

Liturgical Ministry of Sacristan

“The sacristan diligently arranges the liturgical books, the vestments, and other things that are necessary for the celebration of Mass.”

General Instruction of the Roman Missal (GIRM), #105(a)

GUIDELINES

Welcome to the Liturgical Ministry of Sacristan! The Eucharist celebration constitutes the very life of the Church, for the Lord said; “I am the bread of life. No one who comes to me shall ever be hungry; no one who believes in me shall ever thirst.” (John 6:35) “The LITURGY is the SUMMIT towards which the activity of the Church is directed; at the same time, it is the FONT from which all power flows.” (Constitution on the Sacred Liturgy - Documents of Vatican II) Your role as the person who prepares the sacred space to welcome the faithful, as well as the table to welcome Jesus in the Word proclaimed and the sacrament of the most holy Eucharist, is an integral part of the liturgy.

We are called to serve one another as members of the parish community. We are challenged by the example of Jesus to reach out in loving service to others, offering hospitality and welcome to the community at large. Strengthened by our prayer together, we are empowered to make our faith present in our daily lives.

This handout is designed to assist you in your participation in the Liturgical Ministry of Sacristan at St. Teresa of Avila Catholic Student Center. Your willingness to serve as Sacristan reflects not only your response to your Baptismal call to serve the people of God, but also your commitment to Christ. Your understanding of Christ’s Real Presence in the assembly gathered, in the Word proclaimed, in the priest, and in the consecrated bread and wine, is key to your success as a liturgical minister. Your willingness to commit to a schedule and to prepare properly for your service further reflects that commitment. God bless your efforts!

Qualities

The ministry of sacristan is crucial because it is so visible in the Church. Certainly the attitude, conduct and even the appearance of the minister of hospitality directly affects, either positively or negatively, the experience of the faithful at Mass. The term Sacristan comes from the Latin word, *sacer*, which means *sacred*. Sacristans are often *behind the scene prayerful ministers* that bring to mind the words of Jesus when He said we should not do good works just to gain rewards (Matthew 6:1).

Those who desire to serve in the ministry of sacristan should be active and faithful members of St. Teresa of Avila Catholic Student Center. They should be people of faith and prayer, of godly character and reputation, with a deep devotion to the Eucharist and to the environment where the faithful gather together to worship. Respect for others, discretion, and appropriate decorum are the hallmarks of a sacristan. Above all, ministers should be noted for their care to the assembly. These qualities are found in a mature Christian – qualities that transcend chronological age.

Furthermore, the minister should be comfortable inviting and/or directing others in a welcoming and loving manner. There are times when further assistance is needed at mass, and it is up to the sacristan to solicit that help. As Jesus called and invited people to serve, our relationship with Christ calls us to imitate his model. “An evangelizing community knows that the Lord has taken the initiative, he has loved us first (cf. 1 Jn 4:19), and therefore we can move forward, boldly take the initiative, go out to others, seek those who have fallen away, stand at the crossroads and welcome the outcast.”

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Finally, all liturgical ministers should have a willingness to engage in ongoing formation. The more we learn about our faith, and particularly the liturgy, as well as engage in formational activities with each other, the more we transform into the best ministers for Christ that we can be.

OVERVIEW OF DUTIES

Saint T's members and first time visitors come to the banquet table expecting to be served. Your job is to prepare the space as if it were your home, and to provide logistical services that allow the Mass to run smoothly. In addition, a sacristan should:

- *be informed of the Church's teachings on the Real Presence of Christ*
- *know the order of the Mass and have the ability to read and interpret special liturgical instructions*
- *understand the role of liturgical objects and have knowledge of the proper names of liturgical objects, as well as their proper handling both by the sacristan and by the Liturgy Ministers during the liturgical celebration*
- *know how they all of these work together to convey the Real Presence of Christ.*

Preparation:

- **Dress:** As a minister of sacristan, your ministry makes a statement about who we are as the Body of Christ. Serving with respect and dignity is essential for everyone. In this light, when you are scheduled to serve as sacristan at Mass, please use good judgment in your selection of attire. Please do not dress in gym shorts, inappropriate t-shirts, and the like. You are assuming a leadership position within the community; you want to present a message of reverence and welcoming.
- On the day you are assigned to serve as a Sacristan, please develop the habit of taking time to prepare for your service with quiet prayer, and if possible, a reflective reading of Scripture (scripture of that day or any passage of your choice). You may also find a favorite prayer that helps you get ready to serve. (See APPENDIX I for 2 examples.)
- Be familiar with the names of the items in the Church (see APPENDIX II).

Responsibilities

BEFORE MASS

- Check in by checking your name off the schedule which is located on the bulletin board by the sacristy **AT LEAST 30 MINUTES BEFORE MASS**. Check the other schedules to see who else is ministering at that liturgy.
- Turn the lights on in the worship space and in the sanctuary (the slider light), and make sure front door is unlocked; make sure the bathroom lights are on.
- Unlock the sacristy (if it is not already); the key is located in the utility room. Note: be sure to respect the sacredness of the presence of Jesus when present in the tabernacle; the proper gesture is to genuflect prior to opening the tabernacle; please also conduct yourself with reverence when in the sacristy area.
- If there is a visiting priest, assist him with finding anything he needs, especially if it is his first time at St. Teresa's
- Make sure enough bulletins are at both entrances.

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- Please note: If there is a Baptism (which would be indicated on the Mass Notes for the weekend) please refer to the Baptism Set-up list on the cabinet door.
- Make sure the Credence Table is set up with the following items:
 - 4 cups
 - 1 chalice
 - Water decanter and bowl on the glass tray
 - Hand towel and 5 purificators
 - Hand sanitizer (make sure it is full)
- Make sure the ciborium in the tabernacle is full; if not, add wafer hosts to a separate container and place on the credence table.
- Pour wine in the cruet and leave in the sacristy.
- Liturgical Books:
 - Make sure the Book of the Gospels book is out and marked with correct readings
 - Make sure the Lectionary is on the ambo before mass begins and turned to the correct page
- Check that at least 2 Hospitality Ministers are present 20 minutes before mass. Have name tags available for them; they are hanging behind the door in the sacristy.
- 10 minutes before mass, check that EMs and Lectors have arrived; find replacements as needed
- 5 minutes before mass, gather with the priest and the other liturgical ministers in the community room for prayer
- If someone is in need of a Gluten Free host, they are stored in the refrigerator; put one in a Pyx and place it on the altar (use 1 pyx per person); leave the lid open; tell the person to be sure to get into Fr. Chris's line, and make sure he knows who it is for.
- Check the size of the candles on the altar; make the candles are lit by the altar servers before mass.
- Find a family for the Preparation of the Gifts:
 - Find family to take up gifts at 4:00 pm & 8:00 am masses
 - 11:00am--Children from Children's Liturgy (CLOW) take up gifts at 11:00 mass (except on GIFT Sunday, usually the second Sunday of the Month). If there is NO CLOW, find a family to take gifts up.

DURING MASS

- Sacristan Ministers are part of the worshipping community. As difficult as it will be, every effort should be made to be a model of participation in the worship of the Church. As such, you are to participate fully in the music, responses, and prayers of the liturgy, except when your special duties may limit your ability to participate.
- During the first reading, count the number of people old enough to receive communion and take out enough substantial bread.
- Record the communion count on the sheet attached to the cabinet in the Sacristy.

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- Break the substantial bread on the score lines into small squares; count out the necessary pieces of bread and place in four bowls.
- Put a large host on the paten.
- During the Creed, respectfully take the wine and bread to the gift table; do not stack and juggle items – it may take you more than one trip.
- Taking up the Gifts
 - Stand at gift table and hand gifts to the family and/or children.
 - Make sure they do not go up before priest is ready to receive them.
 - If there is a baptism, the baptismal family takes up the gifts – ask Father for further directions.
- Collection
 - The hospitality minister will bring the collection baskets to you. **Both of you** will put the money in a bag, and then place the bag in the safe.
- Sign of Peace
 - Take the ciborium with consecrated hosts from the Tabernacle to the alter and give to an EM. Remember that you are carrying the precious body of our Lord.
- At communion
 - All EM's will be taking communion to the sick (except the 2 on the choir side, who will start distribution to the altar servers and choir immediately). Prior to communion, EM's should notify you of the location of persons in the middle two sections who need communion brought to them. You will help the priest and his cup minister with the middle sections. The other EM's and hospitality ministers will take care of the other sections.
 - When the Priest and Deacon (or other EM, when the deacon is not present) are back to the front, start the procession for communion from the middle section, direct the back row of people (chairs on the wall) up first for reception of the Eucharist.
 - After the back row has passed the back pie section, the last row of the pie section is next.
 - After the pie sections pass the last row of the main section, the last row of the main section walks up last.
- After Communion, get the ciborium filled with consecrated hosts from the EM, and reverently carry it back to the tabernacle in the sacristy.
- Awareness – during the liturgy, be aware of any issues or problems. If the lector or homily is difficult to hear, notify the choir to raise the level of the microphone. If someone has a coughing fit, get the hospitality minister some water for him or her. If someone gets up and needs assistance getting to the restroom, lend a hand. Hospitality is contagious – over time, the entire community will follow your lead.

AFTER MASS

- The Altar Servers should bring the vessels to the sacristy for you to wash; always wash them in the sacrarium; use the dry towels which are located in the tote under the cabinet. DO NOT use the towels from mass to wash vessels.

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- After 8AM mass only: after the vessels are washed, they can then be set up for the 11AM mass:
 - 4 cups
 - Water decanter, bowl, and hand towel on glass tray
 - 5 purificators
 - Hand sanitizer
 - Be sure to put collection baskets back under the gift table (DO NOT set out the Chalice; Fr. Chris will set it up.)
- Make sure everything is put away.
- Lock Doors after 4PM and 11AM masses:
 - Front doors unless otherwise directed.
 - Sacristy door.
- Turn off all lights, including the restroom lights.
- If any clothing or personal items are left behind, they should be placed in the Lost and Found; if something appears valuable, leave it in the sacristy.

Other Notes

- Schedules are emailed out 3 times each year as indicated below:

<u>SCHEDULE RANGE</u>	<u>SCHEDULE PREP DEADLINE</u>
October – January	End of August
February – May	End of December
June – September	End of April

Ministers should notify Christine Harsh (the ministry scheduler) by the schedule prep deadline if they will be out of town for a period of time or if they will be unable to serve at a particular liturgy each week.

- Be sure to mark the dates and times on your personal calendar as soon as you receive the schedule, and, if necessary, on the family calendar. Schedules will also be available on the Saint T's website on the Liturgical Ministries Schedules tab: <http://saintt.com/schedules.asp>
- If you know right away that you cannot serve for one or more times that you are scheduled, find your substitute immediately. **You are responsible to find your own substitute.** Failure to do so indicates a lack of commitment to the ministry. The best way to find a sub is to email the entire sacristan list. When you get a substitute, let Christine Harsh know of the schedule change (unless the weekly email reminder has already been sent by Christine).

Ongoing Formation

- Committing oneself to ongoing faith and ministry formation is essential in being an effective minister, regardless of the ministry. Attend workshops, classes, retreats, and small faith sharing groups to help you grow in your own faith.
- Your participation in the liturgy should be whole and complete, paying respectful attention to the proclamation of the Word, joining in the singing, offering the peace greeting, etc.

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Responding to the Call to Ministry by All Baptized Persons

Jesus invites all of his followers into ministry. Discernment of that ministry by way of self-examination, conversation, and guided reflection, is a lifelong process of following God's call, whether that ministry takes the shape of lay or ordained ministry. This process of discernment is carried out through individual prayer and study, with family and friends, and with a community of faith.

The discernment process is as much about asking questions as it is about seeking answers. It is important for individuals and the community to take the time to be still and listen, to ask questions of each other and of the church, to discover more fully the holy mystery of life in Jesus Christ. Individuals and the community are invited to enter into this journey prayerfully and with open hearts. As a leader, be sure to extend an invitation to others to join in ministry, having a sincere desire to provide as much faithful guidance and encouragement that you can along the way.

At the Last Supper Jesus Himself provided the example of service when he washed the feet of the Apostles. When you offer your service as a sacristan, you are responding to Christ's example. View your ministry as an act of prayer, an attempt to witness to the living Christ. In so doing you will begin to see the face of Christ in the faces of those whom you serve.

Thank you for making a commitment to this ministry!

APPENDIX I

Sacristan's Prayer

Heavenly Father, please pour your
blessings on my ministry today.

It is an honor and privilege
to serve the Lord at his table.

Please guide my hands and my steps
that I may fulfill my duties
with grace and devotion.

I ask this in the name of
Jesus whom I serve with Joy.

Amen.

Prayer of Preparation for Sacristans

I'm setting out the vessels, Lord.

I'm reaching for cups and plates, pitchers, and bowls.

Now they are empty.

Soon they will hold the bread and wine
that will become your body and blood.

Make me a vessel, Lord.

Open my heart and make me you to all I meet today.

Amen.

APPENDIX II

Ablution Cup/ Lavabo Bowl - covered dish of water on the side of the tabernacle which is used by the priest, deacon or extraordinary ministers of the Eucharist to wash their fingers after distributing Communion.

Acolytes' Candles - These two candles are carried either side of the cross in the entrance procession. In some churches, they are used to flank the Gospel when it is proclaimed.

Alb – The full white garment worn by the priest, deacon, and in some cases the altar servers. The alb is symbolic of Baptism. The name comes from the Latin word, 'albus', and meaning white. The rope tied around the waist is called a cincture.

Altar - The place where the Eucharistic Sacrifice takes place. The altar is sacred and often contains relics of the saints.

Ambo is the stand at which the Word of God is read from the lectionary. The homily is usually delivered from the ambo also.

Ambry The where the sacred oils are kept. There are three kinds of sacred oils.

Aspergillum - The holy water sprinkler.

Baptismal Font - This is a pool or vessel of water in which people are baptized. It reminds us of our baptism, when we were washed clean of sin and became a member of God's family.

Blessed Sacrament This looks like bread and wine, but is really the Body and Blood of Jesus.

Book of Gospels - Contains all the Gospel readings for the Church's year. It is brought to the lectern during the Gospel acclamation. It may be carried into church as part of the entrance procession by the Deacon or a lector before the celebration begins.

Bowl and towel – The server pours water over the hands of the presider.

Cassock - A long tunic-like garment which reaches from the neck to the heels and is worn by some servers and clergy.

Chalice - A cup of precious metal that holds the wine which becomes the Blood of Jesus after the consecration. All chalices should be placed in their places after Mass. If the chalices were left unpurified by the priest or deacon for some reason, they should be left out on the presentation table for purification by the priest or deacon. Never put an unpurified chalice away.

Chalice Veil (peplum) - A cloth covering used to hide the chalice and paten up to the offertory and after Communion. It is selected by the liturgical color for the service.

Reconciliation Room - Here we meet with the priest to confess our sins and, through the Sacrament of Reconciliation or Penance, receive God's forgiveness in the prayer of absolution.

Chasuble – The green, white, red, or purple vestment the priest wears over the alb during Mass.

Ciborium - A large cup or container of precious metal with a cover of the same material which will hold the Body of Jesus after the consecration for distribution of Holy Communion to the faithful. This is also the vessel kept in the Tabernacle containing the Blessed Sacrament.

Cincture - A rope belt that is tied around the waist.

APPENDIX II

Communion Cups – The gold cups that the congregation drinks from when they receive the Eucharistic wine at mass.

Consecration That time in the Mass when Jesus (through the priest) changes the Bread into the Body and Blood of Jesus by saying, "this is my Body, which will be given up for you." And the words "this is the cup of my blood," changing wine into the Body and Blood of Jesus. From that moment on, Bread and Wine are no longer on the altar, only the Body and Blood of Jesus.

Corporal - A white linen cloth, usually with a cross in the center, used to protect any particles of the Precious Body and Blood of Jesus from falling to the altar cloth. It is always folded and unfolded so as to protect any particles from being lost. The corporal is like the body winding sheet used to hold the crucified body of Our Lord in the tomb. Its name comes from the Latin word 'corpus' meaning a 'body'.

Credence table - The little wooden side table up near the altar on which all the things that are necessary for the Mass (cruets, chalices and ciborium, etc.) are placed.

Crozier - Carried by a Bishop. Looks like a shepherd's crook and reminds us that the Bishop is chief shepherd of the flock of Christ in any given area.

Crucifix - A cross on which is the figure of Jesus.

Cruet - Small jug that contains water or wine for the Mass.

Easter Candle (Also called the Paschal Candle) The large, richly decorated candle that is placed next to the ambo (pulpit) during the Easter Season or the Baptismal font during Ordinary Time. It is also displayed and lit at weddings, funerals, and baptisms.

Eucharist This can be another name for the Mass, or can refer to the Body and Blood of Jesus.

Flagon A flagon is a vessel (sometimes glass, sometimes metal) for carrying liquids, similar to a pitcher. During the mass, along with the large ciborium, it is used to carry water and wine during the Offertory, the presentation of the Gifts.

Genuflect – Go down on one knee, (usually the right knee) out of respect for the Blessed Sacrament.

Holy Chrism ("Sanctum Chrisma") or "Oil of Gladness," which is olive oil mixed with a small amount of balm or balsam. It is used in Confirmation, Baptism, and in the consecration of a Bishop.

Hosts The round flat pieces of bread used in the Mass which become the Body and Blood of Christ that we receive in Holy Communion.

Humeral veil - A long rectangular garment, held by a clasp at the front, worn by a priest or deacon when carrying a Ciborium or Monstrance containing the Blessed Sacrament.

Incense - A substance that gives off clouds of sweet smelling smoke when sprinkled onto burning charcoal.

APPENDIX II

Incense Boat - So called because it is usually shaped like a boat, it contains the incense, which will be burned in the thurible.

Kneel Go down on two knees and remain there.

Lavabo Bowl and Towel - At the preparation of the gifts the priest washes his hands to signify the cleansing of the sins of those gathered and to prepare himself for what he is about to do.

Lectionary - A book containing all the scripture readings for Mass. It is placed on the ambo before Mass begins. The Lectionary is based on a three year cycle. Year A: Matthew Year B: Mark Year C: Luke

Lunette - A crescent-shaped clip made of gold or of silver-gilt, which is used for holding the Host in an upright position when, exposed in the monstrance.

Mensa Also called altar slab, altar stone.

Mitre - A tall pointed hat in two pieces as worn by a Bishop. It reminds us of the tongues of fire that seemed to light upon the apostles on the first day of Pentecost.

Monstrance - A metal container on a stand. It is used at expositions and benedictions of the Blessed Sacrament. It may be plain or very elaborate, but it always has a little glass window through which you can see the host.

Oil of Catechumens ("Oleum Catechumenorum") used in Baptism along with water, in the consecration of churches, in the blessing of Altars, in the ordination of priests.

Oil of the Sick ("Oleum Infirmorum"), which is used in the sacrament of anointing of the sick

Pall - A square piece of cardboard or plastic which is covered by linen and used to cover the chalice. It is also the name of the long white cloth placed over a coffin at a funeral.

Pascal Candle - This speaks of our Lord's resurrection from the dead. During the Easter season this paschal candle has its place in the sanctuary. Thereafter it is placed next to the font for use during baptisms, weddings, and funerals.

Paten The round plate on which the priests' host is placed. It always goes with the chalice. It could also refer to the round plates with wooden handles used when the Bishop is here

Presider's Chair is the chair on the right side of the sanctuary that the priest uses to sit on when he presides (leads) at Mass during the Liturgy of the Word and the concluding prayers of the Mass.

Processional Cross - This is carried into church at the head of a procession, as a sign of our faith, and is the basic symbol of Christianity. It reminds us that Jesus died for us.

Purificator - A linen cloth used by the priest or deacon to dry the chalice after washing and purifying it. Used purificators must always be placed in the proper container for sacred cloths. One is placed over the chalice and under the paten.

Pyx - A small metal container, used to take Holy Communion to the sick and Housebound.

APPENDIX II

Sacramentary - A red book that contains all of the mass prayers that the priest uses at his chair and at the altar. Also referred to as the **Roman Missal** or just **Missal**.

Sacrarium (piscina) - A sink with its drain going directly into the ground usually fitted with a cover and lock which is used for the disposal of the following: The sacred linen wash and rinse water, used holy water, used baptismal water and blessed ashes. No other use is permitted.

Sacristy - The room where the clergy and servers prepare themselves for the service.

Sanctuary - The center, raised area of the Church where the altar, ambo, and priest's and deacon's chairs are located. The Bishop's chair called the cathedra is also located in the sanctuary. A predella is the platform or step on which an altar stands (predella It. = kneeling stool)

Sanctuary Lamp - The lamp that is kept burning on the sanctuary to show that the Blessed Sacrament is present.

Stations of the Cross - These depict, usually in fourteen stages, the journey of Jesus to Calvary, his crucifixion on the cross and his laying in the tomb.

Stole - This important vestment, worn around the neck, shows that the priest is celebrating one of the Sacraments. It also shows that the priest has the duty to preach the Word of God. The stole is also worn by deacons across his chest.

Stoup - The holy water fountains or bowls at the entrances of the church.

Surplice - A wide-sleeved linen worn over a cassock by clergy and altar servers in some parishes.

Tabernacle is the large, decorated box or safe in which the consecrated Eucharistic Bread is kept. It is located in the Blessed Sacrament Chapel, and also in the Sacristy.

Thurible The vessel in which the charcoal is burned. Incense is placed on the hot charcoal to make a pleasant fragrance. The device holding the incense is called the "boat."

LITURGICAL COLORS

Green - Worn during "Ordinary Time." Ordinary does not mean ordinary in the sense of common or normal. Ordinary means counting, as in the 15th Sunday in Ordinary Time.

Red - Worn on Passion (Palm) Sunday, Good Friday, Pentecost Sunday, and on the Feast Days of Martyrs including the Apostles and Evangelists.

Rose / Pink - Worn on the 3rd Sunday of Advent (Gaudete Sunday) and the 4th Sunday of Lent (Laetare Sunday).

Violet - Worn during Advent and Lent.

White - Worn during the Christmas, Easter seasons and celebrations of Mary, the Angels, Saints who were not martyrs, All Saints, Birth of John the Baptist, Chair of Peter, Conversion of Paul, St. John the Evangelist, and for Masses for the dead.