

PROCESS FOR WEEKEND SACRISTANS – Rev 8/15/2026

Changes: 1. Fr. Chad's chalice & smaller Roman Missal. 2. One corporal stays on the altar. One corporal on top of the chalice stackup. 3. Emphasis on unlocking the Tabernacle during the Our Father 4. Genuflecting. 5. Add wine to cups before putting them on the Credence Table. 6. Cruet with wine for Celebrant on Gifts Table. 7. Cups of water for Fr. Chad. 8. Check candles. 9. Give pyx to low-gluten host communicant.

FIRST STEPS

- Sign in at Vesting Sacristy. Check how many EM Cup ministers are scheduled. Is it 2 or 4? This determines how many cups to put out. **Check who the Presider is. This will affect the setup. See FAQ for specifics. Check the whiteboard for any last minute instructions.**
- Get tabernacle key and white bowl for low-gluten hosts from the Working Sacristy. Set the bowl on the Gifts Table.
- Check for correct color of altar cloth and tablecloth on gifts table. Change if needed.

SET UP BEFORE EACH MASS —

- Look over the worship space to check that everything is in good order
 - **Tabernacle Chapel**
 - Turn on all the lights in the Tabernacle Chapel.
 - Check the blue vigil candle in the Tabernacle Chapel & the red one outside the Chapel. Replace if burned out.
 - Check supply of votive candles in Tabernacle Chapel. Additional are in the Pump Room.
 - Unlock & open the Tabernacle doors **and genuflect**. Get a general idea of the number of consecrated hosts in the Tabernacle. (Note: the pewter and gold ciboria hold about **250** hosts when full). Re-lock the doors & keep the key with you until Mass is ended.
 - If the Monstrance is in the Tabernacle, put it away in its case in the Reconciliation Chapel. (Leave the luna in the Tabernacle).
 - Turn on the light in the Reconciliation Chapel to illuminate the art glass by the Tabernacle.
 - **Altar & Ambo**
 - Check that the altar candles have at least 3/4 inch visible. If not, replace them. Trim the wicks if necessary.
 - Straighten the altar cloth if needed.
 - Place the holder for the Book of the Gospels on the middle front of the altar.
 - **Confirm that a corporal is on the side of the altar where cups will be placed. If missing, get a fresh one.**
 - **General**
 -  The book-stand for the Roman Missal should be on the credence table, with the **correct** Roman Missal on it. (**Small one for Fr. Chad, large one for all other Presiders.**)
 - Excerpts from the Roman Missal should be on the Server's chair, but **if there are no Altar Servers**, it should be on the table next to the Presider's Chair. (If the books are missing, check the bookcase or counter top in Vesting Sacristy.)
 - Check the vigil candle by both Mary statues. Replace if burned out.
 - Check supply of votive candles by Our Lady of Guadalupe. Additional are in the Pump Room.
 - Pick up any dead or wilted flowers or trash.

IN THE WORKING SACRISTY:

- Wash hands thoroughly with soap and warm water.
- Put hosts for the congregation in the covered ciborium. If you need to put out more than about 250 hosts, use the large silver bowl in the cabinet with spare vessels instead of the ciborium. Cover it with a purificator. Place the empty stretchy plastic host packages into container on counter for recycling.

- Use the decanter to measure the amount of wine expected for all who choose to receive during Communion. The amount varies by Mass as well as by season. Then equally distribute the wine into 4* pewter cups to be used. Drape a purificator from the purificator drawer over each cup.
- * (Only put out 2 pewter cups of wine with purificators if only 2 cup ministers are scheduled.)
- Pour a small amount of wine in the glass cruet for the Presider. Put the lid on it.
- Rinse empty wine bottle(s) & let them drain in sink. If you empty a bottle, get a new one from the cabinet & put it in the refrigerator. After Mass, place the empties upside down in a wine case under the large metal table.
- Fill the pewter pitcher with water.
- Get 4 pewter bowls for EMs to use & large pewter dish for hand washing.
-  Get 1 large Celebrant's host, the paten & silver chalice or if the Celebrant is Fr. Chad, use his chalice.
-  Get 1 purificator, 1 correct color pall, 1 corporal, & a small white towel from purificator drawer.

PUT THESE ON THE CREDENCE TABLE:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ 4 pewter bowls ▪ Small towel in large pewter dish ▪ Pewter pitcher of water | <ul style="list-style-type: none">  Empty chalice w/ purificator, paten w/ large host & pall over it & 1 folded corporal on top. See chalice stack diagram (pg. 3) & https://youtu.be/UpcBq8XoZbM ▪ Pewter cups w/ wine and purificator over each. |
|---|--|

ON THE PRESIDER'S CHAIR - Put two cups of water for Fr. Chad.

PUT THESE ON THE GIFTS TABLE:

- | | |
|-----------------------------------|---|
| ▪ Glass cruet of wine, w/ stopper | ▪ Covered ciborium with unconsecrated hosts |
|-----------------------------------|---|

DURING MASS:

• Communion Process:

- During the Our Father, Sacristan unlocks & opens tabernacle and genuflects. Get ciborium of consecrated hosts. You can temporarily set the ciborium on the small table left of the tabernacle while you re-lock the doors. Bring the key with you and set the ciborium on the altar or hand it to the Celebrant at the end of the "Sign of Peace". Either put the key in your pocket or set it on the credence table.
- The Sacristan stands near the rear corner to the altar platform (credence table side) to receive communion.
-  The Sacristan gets the white bowl from the altar and stands near the rear corner of the altar platform (on the credence table side) to give out low-gluten hosts. Parishioners receiving these hosts will come to you. If more than one pyx is present, check the names on the bottom. Give the appropriate unopened pyx to the communicant saying "The Body of Christ". After distributing the last pyx, put the white bowl on the credence table and move to the Ambo side of the Altar. You may assist EMs returning bowls or cups to the altar.
- When all the EMs have returned their vessels to the altar, the Celebrant places all the remaining consecrated hosts in the ciborium, and gives the covered ciborium to the Sacristan. The Sacristan (with the tabernacle key) takes the covered ciborium and holding it chest high, returns it directly to the tabernacle. After placing the ciborium in the Tabernacle, genuflect. Then lock the tabernacle, keep the key & return to your seat.

AFTER MASS:

- Stand by the Tabernacle Chapel for a few minutes to distribute consecrated hosts to trained ministers of the homebound. Remember to genuflect after opening the Tabernacle doors. If they don't have a pyx, send them to Laurie for training (and a pyx). They may ask for regular hosts or hosts for the sick. Do not give out the low-gluten hosts. These are typically for distribution at Word & Communion services. Do not mix the hosts for the sick with low-gluten hosts.

-  Gather all vessels & cloths from credence table & put them *and the tabernacle key* on the trays. Be sure to return the tabernacle key to the vessel storage cabinet.
- **Last Mass of the Day Only** – Put the Roman Missal & Excerpts from the Roman Missal away in the bookcase in the Vesting Sacristy.
- Gently shake the **corporal** in the Sacarium to remove any particles of consecrated hosts, then fold it for storage in the purificator drawer, again following the YouTube video above. Return the pall to the drawer too.
- (If the vessels were not purified at the altar by the Celebrant, do so in the Sacarium before washing.) Wash all the vessels thoroughly with hot water & soap in the Sacarium. Dry them & store in the cabinet.
- Place used towels in laundry basket. Put used purificators or soiled corporals in plastic dishpan with water under the Sacarium.
- Close & lock the Working Sacristy doors, turn off lights in Tabernacle Chapel & Reconciliation Room.

