

## **The Ministry of Sacristan**

What is a sacristan?

The sacristan arranges the books needed for the celebration, marking all of the divisions. He or she lays out the vestments and anything else needed for the celebration, such as cruets, chalices, ciboria, linens, oils, processional crosses, candles and torches.

What are the responsibilities of the sacristan?

### **Before Mass:**

- 1.) Spend some time during the week reflecting on the readings for Sunday or some other proper spiritual preparation for your time of service.
- 2.) If you are unable to serve when scheduled, please call someone else on the list before hand. After training, a full list will be provided.
- 3.) Please arrive at least 30 minutes before Mass begins.
  - + If you are late, please expect that you will be replaced.
  - + Many times we have special events at Mass that alters the flow of the Mass.
- 4.) Check the Lectionary and the Book of the Gospel and make sure they are set to the correct readings. The readings can be found in the Ordo (found in the sacristy).
- 5.) Make sure that the lights and air conditioning/heating are set properly.
- 6.) Make sure that the Missal is on the book stand. Father will set the book according to his needs.
- 7.) Put out the wine and hosts in the back of church on the marble topped table in front of the baptismal font.
- 8.) Put out the vessels for the celebration of Mass.
- 9.) Make sure that all the other liturgical ministers are in place and find replacements as needed.
- 10.) Please take care to dress in a manner fitting the ministry you are about to perform. Our clothing should reflect reverence for Christ and a certain dignity the Liturgy demands. Think "Sunday Best" rather than "Whatever is at hand."

**After Mass:**

- 1.) Make sure the sacristy is tidy and all the vessels are put away.
- 2.) Put the lectionary and Book of the Gospels back in the ambo.
- 3.) Put the Missal on the second shelf of the bookstand.
- 4.) Set the air conditioning / heating to the setting for when the church is not in use. Turn off all the lights. Lock the doors.

What are the qualifications for being a lector?

**A good sacristan is:**

- someone who is punctual and organized.
- someone who takes their participation in the Sacred Liturgy seriously.

**In addition, a sacristan should meet the following criteria:**

- 1.) Candidates must be Catholics in good standing, reflecting in their lives their financial stewardship to the parish and proper moral conduct. Along with observing the precepts of the Church, the candidate, if married, must be in a marriage recognized by the Church.
- 2.) Candidates are expected to be reliable and show up for their scheduled times. Three unexcused absences may result in removal from the ministry.
- 3.) Candidates should reside within the parish boundaries.
- 4.) Candidates are expected to assist with other Masses, e.g. quinceaneras.
- 5.) Candidates should be at least 18 years of age.