

St. Francis de Sales Catholic Church

Sacristan Guidelines

Preparation

1. Arrive at church one hour prior to Mass.
2. You will need to place the gift table in the aisle in line with the 3rd pew from back and the basket for food directly behind it, going long ways up the aisle so that a wheel chair can pass by easily.
3. Prepare the books for Lectors:
 - a. In the **vesting Sacristy**: The Book of Gospels (gold cover) and practice copies of the Announcements and Prayers of the Faithful
 - b. On the **Ambo**: Folder with Announcements and Prayers of the Faithful on the right side, Lectionary open to the correct 1st Reading on top, Hymnal inside to the left
 - c. **Leave** the Children's Liturgy binder on the counter in the supply Sacristy
4. Tabernacle check: Go to the ciborium - it holds 150-175 hosts. If it's full, you need to adjust your count of how many hosts you put out for Mass. We try to keep ~30 hosts in the ciborium for Communion Calls so subtract that from your estimate.
5. **Leave the key in the tabernacle.**
6. Make sure the stand that holds the Book of Gospels is in the middle of the altar. If it is not on the altar already, it will be on the credence table (possibly on the bottom shelf).
7. Go to the supply Sacristy and get in the large hutch cabinet. In the second-from-the-left cabinet there are pictures of how to set up the credence table.

Supply Sacristy Setup

- Make sure there are 2 clean hand towels next to the sink for washing the vessels.
- Check glass flagon to make sure it is full of water, if not, fill it up from the sink. Also make sure that it is clean water and it has been wiped down & cleaned.
- All hosts will be in the closet in the supply sacristy in a plastic tub. Always take hosts from the smaller tub and **be sure to seal the bags well** after to keep the hosts fresh.
- Pour 3 ½ cups of wine into the flagon.
- On the Credence Table, you will need to place (see pictures in cabinet):
 - Rectangular tray with 6 cups and 6 purificators on it. Spread the purificators out so that they are easy to pick up.
 - Place 2 patens behind the rectangle tray on the credence table
 - 1 Corporal on the table, unless it is already there, and on this you will place:

- Silver finger bowl with lavabo towel
- Flagon of Water – NO STOPPER – leave stopper in sacristy
- Priest's Chalice with purificator
- In the 2 large patens, you will need to put the number of Hosts that we will most likely use at that Mass. 100 in each paten is a good starting place. *In a new unopened bag of hosts there are 250 hosts.* **Place 1 large host in one of the patens.**
- In an extra gold ciborium, put about 50-75 extra Hosts in it, and place the lid on it. You will take this to the back of church and place it close to the usher station making sure that it is out of the way.
- Take the flagon of wine and the 2 patens with hosts to the back of the church and place them on the gift table that is in the center aisle.

Counting

- ~20-30 minutes prior to the start of Mass, start your count.
 - Stand in back of church, as out of the way as possible. You will remain there until Father proceeds to the altar.
 - According to your count, either add or remove hosts from the 2 patens on the gifts table.
 - Remember that the large host adds around 15-18 hosts
 - If adding, use hosts from the ciborium by the usher station
 - If removing, place removed hosts in the ciborium by the usher station
 - You may be seated for Mass once this is done.
- At the end of Mass, take the ciborium with the extra unconsecrated hosts and set it back in the supply Sacristy.

Notes

- **5 P.M. Mass only:** You will have to get everything you need out of all the wrapped cloths.
- **11 A.M. Mass only:** Replace the extra, unconsecrated hosts back in the tub that is in the closet. Assure that all host bags are sealed well in the tub. Give the empty ciborium to the EMCs to wash with the vessels.