in the Blessed Sacrament Chapel, and also in the Sacristy.

Thurible The vessel in which the charcoal is burned. Incense is placed on the hot charcoal to make a pleasant fragrance. The device holding the incense is called the "boat."