

SACRISTAN HANDBOOK

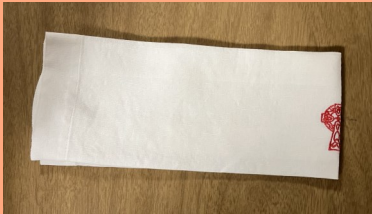
Pall



Paten



Purificator



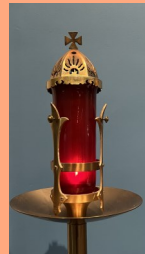
Pyx



Sacrarium



Sanctuary Lamp



Tabernacle



Tabernacle Key



St. Mark Catholic Church

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PARISH MISSION STATEMENT

Grounded, fortified and nourished by the Eucharist, the members of St. Mark Church share with all the unconditional love of God through active witness to the Gospel of Jesus Christ by learning, living and loving our Faith.

CALL TO SERVE

"You are a 'chosen race, a royal priesthood, a holy nation, a people of his own, so that you may announce the praises' of him who called you out of darkness into his wonderful light" (1 Peter 2:9).

All liturgical ministers are, first and foremost, members of the Body of Christ. Through their baptism they are the "holy people and royal priesthood" whose right and privilege it is to participate in the ministry of Christ. How the lay faithful exercise this ministry in the world varies, but the fullest and most fundamental expression of it has always been "conscious, active and fruitful participation in the mystery of the Eucharist" (*General Instruction Of The Roman Missal - GIRM, Introduction #5*).

Since the celebration of the Eucharist is the "action of the whole Church" (*GIRM, Introduction #5*), everyone in the assembly has "an individual right and duty to contribute their participation" (*GIRM #58*).

Some of the faithful are called to serve God's people in a more particular way through one of the many liturgical ministries that have flourished in the Church since the Second Vatican Council. This diversity of roles, functions and ministries enriches our celebrations and assists us in our prayer. Serving in one of these ministries is both an honor and a responsibility, and those who commit to it need nurturing and support.

This handbook has been prepared to help you grow in a deeper understanding and love for the liturgy, your ministry and ultimately the Lord whom we all serve. This handbook is designed to assist in properly preparing for Mass so as to assist the faithful experience Jesus Christ in His Word and through His Body.

GLOSSARY

Allen-Wrench



Altar



Assembled Chalice



Chalice



Ciborium



Corporal



Cruets



Lavabo Bowl and Towel



of Thanksgiving to the Lord for this ministry of love that you have been called to serve.

*To purify sacred vessels, add water to the vessel, swirl the water around, consume the water or pour it into the sacrarium, and dry the vessel with a purificator. Be sure that there is no Blessed Sacrament remaining in the vessels before washing them.

WHAT IF...

- If the sanctuary candle burns out, retrieve a new one. Remove the bronze top of the sanctuary lamp and remove the old candle. Use tongs if the candle is still hot! Place the old candle on the floor next to any trash can in the sacristy. Remove the paper film from the new candle, place it into the sanctuary lamp, and light the candle. Replace the bronze top.
- If the microphones are not on, unlock the closet containing the sound system and press the indicated button.
- If a priest has not arrived by 5 minutes before Mass, please contact Fr. Santhosh at (732) 983-7343.

St. Mark Parish thanks you for your dedicated service!

*“For God is not unjust so as to overlook your work and the love you have demonstrated for his name by having served and continuing to serve the holy ones.”
-Hebrews 6:10*

GENERAL GUIDELINES

- All Confirmed, practicing Catholics are invited to participate in this ministry.
- **Dress Code:** Formal attire is required.
- **Mass Attendance:** You are encouraged to actively participate in the Mass. If you are a sacristan for the Sunday morning Masses, please choose at least one Mass to “attend.” There is a seat behind the celebrant’s chair to the right of the door leading to the sacristy that is designated for sacristans.
- Whenever you pass in front of the tabernacle, please bow in reverence to the Blessed Sacrament.
- Upon entering the church, quiet your heart. Remember you are in the Presence of Jesus Christ: Body, Blood Soul and Divinity living for you in the tabernacle. Pray to serve the Lord well and minister to His People. **Every action, movement you make while performing your ministry as Sacristan is a prayer in itself for you are doing it for the Lord.** Beginning your ministry in this way brings attention to our mind that Jesus is working through you.
- Please send your availability for the month to Tess Tyrrell at tess.tyrrell@archbalt.org by the 15th of the month prior.
- Please contact Daria Kaas at daria.kaas@archbalt.org with any other questions or concerns.

CHECKLIST

- Arrive at least 40 minutes before Mass or on Saturday 30 minutes before Confession.
- Enter through the breezeway, making sure the restroom is unlocked.

- Unlock the door connecting the breezeway to the sacristy and leave it open.
- If it is dark outside, turn the breezeway and vestibule lights on. In the church, turn on the chandeliers and the bottom row of lights. Turn the rest on 15 minutes before Mass.
- Sign-in in the sacristy.
- Unlock the doors by using the allen-wrench, making sure to unlock the breezeway door.
- On Saturdays, please fill the holy water fonts by the doors with holy water.
- Turn on the altar and cove lights.
- Unlock the closet containing the safe and fridge.
- Retrieve the tabernacle key and check the amount of consecrated hosts in the tabernacle. Leave the tabernacle key in the tabernacle.
- We need 4 ciboria for each Mass. If there are 4 ciboria in the tabernacle, try to combine the hosts to free up at least one ciborium to be brought up with the gifts. If you do empty a ciborium from the tabernacle, it must be purified properly before you place unconsecrated hosts in it.*
- Place unconsecrated hosts into the purified ciborium, making sure there will be enough hosts for the Mass.
- Retrieve the cruets of water and wine from the fridge.
- Take the ciborium with unconsecrated hosts and the cruet of wine to the table at the back of the church.
- Set up the priest's chalice. The priest will tell you which chalice to use. A purificator, paten, large host, and pall are placed on the chalice in that order. The design on the pall should be the same color the priest will wear.
- Place the priest's chalice, the water cruet, and the lavabo bowl and towel on the credence table. If another chalice is needed,

- place a Chalice and purificator on the same table.
- Light the altar candles, the candles next to the tabernacle, and the altar server candles 10 minutes before Mass.
- **5 minutes before Mass**, enter the priest's sacristy for a prayer with all liturgical ministers.
- After Mass, extinguish the 4 candles using the snuffer. On Sunday mornings, extinguish the candles after each Mass. Do not press down on the top of the candles. Invert the snuffer after each use to prevent wax from dripping on the carpet.
- After the 7:30 AM Mass on Sundays, move the announcements sheet from the ambo to the lectern.
- Return the tabernacle key to the closet.
- Most priests will purify the vessels. If not, please do so.*
- Wash the sacred vessels and lavabo bowl with warm, soapy water. Dry them and put them away.
- Place the water and wine cruets back in the fridge.
- Return the pall to the appropriate drawer.
- Place all used linens in the basket found in the closet between the sink and the restroom.
- Lock the closet containing the fridge and safe.
- Lock the doors using the allen-wrench.
- Check the confessionals to make sure they are empty.
- Turn off the altar light, the cove lights, and make sure that the vestibule and choir loft lights are out.
- Sign out, adding 10 minutes to your departure time for checking all the doors from the outside.
- Turn off the church lights.
- Close the door connecting the sacristy to the breezeway.
- Make sure that the breezeway restroom is empty and the light is off.
- Check the doors to make sure they are locked. Offer a prayer