

At St. Anthony's Parish parishioners are invited to serve in the ministry of Sacristan. Qualities important for a Sacristan: Be a practicing Catholic of faith and prayer, a love and understanding of the Eucharistic Celebration, a person who is dedicated, responsible, dependable and flexible. A person who reflects servant leadership. Sacristans can be either a male or female.

Sacristans insure the church is unlocked, everything is ready for mass, from host and wine to water and towels out. The sound is on and closet unlocked for the choir. They double check to see that the lector is there and Eucharistic ministers are signed in and that the servers are present and candles lit down to opening windows as needed and even providing a glass of water for Father. And much more. They select parishioners to carry the gifts to the altar at the presentation.

Turn on the church lights, (if you note any burned-out lights please leave a note for the office so they can be repaired.) If it seems warm, open windows.

Turn on the sound system and unlock closet for choir

Make certain there are altar servers, lectors, Eucharistic ministers (check the sign-up sheet) If there are not enough you can serve or invite someone from the assembly that you know is trained, to fill in.

For every mass set up one finger washing bowl (fill with cool fresh water) and 1 hand towel, one cruet filled with water and place on the tray on the credence table. This is done by the altar server if one is present. IF not take care of it.

9AM daily mass ~On the credence table) 1 Paten, 1 corporal, 2 chalices and 2 purificators.

5:30 PM Saturday mass ~On the credence table set up) 2 Patens, 1 corporal, 3 chalices and 2 purificators.

8:30AM Sunday mass ~ same as for the 5:30 mass

10:30AM Sunday mass~4 Paten, 1 corporal, 4 chalices and 4 purificators.

Make sure the candles are lit by the server, if not lit by 10 minutes before mass time, light them. During the Easter season and for Baptism's also light the Easter Candle. And prepare two bowls and pine boughs (possibly) for the blessing of the assembly.

Next, in the Lectionary and the Sacramentary place ribbons marking the mass of the day. *Check with the priest if you are not sure if they are correct. Place the sacramentary on the servers' chair. If a daily mass or no server, place it on the table next to fathers' chair.*

If there will not be a procession in -place the Lectionary on the ambo and open to the first reading. *Usually just the daily mass.* Make sure the Prayers of the faithful and announcements are at the ambo also.

Then set out the Book of the Gospels with the day's gospel and mark so it is ready for the lector or any deacon to carry in.

Check the tabernacle to see how many hosts are in the ciborium and then leave the key in the tabernacle. During training, you will be shown where the key is kept. The fill the large paten $\frac{1}{2}$ to $\frac{3}{4}$ full of small host (depending on how many you noted were in the tabernacle) and place a large host on top of the small hosts. Fill the wine pitcher with wine. *Depending on the number of people present at mass.* just a few inches to a quarter or to half full. Use your best judgement. Both the wine and the hosts are placed on the counter in the Priests sacristy.

You will need to invite two parishioners to carry the gift to the altar or even do that yourself if necessary. You may need to instruct the gift bearers on how to carry the gifts and then bow to father, *(do not assume they know.)*

After mass: the Eucharistic ministers will usually consume the wine that is left, however if they have not the sacristan should consume any wine left in the chalice pour a few ounces of water onto the chalice. This is done to each chalice that was used. Then wash any vessels and the pitcher with soap and water and dry these with a towel. Father will cleanse the priests' vessels. Brush any crumbs from the paten into the chalice pour a few ounces of water onto the paten and swish around, then transfer that back to the priests' chalice and he consumes that. Never discard any crumbs or wine once it has been consecrated as it has become the "Precious body and blood of our Lord. It always needs to be consumed, the same with a host that may be dropped.

Next and place the ribbon in the proper place in the lectionary and sacramentary so they are ready for the next mass, after the Sunday night mass. Both books are put away in the sacristy. Make certain candles are extinguished. Make sure the tabernacle key is put away. Carry the book of the Gospels back to the sacristy so it is ready for the next mass. After the last mass, daily, Saturday evening or Sunday make certain any microphones that were used are put away and the sound if turned off. Be sure to lock the door to the sound room and storage room and sacristy.

Turn off the sanctuary lights and close any windows if you have opened windows.

If you are assisting at a funeral the PALL is in the third drawer down in the priest's sacristy, *it is marked*, on the right cabinet in the sacristy. This should be made available to the funeral director, pay attention to the way this is folded as this is the way the pall bearers will unfold it to place it on the casket, and after the service be there to accept it and make certain it is folded in the same way, so it is ready for the next funeral; In the rare case of a double casket funeral there are two white table cloths and two crosses in the pall drawer that are dedicated to be used as palls. If the main pall appears wrinkled let Peggy Bergsrud 338-1210 know and she will refresh it.

You may be asked to assist the priest distribution of ashes on Ash Wednesday, and on special feast days, for example with the blessing of the throat in the Feast of St. Blaise. You will have addition duties in preparation for a Baptism, during the Easter liturgies and the Easter season, possibly advent and other special liturgies.

Do not let all this information discourage you from becoming a sacristan, excellent training will be provided.