

GOOD SHEPHERD SACRISTAN DUTIES

January, 2022

Please arrive at least 20 minutes before Mass time.

BEFORE MASS:

Turn on church entrance light, shrine area light, and all church lights. Take both hall key and tabernacle key. Place tabernacle key in tabernacle, and check how many consecrated hosts are inside. Then unlock the two hall doors on the north and west ends of the building. Turn “outside” light on by the west door when needed (switch by ladies’ bathroom).

On Saturday:

Place the following items in the wooden tray and place the tray on the credence table:

Chalice: Place on top chalice, in the following order:

Purificator

Ciborium (without the cover)

Include in ciborium the small hosts for the people. Place the priest host on top the smaller hosts. (Small hosts: 100 per tube)

White square cover

Folded Corporal

Small cruet with wine (no more than half full)

Glass dish and pitcher (pitcher about half full of water). Place pitcher in glass dish.

White terry towel draped over side of the tray

Small plastic container (with cover) to include additional small hosts.

Check to make sure sound system is on (switch on black box above refrigerator—green light on).

Light altar candles and seasonal candles, if needed (about 10 min. before Mass).

If a set of altar candles are placed on counter in sacristy, please switch them out.

AFTER MASS:

Blow out candles.

Put sealed collection bag in depository.

Check to make sure sound system is shut off.

Clean vessels and set up for Sunday, if Eucharistic Minister has not done this.

Lock hall doors and check bathrooms (toilets flushed, water and lights off—including west door light).

Place tabernacle key and hall key away.

Shut off lights.

Close both sacristy doors (Do not lock these.)

Lock church doors and check that they are locked. If you leave while others are visiting in church, be sure to ask a responsible person to check that the doors are securely locked before they leave. (A couple doors do not catch tightly.)

On Sunday:

Set up same as Saturday. However, be sure all items and tray are set up on the credence table when you come. After clean up, tray and items can be left on counter in sacristy.

Thank you!