

St. Peter Catholic Church



Guidelines for Sacristans

July 2018

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The Role of a Sacristan: In number 105 of the General Instruction of the Roman Missal (GIRM), the sacristan exercises a liturgical function: "The sacristan...carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of Mass." This statement is as important for what it says and for what it assumes. It clearly delineates the sacristan's responsibilities, which are essential for the orderly celebration of the Eucharist.

Tasks and Duties:

Set-up for weekend 4:30 pm Mass:

Set books – move ribbons to the Readings for the current week or feast

- Roman Missal and Book of the Chair (a book containing excerpts from the Roman Missal of only the texts that are said from the Presider's chair) – place on Presider's chair
- Lectionary – place on the Ambo open to the first Reading
- Book of the Gospel – place in Narthex on the shelf of the sign in stand

Set up Offertory gifts:

- In the sacristy, place an unconsecrated Host on the large Paten and pour Wine into the decanter. Place the Paten and the Decanter on the Offertory table, which is located at the back of the church just inside the carved wooden doors on the right-hand side.

On the primary Credence table, place:

- The bowl and pitcher with water and hand towel,
- The Presider's Chalice and purificator,
- Depending upon the Mass, place two to four chalices with a purificator for each,
- One Ciboria with hosts, and
- One empty Ciborium with the lid on top.

Altar Table:

- Place Altar Cloth – check calendar for appropriate color.

Cross Stand:

- Altar Candles – check that they are filled with liquid.

Collection Baskets:

- Put out eight baskets for one collection or sixteen baskets for two collections.
- 8-Day glass Sanctuary Lights for the Chapel

Storage in the Working Sacristy

- Unconsecrated hosts are kept in the lower cabinet near the sink.
- Wine is kept in the locked closet.
- Pure liquid paraffin, liquid cartridges, & 8-day Sanctuary lights are stored in the closet on the right side on a shelf.
- Incense, charcoal and extra wicks for Altar Candles are kept in the cabinet near sink.