

Preparation of the Bread

- Insert the key to the Tabernacle (under no circumstances that the key is left in the Tabernacle when no one is in Church)
 - Check the amount of consecrated hosts
 - It is desirable that the faithful, receive communion from the hosts consecrated at the same Mass.
- Fill the presider's paten with the right amount of hosts for the number of communicants expected, plus a medium sized host.
 - Set the paten on the table at the back of the Church

Confirm coverage of liturgical ministers

- Commentator, Readers, Altar Servers, Gift Bearers, Communion Ministers, Cantor

If the Sacrament of Baptism is celebrated

- Light the Paschal Candle
- Put out a white towel and set on the baptismal font
- Put out baptismal candles and set by the baptismal font

AFTER MASS

Cleansing of the Sacred Vessels

- Use soapy water only
- To dry, gently wipe the sacred vessels soft cloth.
- Store chalices and paten in the Sacristy closet
- Allow the wine and water cruets to air dry properly.

After Care

- Bring back to the Sacristy
- Roman Missal
- Sunday Lectionary
- Worship Binders
- Tabernacle Key
- Turn off lights
- Church
- Sacristy
- Toilets and Hospitality Area
- Extinguish all candles
- Turn off the sound system
- Close and lock the doors
- Close the windows
- If supplies are running low, leave a note for the Parish Secretary.

Sacristan Guidelines



ST FLANNAN'S CATHOLIC PARISH

Zillmere

Ministry of Sacristan

“The following also exercise a liturgical function: The sacristan, who carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of Mass.” *General Instruction of the Roman Missal* No. 105.

Parish Guidelines

Sacristan Duties

- Always acts under the general direction of the clergy
- Undertakes the overall preparation of liturgical celebrations
- Opens and closes up the church, turns on/off the lights and microphones
- Puts out the Roman Missal and Lectionary marked at the right place
- Sets out the chalices, patens, cruets, ciboria, linens, oils, processional crosses, candles, bread and wine
- Ensures that the liturgical vessels and decorative objects are in good condition
- Ensures that the vessels are purified and cleaned after use
- Ensures that there is a ready supply of fresh hosts, wine, clean purificators, corporals, hand towels, incense and coals and sanctuary oil.
- Lays out the vestments
- Ensures that the vestments are kept clean, pressed and in good condition
- Ensures that the holy water stoups are clean and replenished frequently

If you are concerned about your capabilities or the process, please contact Fr Rafal.

If you are concerned about the capabilities of another person refrain from giving critique or criticism unless asked. Refer all concerns to Fr Rafal.

Prayer

O Lord, you have called me to serve you in the sanctuary of your church.
Guide my hands and my steps
that I may fulfil my duties with grace and devotion.
Inspire me to put things in good order
that our worship may reflect your holiness.
Bless all who minister in our parish, in this altar,
all who listen to your Word,
all who receive the Holy Sacrament,
that we may grow in grace,
and become partakers of eternal life,
through Jesus Christ, your Son. Amen

BEFORE MASS

- Arrive 30 minutes before the liturgy.
- First and last tasks, do offer a prayer.

And in between, prayerfully prepare and order things for the celebration of Mass.

Preparation of the Worship Space

- Lighting: turn on the lights 30 minutes before Mass begins.
 - Sanctuary lights
 - Nave lights (body of the church)
 - Light the altar candles at least 15 minutes before Mass
- Sound System
 - Check the microphone on the Ambo (Lectern)
 - Check the presiders microphone
 - Check the musicians microphones
- Unlock and open the doors
 - Piety stall entrance
 - Handford Road entrance
 - Beams Road entrance
 - Hospitality Area entrance
- Open the windows

Preparation of the Worship Aids

- Check the Ordo for the feast, readings, liturgical colour.
 - Set the Sunday Lectionary to the proper readings
 - Set the Sunday Lectionary on the Ambo
 - Set the Roman Missal to the proper prayers, if not yet done by priest.
 - Set the Roman Missal by the credence table.
- Check the Lectionary Binder on the Ambo
 - For the Lector Notes
- For the Prayers of the Faithful

Preparation of the Altar

- Put out Altar cloth according to the proper liturgical colour, if available.
- If particles of consecrated hosts are found on the Altar, please bring them to the Sacarium

Preparation of the Wine

- Set two chalices on the credence table, with two purificators
- Fill one cruet with wine
 - Set wine cruet on the table in front of the chapel.
- Fill the other cruet with water
 - Set water cruet on the credence table, with hand towel