

## Frequently Asked Questions – Weekend Sacristans – Rev **new**

### **If there are NO Altar Servers:**

- **Just before Mass**
  - Sacristan lights candles beside the altar and ambo.
- **Offertory**
  - Sacristan *helps* Celebrant set the altar –
    - Bring these to the altar - corporal, book-stand w/ Roman Missal, empty chalice w/ purificator, paten with large host & pall on it, pewter cups w/ purificators on them & pewter pitcher full of water.
    - Unfold the corporal (See [YouTube video for details](https://www.youtube.com/watch?v=hk5hLgUB7NI))  
<https://www.youtube.com/watch?v=hk5hLgUB7NI>)
      - (get photo for typical arrangement on the altar)
    - Remove stand for Book of the Gospels.
- **After Returning ciborium to Tabernacle**
  - Sacristan *helps* Celebrant clear the altar
    - Return everything to the credence table. Fold corporal so no particles of the Eucharist can fall out (See [YouTube video above](#) for folding instructions). Place it on top of the chalice & pall and take them to the credence table.
- **After Mass**
  - Using the *candle snuffer*, extinguish the Altar, Ambo and Easter Candles. ***Don't blow them out.***

### **During Communion, a consecrated host falls to the floor**

- EM will pick it up & save it. When they have finished distributing communion, they will give that host to the Sacristan. Sacristan returns the ciborium of consecrated hosts to the Tabernacle as usual, and then takes the dropped host to the Working Sacristy, breaks it into small pieces & puts it in a small bowl of water to let it begin to dissolve. Set the bowl beside the Sacrament, (so you don't forget it), then lock the Working Sacristy door & return to Mass.
- After Mass, bring vessels & linens from the credence table to the Working Sacristy as usual. If you don't have a key, contact the Point Person to open the Sacristy door. Before cleaning vessels, make sure the dropped host pieces are soft, then break it up more and then pour the mixture into the Sacrament. Then resume cleaning up as usual.

### **During Communion, while a communicant is opening their pyx, they drop a low-gluten host on the floor**

- Either you or the communicant picks it up. **Save it in your hand.**
- Ask the communicant to meet you at the Tabernacle after communion to receive a new consecrated low gluten host.
- After communion, the Sacristan returns the ciborium of consecrated hosts to the Tabernacle as usual, and meets the communicant there. The Sacristan then gets a host from the low gluten bowl.
- Elevate the host slightly between your thumb and first finger.
- Say clearly, "**The Body of Christ.**" The communicant should respond, "Amen."
- Place the host in the communicant's hands.
- Assure the communicant that you will properly dispose of the fallen host.

- Take the dropped host to the Working Sacristy, break it into small pieces & puts it in a small bowl of water to let it begin to dissolve. Set the bowl beside the Sacramentum, (so you don't forget it), then lock the Working Sacristy door & return to Mass.
- After Mass, bring vessels & linens from the credence table to the Working Sacristy as usual. If you don't have a key, contact the Point Person to open the Sacristy door. Before cleaning vessels, make sure the dropped host pieces are soft, then break it up more and then pour the mixture into the Sacramentum. Then resume cleaning up as usual.

### **During Communion, consecrated wine spills on the floor**

- If consecrated wine is spilled during communion, the EM will cover the spill with their purificator and get the celebrant's purificator from the altar to continue distributing the Blood of Christ. They should let the Sacristan know about the spill after communion.
- After Mass, soak up as much of the consecrated wine as possible with the purificator. Use a small, partially wet towel (like the ones used to dry the vessels) to further soak up and then dilute & remove the remaining wine, so the stain is no longer visible.
- Rinse the purificator & towel in the Sacramentum to dilute wine as much as practical and then put them in the bucket of water below the Sacramentum.

### **Low-Gluten Hosts**

- **Individually-packaged low-gluten hosts** are stored in the Working Sacristy, in the same cabinet as regular hosts. These can be given out when a parishioner has forgotten to bring theirs from home.
- **Bags of low-gluten hosts** are stored in the freezer section of the staff refrigerator. These can be given out to parishioners to take home to prepare for Mass.

### **Pyxes**

- These are available on the shelf above the Mass vessels in the Working Sacristy. These are to loan to parishioners when they have forgotten theirs.
- Laurie can also give these to parishioners for their individual use with low-gluten hosts or (with appropriate training) to use when bringing the Eucharist to homebound.

### **Candles**

- **Altar & Ambo Candles**
  - If the pillar candles beside the altar become noticeably shorter than those beside the ambo, swap the altar candles with the ambo candles.
  - When the altar & ambo pillar candles burn down to about  $\frac{3}{4}$ " of visible candle between the brass holder and the follower, replace all four of them. Put used candles in the Working Sacristy cabinet where the new, boxed candles are stored.
- **Red Vigil Candle**
  - When the new red-glass vigil candle outside the Tabernacle chapel burns out, replace with a tall "7-day" candle *with* a cross on the plastic cover. They are stored in the Pump Room on the shelf to the left as you enter the room. Additional tall "7-day" candles with crosses are stored on the lower cabinet shelf in the small hallway as you approach the Working Sacristy.
- **Blue Vigil Candle beside the Tabernacle**
  - When the blue-glass vigil candle beside the Tabernacle burns out, replace it with a short "5-day" candle with a cross on the plastic cover stored on the shelf to the left

as you enter the pump room. Additional short "5-day" candles are stored on the lower cabinet shelf in the small hallway as you approach the Working Sacristy.

- **Mary Candles**

- When one of the Mary candles burns out, replace it with a tall "7-day" candle *without* a cross on the plastic cover. These candles are stored on the lower cabinet in the small hallway as you approach the Working Sacristy.

- **Votive Candles**

- If votive candles are running out near the Tabernacle or Our Lady of Guadalupe statue, add more. There should be blue boxes of votive candles in the Pump Room on the shelf on the left as you go in the room.

### **Fr. Chad Special Actions**

- **Setup**

- Fr. Chad uses his personal chalice, which is taller than the silver chalice. He also has a smaller Roman Missal on the Altar. See below.



### **Fr. Jim Special Actions**

- **Setup**

- Stand for the Book of the Gospels goes on 1<sup>st</sup> step of the Altar Platform instead of on the altar.
- Check with the Point Person to determine whether Fr. Jim will be distributing communion (when you'll need to put out the old chalice and 3 bowls) or not (when you'll have 4 bowls for Bread EMs.)

- **Communion**

- When you get the ciborium from the tabernacle, instead of giving it to Fr. Jim, place it centered on the front of the altar with the lid beside it.
- After you have distributed the consecrated low-gluten hosts, place the white bowl on the credence table and go to the ambo side of the altar, as usual. Wait a couple minutes and then get the ciborium from the altar and add hosts to the bowls of Bread 1 and Bread 4, since they typically have the largest number of communicants and will likely need more hosts. Return the ciborium to the altar.
- Bread Ministers will place their remaining consecrated hosts in the ciborium and then place their empty bowl on the credence table. You may need to help some of the EMs empty their bowl if they have difficulty going up the altar platform steps.

- Once all remaining consecrated hosts have been emptied into the ciborium, go to the altar, put the lid on it and reverently return the ciborium to the tabernacle as usual.
- **Cleanup after Mass**
  - If there is any consecrated wine in any of the cups, either reverently consume it or dilute it to more than 50% water and empty the cups into the Sacramentarium.
  - Fr. Jim does not purify the vessels at the altar, so all will need to be purified at the Sacramentarium. Reverently rinse them in the Sacramentarium before washing with warm water & detergent.

**Fr. Bill Special Actions:** Only the setup is different from Fr. Jim.

- **Setup**
  - Setup is as usual.
- **Communion**
  - When you get the ciborium from the tabernacle, instead of giving it to Fr. Bill, place it centered on the front of the altar with the lid beside it.
  - After you have distributed the consecrated low-gluten hosts, place the white bowl on the credence table and go to the ambo side of the altar, as usual. Wait a couple minutes and then get the ciborium from the altar and add hosts to the bowls of Bread 1 and Bread 4, since they typically have the largest number of communicants and will likely need more hosts. Return the ciborium to the altar
  - Bread Ministers will place their remaining consecrated hosts in the ciborium and then place their empty bowl on the credence table. You may need to help some of the EMs empty their bowl if they have difficulty going up the altar platform steps.
  - Once all remaining consecrated hosts have been emptied into the ciborium, go to the altar, put the lid on it and reverently return the ciborium to the tabernacle as usual.
- **Cleanup after Mass**
  - If there is any consecrated wine in any of the cups, consolidate into a single cup and either reverently consume it or dilute it to more than 50% water and empty the cups into the Sacramentarium
  - Fr. Bill does not purify the vessels at the altar, so all will need to be purified at the Sacramentarium. Reverently rinse them in the Sacramentarium before washing with warm water & detergent.