



Saints Peter & Paul
CATHOLIC PARISH

Sacristan Duties: Before Mass

1. Father will unlock the church doors before Mass.
2. Hook both inner doors of the church (weather permitting).
3. Front Sacristy
 - a. Turn on the church lights for the nave. The light switches are on the right of the sacristy door.
 - b. Turn on the sound system (in the technology closet). You simply press the button and the system will turn on. (If the door is locked, you will have to ask someone with a key—Father or keyholder—to unlock it for you.)
4. Proceed to the Back Sacristy
 - a. Turn on the two fans and the lights. The light switches are above the credence table.
 - b. Check the credence table to ensure the water cruet and water pitcher are filled and the white bowl and the hand towel are on the table.
 - c. Go into the back sacristy (you may need to unlock it) and take the tabernacle key from the center cabinet. It should be on a hook on the right side of the cabinet. Open the tabernacle and check the large ciborium for consecrated hosts. Use the following guideline to prepare for the number of hosts needed for Mass:
 - i. If the ciborium is full, it contains about 200 hosts.
 - ii. If the ciborium is half full, it contains about 100 hosts.
 - iii. If the ciborium is one quarter full, it contains about 50 hosts.
 - d. Close the tabernacle door and take the key out.
 - e. Take the large paten from the center cabinet and a bag of hosts from the refrigerator. (If there's an open bag, use it first.) Estimate the number of needed hosts, remembering how many are in the ciborium):
 - i. If church is full, you will need a total of 425 hosts.
 - ii. If church is half full, you will need a total of 210 hosts.
 - iii. If church is one quarter full, you will need a total of 105 hosts.
 - f. Add a large priest host to the paten, on top of the regular communion hosts.
 - g. Take the cruet of wine (1/3 full) from the refrigerator, along with the paten of hosts, to the back credence table. These gifts will be brought up to the altar during Mass.
 - h. Take a chalice from the center cabinet. Place a purificator on top. (Purificators are located in the top drawer of the cabinet.) Place a pall on top of the purificator and place a clean corporal on top of the pall. Place the chalice on the front credence table with the key to the tabernacle on the top of the corporal.
 - i. Place additional patens on the credence table. These will be used by the Extraordinary Ministers of Communion who will help Father distribute communion. Depending on the number of people at Mass, Father will need one, two, or three EC Ministers to assist him.
 - j. Close the back sacristy door, making sure it is unlocked in case Father needs to get anything else during Mass.



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Sacristan Duties: After Mass

1. In the front sacristy:
 - a. Turn off the fans. If a server did not extinguish the candles, please do so, using the candlelighter.
 - b. Return the wine to the refrigerator.
 - c. Rinse the water cruet and pitcher. Refill them and put them back on the credence table.
 - d. Rinse and dry the finger bowl. Put the used towel in the basket on top of the cabinet to be washed. Put the clean bowl with a new, clean towel on the credence table.
 - e. Put the purificator in the basket on top of the cabinet to be washed.
 - f. Wash the chalice and the patens with warm water. Dry them and return them to the center cabinet.
 - g. Sometimes the corporals can be reused. If so, put it on top of the chalice, with the pall, in the cabinet. If it needs to be washed, put it in the basket. Be extra attentive of crumbs!
 - h. Put the tabernacle key back on the hook.
 - i. When you are finished, lock the back sacristy, making sure the light is out.
 - j. Turn off the lights above the altar.
2. Doors and Lights
 - a. Close the outside doors and inner doors. In most cases, it is ok to leave the church doors unlocked during the day. After Saturday night Mass, please lock the doors.
 - b. Turn off the lights in the nave, unless it is First or Third Friday, or there is another event taking place where people will be in the church.
 - c. WE LEAVE THE CHURCH DOORS OPEN MOST DAYS (CHURCH CAN BE LOCKED AFTER SATURDAY NIGHT MASS), BUT IF YOU NEED TO LOCK THEM:
 - i. For the north door, turn off the power switch (the light switch to the right of the outer door) and use the deadbolt to lock it.
 - ii. For the south door, use the church key.
 - iii. For the center doors, you will need to use the church key to lock both the inner and outer doors as you exit church.