



Cathedral of the Sacred Heart

Guidelines for Sacristans

For more information please contact:

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Preparation is the key to a prayerful liturgical celebration. The role of the sacristan is to serve the parish assembly by preparing the necessary liturgical materials needed for the celebration of parish liturgies.

Sacristan Set-up Instructions

1. Open up sacristy doors and turn on lights.
2. Take the tabernacle key from key board and check how many hosts are in the ciborium. Ciborium holds app. 500 when full. Close tabernacle and leave key in lock.
3. Before handling anything, please wash hands with soap and water or use hand sanitizer.
4. Take down vessels from chalice cabinet and place on prep table.
 - a. Four (4) cups with blue coverings (remove)
 - b. Presider's chalice
 - c. Two (2) Nambé bowls
 - d. Lavabo set
 - e. Carafe & lid
5. Keep in mind, that on occasion, there might be a need for communion stations in the pavilion. This would require an additional bowl and two (2) additional cups prepared.
6. Fill carafe with ¼ cup of wine for the Presider. Place lid on top of carafe.

7. Place the empty cups on the credence table and fill the carafe with the required wine amount.

a. 4:00pm	2½-3 cups
b. 8:00am	2 cups
c. 10:15am	3 cups
d. 12:00noon	3-3½ cups

8. Put small hosts in one of the Nambé bowls and then one large Presider host. Put remaining hosts in the other Nambé bowl to be placed on the Credence table.

9. Extra hosts and wine are in cupboard by the door going into the sanctuary.

Please leave host containers on the bottom shelf of prep table.

a. 4:00pm	225
b. 8:00am	150
c. 10:15am	250
d. 12:00noon	275

10. Don't rely on the reserved hosts as part of your count but you may have to adjust number depending on how full the ciborium is or how many of the assembly are present. The ciborium will remain in the tabernacle until after communion has concluded or as needed.

11. Fill the water cruet, lavabo set and purification pitcher with water.

12. Purificators, hand towels and corporals are in the drawers of the credence table.
13. Set-up credence table as shown in diagram. Leave the carafe and host-filled Nambé bowl with the Presider's host on the prep table in sacristy for the usher or server to take to the back of church.
14. Make sure lectionary is set for the right day and Universal Prayer (Prayers of the Faithful) book is set for the right mass time.
15. Make sure lights and sound system are on. **Do not make any adjustments to the sound levels.**
16. Check with the Presider, Deacon or Director of Music & Liturgy for any additional instructions. After you have finished setting up, please leave the sacristy and take your seat in church or greet other parishioners. The sacristy is too small for you to linger there until the beginning of mass.
17. Be conservative in your attire when you are at church. Dress accordingly so as not to draw attention to yourself.
18. Be considerate and refrain from wearing any strong scents (perfumes, colognes, lotions and strong deodorants, etc.) that could cause an allergic reaction from those with respiratory health issues. Cigarette smoke does linger on

clothes, so please, if you are a smoker, do not smoke prior to coming into church. This is especially true for the confined space of the sacristy.

20. Notify the Director of Music and Liturgy when you observe any of the vestments, albs or vessels that need cleaning or repair.
21. Weekday sacristans follow the same procedures but adapt for the number of people receiving communion. Usually two (2) cups are sufficient for noon masses.

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