

# Sacristan Procedures

Any public event or celebration requires much behind the scenes activity. If the event is to have dignity and meaning there must be care and preparation. Planned events which involve a great number of people do not just “happen” they only become an event and give inspiration when they have been well prepared, when the setting and surroundings of the event have been carefully arranged, and when the people involved in the event are aware of their responsibilities.

The parish liturgy is the public event forming the very heart of the whole parish life. Everything that we do and are as a parish leads to and flows from the liturgical celebrations in the parish church. The liturgy proclaims what we are as a parish and at the same time provides the foundations and the impetus for our working together and growing as a community of worship, of witness and of service. Because of its crucial role in parish life, the liturgy is a *public celebration* requiring considerable behind the scenes preparation.

A large part of this preparations belongs to the sacristan. In a sense you are responsible for everything that is used in the parish liturgy.

Because the parish liturgy is our communal worship of God, and because this service of worship draws us closer together as a holy people, the environment and materials used in the liturgy must all be conducive toward worship and community.

Your primary concern will be the externals of the liturgy which are important because they express and promote our inner spirit as a worshiping community. Your conduct, dress and manner should reflect your appreciation of what it is you are doing.

## Liturgical Items

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- **In the Sacristy**

**Altar Breads:** A plastic bag is provided for the storage of unconsecrated altar breads or hosts. Full bag is 500 hosts, ½ bag is 250 hosts and ¼ bag is about 125 hosts. The large hosts used by the presider are in a separate bag and only used for Sunday masses. The medium size host is used for weekday mass, funerals and weddings. These unconsecrated hosts are stored in the cabinet to the right of the sink.

**Locked Closet:** All the securement of the tabernacle key, chalices, patens, sacred vessels and valuable items are stored and locked here.

**Closets:** Are for hanging the larger vestments used by the priests and deacons.

**Refrigerator:** This is used for storage of the wine used at mass and the water and wine cruets.

**Books:** The *Ordo* is a small calendar in book form providing detailed instructions, including the vestment color for each day's liturgy. The *Sacramentary* is the principal book used by the celebrant. The *Lectionary* contains the scriptural readings and responsorial used during the Liturgy of the Word. The *Book of the Gospels* is used to read the Word of God.

**Other Items:** The *Switch Panel* controlling the lights in the church is labeled for use as is the *Sound Panel*. The *Candle Lighter/Snuffer* is located in the sound room. The *Lighter* is located in the drawer to the left of the sink.

**Sacred Vessels:** Certain utensils, *sacred vessels*, serve special functions in the liturgy and are consecrated or blessed and are to be treated with dignity and care. The principal sacred vessels are used in the celebration of the Eucharist. These are the *Chalice* or cup which holds the wine for consecration and the *Paten* or plate which holds the hosts. The covered *Ciborium* is used to store consecrated hosts in the tabernacle. The *Monstrance* is a vessel designed to hold and display the consecrated host when it is exposed for adoration upon the altar or carried in procession. The host itself is fitted into a small vessel, the *Lunette*, circular in form and faced with a glass crystal which holds the host upright.

- **The Liturgical Area**

The *Ambo* is the pulpit or lectern where the Word of God is proclaimed and the homily delivered. It also serves as a symbol of the Word of God.

The *Gift Table* holds the cruets and unconsecrated hosts. The gift table is located in the back of the church.

The *Ambry* is a locked cabinet to store the *holy oils*. These are the *Oil of Catechumens* used for baptism, *Oil of Sacred Chrism* used in confirmation and holy orders and *Oil of the Sick* used in anointing of the sick.

The *Credence Table* is located near the side or back of the altar and is used during Sunday, Holy Day, Wedding and Funeral Masses. The patens, tray with the cups, the presider's chalice, purificators, corporal and sacramentary are placed there until placed on the altar during mass.

- **Linens and other Liturgical Items**

The *Corporal* is a cloth spread upon the altar upon which the chalice, patens, wine cups and hosts are placed.

The *Purificator* is the cloth used to purify the sacred vessels.

The *Hand Towel* is used by the presider to dry his hands.

The *Basin* or bowl is for hand washing.

The ***Easter or Paschal Candle*** is a large ornamental candle symbolizing the Risen Christ. It is blessed and carried in at Easter Vigil and will be lit during all liturgies throughout the Easter season. It is also lit for baptisms and funerals.

The ***Servers' Candles*** are carried by the servers.

***Cruets*** are smaller pitchers used for water and/or wine during mass.

The ***Processional Cross*** is a crucifix attached to a staff about five feet tall. It is carried at the front of the liturgical procession and placed in a stand at the **Monumental Cross**.

The ***Thurible*** is an ornamental container suspended on a chain in which incense is burned on a small piece of charcoal. The incense container is called the ***Incense Boat***.

## Head Sacristan

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- Participates in monthly Liturgical Commission Meetings
- Responsible for training new sacristans
- Keeps inventory for: Lower Level Liturgies, Candles, Hosts, Ashes, Wine and Station books.
- Is present for all masses at Stewardship Weekends
- Oversees the following committees: Weddings, Vestments and Cleaning of all linens, Sewing, Weekly cleaning of church, daily Mass and Sunday sacristans.
- Oversees Confirmation, Ash Wednesday, Lenten evening mass, stations, Holy Thursday, Good Friday, Easter Vigil and Christmas and Easter mass set up in Upton Hall.

## Wedding Coordinator

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- Assigns sacristans as needed notifying them of their schedules.
- Reports any problems to the head sacristan.

### WEDDING PROCEDURES

Sacristan will arrive 30 minutes prior to wedding.

### Set up for Mass:

- Place chalice of Presider on cart
- Get purificators from box marked “Funerals and Weddings” which are 1 hand towel and 1 purificator
- Ring dish (on shelf in safe)
- Hand Bowl
- Holy Water container with Aspergillum
- Small Glass Paten with 80 - 100 unconsecrated hosts
- 1 Medium Presider host
- EM Paten
- Wine and water cruet
- Sacramentary (Priest will set this up)

### No Mass:

- Ring dish
- Holy Water container with Aspergillum
- Sacramentary (Priest will set this up)

### Bride’s Table:

- White cloth with scalloped edges, in the back closet on bin marked Altar Cloths
- Transparent Square next to the mini fridge in sacristy.
- Unity Candle, Mothers’ Candles, Votive Candle, 2 sticks to light candles

Light the altar candles and votive on bride’s table 15 minutes prior to the ceremony.

Sacristan will also be the EM for the mass. Have tabernacle key to get reserves and don’t forget to leave church door open or you won’t get back in from the tabernacle.

### After Ceremony:

- Clean up all items, put them away and lock safe
- Put Unity Candle and Mothers’ candles on grey cart for bride to take

## Vestments and Cleaning of all Linens Coordinator

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- Is responsible for making sure vestments and albs for priests and deacons are clean
- Changes the priests vestments for each season as stated in the *Ordo*
- Washes and irons the server robes
- Washes and irons all sacred linens
- Reports any problems to the head sacristan

## Procedures

Take priest and deacon Chasubles, Stoles and Albs to cleaners when needed.

Bring the vestments from back closet to front closet when taking to cleaners so there is always a set in the front closet.

Make sure the altar servers gowns are clean by washing the when needed and bringing a new set up from the back closet.

Wash and Iron all linens, purificators, altar, table and cart linens. Training new volunteers in how to clean these items and which cleaners to take vestments to.

**Coordinator:** Every week you need to make sure there are clean purificators in all the bins in working sacristy and extras in the bin in the back closet.

Notify head sacristan when purificators and/or linens are starting to look worn so they can be replaced.

## Sewing Coordinator

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- Is responsible for making all Altar linens, table linens and cart linens.
- Will coordinate with Church office staff when material is needed to be purchased.
- At this time altar servers gowns are made. Patterns are in a bin in the sacristy closet if needed to make more.

## Cleaning of the Church Coordinator

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- Weekly clean all liturgical furnishings
- Make sure candles are replaced as needed
- Clean all candle holders and vessels
- Clean Sacristy at the St. Francis Center
- Schedule your cleaning crew on a rotating basis
- Report any problems to the head sacristan
- Order cleaning supplies as needed and coordinate this with the church office

### Church Cleaning Procedures

#### (After Friday morning mass)

1. Remove the 3 altar candles and put in the freezer (located in kitchen by Great Room) for 15 minutes, make sure wax is not liquid when removing candles from stand. While the candles are in the freezer proceed to change the altar server candles in sacristy.
2. Remove brass candle followers- remove thumbtacks and set aside. These candles are NOT to be reused. They are put back in the candle drawer in the workroom. The candles which will go in the altar servers' candleholders will be the ones that were

just removed from the altar or of appropriate length from the candle drawer. Candles which are too small to reuse are saved for remelting or given to Sister B and others for personal devotional use.

3. Clean the brass candle followers and the round base (clear plastic discs). There are always extra clean disks and brass followers in the cabinet above the sink 2<sup>nd</sup> shelf.

Materials used to clean these items:

- Goo-Gone (candle remover) found under the sink.
- Square felt fabric pieces (approx. 3x5) found in the locked cabinet in the workroom.
- White cloth rags for final wiping, found in locked cabinet.

Procedures:

- Pick off as much candle wax as you can. Use the plastic brown scraping tool located in the drawer in the sacristy. Be careful not to use something sharp to prevent undo scratching.
- After you have picked off excess wax, pour liberal amount of Goo-Gone on felt squares, wipe brass followers until wax is gone. Finally wipe and polish with a cotton rag.
- Follow same procedure with plastic disc for candle stand.
- Before replacing plastic disk, clean off candleholder (brass parts) by picking off excess wax and using Goo-Gone. Finally wipe it down with your rag.

By this time the candles in freezer should be ready to be cleaned. Follow the above procedures to clean the brass followers. Of the 3 candles pick 2 that look the same length to use for the altar server candleholders. Put the extra candle in the candle drawer. Trim the candles, put in the thumbtack on the side-bottom to keep it level in the holder. Put on clean brass follower, clear plastic disk and replace candles. The altar server candleholders are done. Make sure the base is clean of excess wax, but be careful not to scratch the wood. Wood surfaces can be wiped down with Orange-Glo spray.

Get 3 new altar candles (12 x 1.5) which are found in the workroom cabinet. Replace the brass followers on the new candles and put on the candle holders by the altar. Make sure the plastic disks are clean (they usually are). Dust wooden parts with Orange-Glo.

4. Other cleaning duties:

- Arrange ushers boards so they are in alphabetical order- only by the first letter of last name. Make sure boards are neat, about 5 name tags per line.
- Check altar server's robes. Arrange by size- left to right, small to large. Make sure they are neatly on hangers and each has a brown cord.
- Make sure there are at least 2 bottles of wine in the refrigerator by the sink for the weekend use. Fill the wine rack. Wine is in the locked cabinet in the workroom.

The key is in the locked safe, make sure to lock the cabinet and return the key to the safe and lock that.

- Check the hosts in the cabinet to the right of the sink. Bags have 500 hosts in them, arrange bags so they are level and neatly kept. Bring down from upper shelves if needed. Make sure there are medium sized hosts for daily mass in the container and large sized hosts for Sunday mass in the baggie.
- Make sure room is tidy when you finish.
- Wipe down window ledges and shelves with dust rag and Orange-Glo.
- Make sure altar linens, cart linens and credence table linens do not have any wine stains or other dirt. They must be clean. New linens are in a bin marked altar cloths in the back closet if you need to change them.
- Before leaving put supplies away and wipe down the sink and counters.

Every so often the brass candle followers need to be polished. Use Brasso cream and the square felt cloths. THIS GETS VERY MESSY! Wipe clean with a cotton cloth. You will be instructed how to do this when necessary.

### Dusting the Church

**Materials needed:** Orange- Glo Spray, Yellow Cloths (handi-wipe) and clean white cotton cloths.

#### **Altar:**

- **NOTE:** The only thing you spray with Orange-Glo directly is the altar, spray it liberally, spread it gently and evenly across with the yellow rag, wait 15 minutes then polish the altar. **\*\*\*CAUTION-** be careful not to spray the floor area around the altar it will become **VERY SLIPPERY** and someone could fall. **\*\*\***
- While waiting the 15 minutes you can proceed to dust the podium, priest's chair (with the pink cushions), and the 3 candle holders. Sometimes the workmen have put the priest's chair and podium away already, it's ok if they did.

#### **Ambo and back area:**

- Spray yellow cloth with Orange-Glo and wipe down all wood areas of the ambo. Follow with polishing cotton cloth.
- Wipe down all the chairs by the ambo. If there are any papers return them to the priest's sacristy.
- Under the chairs keep at least 2 "Gather" books for use at Sunday mass.
- Dust the wooden area where the cross is placed.
- Dust the credence tables, shelves and rails above the tables.

- Dust each of the Stations of the Cross. No need to spray anything on the cloths by now there is enough oil on them.
- Dust the **Ambry**, where the Holy Oils are kept, be careful with the glass areas.
- Dust the wooden areas of the Paschal Candle located in the rear of the church.
- Dust the kneelers and clean up the area by the Mary Shrine. **\*\*\*DO NOT** spray the statue or use ANY product on the cloth you are using to dust the statue.
- Go into the priest/ penitent confessional room. Dust kneelers, small table, woodwork and cross. Make sure it looks neat, no garbage left in there.
- Dust the gifts table.

**End of church dusting- proceed to the chapel.**

**\*\*\*KEEP DOOR OPEN SO YOU DON'T GET LOCKED OUT\*\*\***

- Dust Podium where the Book of Intentions is kept.
- Enter Chapel, dust the stand that holds the tabernacle, and wipe down the tabernacle.
- Wipe down pews, organize prayer books, remove excess leaflets, Novena sheets, etc.
- Check the candle areas- pick off excess wax/sand from the wooden holder
- Open tabernacle door and dust under ciborium and also clean the ciborium to remove finger prints. If the ciborium is not full you can remove it to the sacristy wash the outside of it and return it to the tabernacle. (Tabernacle key is located on a hook in the vault. It is labeled.)
- You are finished in the chapel and can leave.
- Make sure to close the door to the church on your way back in.
- Be mindful if anyone enters the church while you are cleaning inside the chapel.

**Proceed to the Narthex**

**Narthex:**

- Dust off the St. Francis statue
- Wipe down and dust all wooden tables, straighten and keep neat.

**Proceed to the workroom:**

- Wash any glass votive candle holders if there are any as follows: 1<sup>st</sup> soak in hot water to remove excess wax. When draining the water make sure to scoop out all the wax so it doesn't go down the drain.
- Once wax has been cleaned, soak votive in HOT/SOAPY water, clean and put away in the cabinet.
- Check incense holder and clean if necessary.
- Clean up after finishing in workroom (what you worked on).



### **Proceed to Priest's Sacristy:**

- Dust off table, window ledge and counters.
- Check vestments in closet and straighten them out in needed.
- Check drawers, straighten if necessary.
- Make sure there are clean towels in the bathroom.
- Clean the mirrors

## **PROCEDURES FOR CLEANING PEWS**

Notify the office staff about cleaning. They will bring up the lemon cleaner to be used for the pews. There might be some in the workroom under the sink.

Have the volunteers sign in, first and last name, on the sign-in sheet. Use a grey utility cart to put all the supplies on and to have everything in a central location.

Use the diagram of the church seating and assign the volunteers, in pairs, to a section working from the front to back. Pencil in the names of the people and where they are assigned on the seating diagram so you know who is cleaning where. One will apply the cleaner with the yellow cloth and the other will follow with a soft clean white cloth to buff.

Demonstrate "how to" before sending the volunteers to their sections. Decide if you want the volunteers to clean the back of the pews too.

Assign the chapel and cry room too.

### **Supplies Needed:**

- Grey utility cart
- Box of gloves, only for those applying the cleaner
- Yellow cleaning cloths to apply the cleaner
- White cloths to buff the pews
- Smaller bottles to put the lemon cleaner in to make it easier. Less messy than pouring out of the gallon sized bottle.
- Church seating diagram sheet
- Sign-in sheet
- Pen/pencil

**Church Cleaning Check List**  
(Please check when completed)

| Function                              |  |  |  |  | Notes |
|---------------------------------------|--|--|--|--|-------|
| <b>DUSTING</b>                        |  |  |  |  |       |
| Altar                                 |  |  |  |  |       |
| Ambo                                  |  |  |  |  |       |
| Small podium                          |  |  |  |  |       |
| 3 candle holders by altar             |  |  |  |  |       |
| Priest chair next to ambo             |  |  |  |  |       |
| Wooden area around cross              |  |  |  |  |       |
| Stations of the Cross                 |  |  |  |  |       |
| Ambry                                 |  |  |  |  |       |
| Paschal candle                        |  |  |  |  |       |
| Kneelers/area around Shrine           |  |  |  |  |       |
| Confessional                          |  |  |  |  |       |
| Offertory table                       |  |  |  |  |       |
| <b>CHAPEL</b>                         |  |  |  |  |       |
| Podium for Intentions Book            |  |  |  |  |       |
| Tabernacle and stand                  |  |  |  |  |       |
| Pews                                  |  |  |  |  |       |
| Candle area                           |  |  |  |  |       |
| <b>NARTHEX</b>                        |  |  |  |  |       |
| St. Francis statue                    |  |  |  |  |       |
| Wooden tables                         |  |  |  |  |       |
| <b>WORK ROOM</b>                      |  |  |  |  |       |
| Wash glass votive holders             |  |  |  |  |       |
| Check incense holder                  |  |  |  |  |       |
| <b>PRIEST'S SACRISTY</b>              |  |  |  |  |       |
| Dust table, window ledge,<br>counters |  |  |  |  |       |
| Check -vestments                      |  |  |  |  |       |
| Check -drawers                        |  |  |  |  |       |

|                              |  |  |  |  |  |
|------------------------------|--|--|--|--|--|
| Place clean towels           |  |  |  |  |  |
| Clean mirrors                |  |  |  |  |  |
| CANDLES                      |  |  |  |  |  |
| Remove wax from followers    |  |  |  |  |  |
| Remove was from plastic disc |  |  |  |  |  |
| Replace candles              |  |  |  |  |  |
| OTHER                        |  |  |  |  |  |
| Altar servers gowns          |  |  |  |  |  |
| Usher board                  |  |  |  |  |  |
|                              |  |  |  |  |  |
|                              |  |  |  |  |  |
|                              |  |  |  |  |  |

## Daily Mass Coordinator

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- Assigns sacristans, EM's and readers
- Sets up/ opens for daily mass
- Oversees daily mass
- Takes care of chapel candles
- Makes sure on Ash Wednesday everything is in order for ashes. (See procedures under Lent, Ash Wednesday)

### Procedures for Daily Mass Setup

Turn on Lights 1-2, 3-4, 5-6, 7-8, 13-17, 33-35 and PA system

#### Place on altar:

- Corporal
- 2 hand towels and small water bowl placed in the lower right had corner of the altar
- Chalice (place on back of the corporal center)
- Small Paten with medium size host (place on left side)

- Glass cup (place on right side)
- 2 Purificators (place on right side of corporal, one on top slightly below the 1<sup>st</sup> purificator)

**Offertory table:**

- Wine and water cruets with wine and water in them
- Small ciborium filled with unconsecrated hosts with tweezers
- Small paten next to ciborium

**Roman Missal:**

- Is placed on priest's chair before mass and placed on top of ciborium with unconsecrated hosts after mass.

**All vessels are washed and put away after mass. Be sure to lock safe, turn off lights and PA system.**

**Select:**

- 3 EM's
- 2 people to carry gifts (try to select people that may have requested this before mass)

**If a funeral is scheduled, clear everything from the altar, gifts and credence tables after mass.**

## Sunday Sacristan

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### Procedures

Pictures will follow instructions.

The cart will look like Picture # 1 for you, set up from the previous mass sacristan. **Extra instructions for 5:15, 7:30 & 12:00 Masses will be under a separate heading.**

You will need to fill the glasses with wine using the measuring cup, then cover the glasses with the cloth. Add wine to the cruet. Picture # 3

The wine is in the mini fridge to the right of the sink. If you empty a bottle, open another bottle and place a warm bottle in the fridge to replace the one you opened.

You need the presiders' chalice from the safe. To see who is presiding, check the schedule on the inside door of the safe. Picture # 2

Make sure the water decanter is at least half full.

You need to know how many consecrated hosts are in the ciborium in the tabernacle before you fill the presiders' paten. **A full ciborium is 500 hosts, ½ full is 250 and 1/3 full is about 150 hosts.** Most of the time the prior sacristan will let you know how many hosts are in the ciborium so you will not have to go look. If they don't let you know go to the tabernacle and check. Put unconsecrated hosts that you get from the last upper cabinet to the right of the sink, Picture # 4.

**NOTE:** Fr. Artur uses his small paten, this will be placed on the gifts table with the large presider host in it. Picture # 4B.

Make sure you have 5 patens for the EM's to use (3 for 7:30 mass). Take a packet of purificators from the 1<sup>st</sup> upper cabinet to the left of the sink out of the box marked "Sunday's Only", Picture # 12.

Place the blank one in the bowl, one with a cross on it in the presiders' chalice and the other 5 with crosses on the tray next to the wine glasses. Make sure the tabernacle key is on the cart. The cart will look like Picture # 3.

Now you are ready to leave the sacristy. As you enter the church in the back to the right of the baptismal font there is a table. This is the gifts table. On this you will place the wine cruet, water decanter, and the unconsecrated hosts in the presiders' glass paten. The gifts table should look like Picture # 4A or Picture # 4B, if Fr. Artur is presiding.

Next, carefully wheel the cart to the credence table located to the left of the altar behind where the priest and deacon's chairs are. Carefully place the tray with the wine glasses on the table (this tray can be heavy for some), the bowl for the washing of the presiders hands, the chalice with the purificator in it and the EM patens on the credence table. Make sure the corporal for the altar and the missal are on the table. If not go back to the sacristy and get them. The credence table should look like Picture # 5.

Take the 2 hand sanitizers and place them on the cart. Put the cart against the wall.

Again make sure the tabernacle key is on the cart. The cart should look like Picture # 6.

Now you can sit down for mass.

If you feel that more people showed up for mass than you have hosts in the reserve ciborium in the tabernacle and unconsecrated hosts on the gifts table then go and add more. **Remember to do this no later than the homily.**

When mass is over you need to clean the credence table of everything you brought out. Taking it all back to the sacristy to wash and dry for the next mass. Picture # 7 without the books. (5:15 & 12:00 only bring back the books).

Remember, you are responsible for consuming the unused Precious Blood if left in the glasses. You can either consume it at the credence table or back in the sacristy. There

will always be a small amount of Precious Blood in every cup and in the presiders' chalice that has to be consumed. To do this pour some water into one of the cups and keep emptying it into the next cup until you did this to all cups and chalices, then drink it. **Do not pour this into the sink.** If you cannot drink this pour it into a plant or ask someone to consume it for you.

Wash all the cups, chalice, plates and bowl. After drying, put them on the cart for the next sacristan like in [Picture # 1](#).

Place all used purificators in the basket in the cabinet above the sink [Picture # 13](#).

You are finished.

**NOTE:** If you need a sub please call another sacristan. All phone numbers are on the door of the safe and have been given to each of you. Even if you request a sub online it might not get filled, please keep this in mind. A sacristan is needed at every mass or the mass will not run smoothly.

**Extra Instructions for 7:30 Mass only:** The sacristan at the 7:30 mass is now responsible for making sure there are candles in the Eucharistic Chapel available to be lit and collecting any money you find. If candles are needed they are located in the 2<sup>nd</sup> room past the sacristy on the counter next to the washer & dryer. The candles should be in a box. Place old candles on the same counter and put money in the top drawer.

**Extra Instructions for the 5:15 & 7:30 Masses:** The 5:15 & 7:30 are the first mass and need to get everything from the safe. [Picture # 8](#). Take out the large glass paten, 3 or 5 EM patens, the presiders' chalice, the tray with the wine glasses, cloth cover, corporal, the water decanter and bowl. From the mini fridge you will need the wine cruet. Place all on the cart like in [Picture # 1](#) and continue with the normal sacristan duties.

The key to open the safe is located in the upper cabinet to the left of the sink on a hook. Open and replace key. [Picture # 12](#).

**Extra Instructions for 5:15 & 12:00 Masses:** There are no other mass after these, so before you leave the credence table take the missal, corporal, notebook, books from the Ambo and any other sheets of paper left there back to the sacristy. Cart should look like [Picture # 7](#).

After you wash everything it all has to be put away in the locked safe as shown in [Picture # 8](#). Place the missal on the counter above the mini fridge [Picture # 9](#).

Place the other books on the sign in counter, [Picture # 10](#).

After you do these extra steps you are finished and can put the tabernacle key on the hook, [Picture # 8](#) and lock the safe. The key to lock the safe is located in the upper cabinet to the left of the sink on a hook. Lock and replace key. [Picture # 12](#)



Picture # 1

PRISON RECORDS  
Mar 2013

| DATE     | TIME  | FROM  | TO    | 12:00 | Supper | Recreation | EXTRAS |
|----------|-------|-------|-------|-------|--------|------------|--------|
| 04-01-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-02-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-03-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-04-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-05-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-06-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-07-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-08-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-09-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-10-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-11-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-12-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-13-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-14-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-15-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-16-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-17-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-18-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-19-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-20-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-21-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-22-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-23-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-24-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-25-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-26-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-27-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-28-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-29-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |
| 04-30-03 | 07:30 | 07:30 | 07:30 | 07:30 | 07:30  | 07:30      | 07:30  |

NOTE: Absences which in turn cost when possible.  
 \* - 25 Prisons  
 \*\* - 25 Prisons  
 \*\*\* - 25 Prisons  
 \*\*\*\* - 25 Prisons

CL: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

Picture # 2



Picture # 3



Picture # 4A



Picture # 4B



Picture # 5



Picture # 6



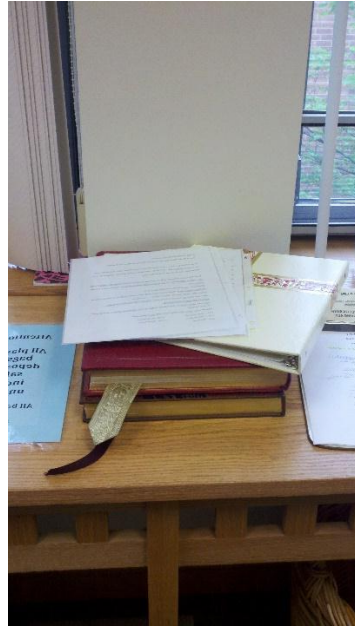
Picture # 7



Picture # 8



Picture # 9



Picture #10



Picture # 11



Picture # 12



Picture # 13



## CONFIRMATION

Before confirmation let church cleaning coordinator know that new candles are needed at altar and for servers.

Place a small table near the credence table with the following:

- Small bowl with lemon wedges (Purchase a lemon)
- Bowl for washing hands
- Carafe with warm water (Located on the bottom shelve of the locked safe)
- Towel to cover table
- Towels to dry hands
- Soap
- Small bottle of water for the bishop

Set up cart like Sunday Mass

# LENT

At least a month before Ash Wednesday check to see if there is enough ashes. If not let church office know so they can be ordered.

All towels should be clean and in bins in the sacristy closet. If more are needed contact church office to order more.

Also make sure tapers are ordered for Easter Vigil.

## Ash Wednesday

### Before morning mass:

- Small bowls with ashes are placed on table at the left side of the altar. Cover tablet with purple cloth. (Bowls are located in sacristy in cabinet above the sink, cloth in work sacristy cabinet.)
- Use the carafe on the bottom shelf of the safe, fill it with warm water place on credence table.
- Cover one of the credence tables with a towel, have a large bowl, soap and paper towels for hand washing available

### After morning mass:

- Bring carafe back to sacristy
- Bring bowl back to empty and clean

### Other ash distribution services:

- Make sure ashes are in place by the altar.
- Refill carafe with warm water and bring to credence table
- Make sure large bowl, soap and paper towels are at the credence table

### After ash distributions services:

- Clean large bowl and return to credence table
- Make sure soap and paper towels are available

## Weekday Evening Masses

Set up like Sunday Mass

### Stations of the Cross

#### Altar:

- Small Corporal
- 4 candles located in servers' closet
- Monstrance
- Thurible and Incense boat placed at the foot of the altar- right side facing altar
- Light charcoal just before service starts and candles on the altar
- Station books placed at side door as well as on table behind baptismal font. These books are located in priest sacristy cabinets
- Humeral veil on front pew

Church staff will set up small kneeler for presider

#### After Stations:

- Clean out Incense boat into can, under sink, and leave on tile floor by the sink to cool
- Put everything you brought out away

## HOLY WEEK

### Holy Thursday

#### Setup:

- Bowls and pitchers in cabinet in priest sacristy
- Take bowls and place 2 at each of the 4 front pews, place 1 by the priest and deacon chairs and 1 at the station set up by Mary's shrine, place a towel under these two bowls
- Place about 2 dozen towels by each bowl
- All the pitchers are put in the back sacristy for filling and distribution at the service
- Place the carafe with warm water, soap, bowl and towels at a table near credence table for hand washing after feet washing, cover this table with a towel
- Towels are located in the lower cabinet in the corner of priest sacristy
- Cart like for Sunday Mass

Servers and others are assigned to bring pitchers to and from foot washing stations.

**Make sure extra hosts are consecrated. There is no consecration on Good Friday but there is communion distribution.**

Set up a spot in the corner of the priest sacristy for storing the consecrated hosts. Place a corporal on counter, have an extra corporal to cover ciborium, large glass candle and lighter.

### Good Friday

#### Afternoon Stations of the Cross:

- Station books on table in back of church and at side entrance
- Paper napkins to be used to wipe the cross at veneration

#### Evening Service: At credence table

- Small corporal
- Patens for EM's
- Paper napkins for wiping cross at veneration

Someone will bring the consecrated hosts from the priest sacristy during the preparation of the altar, this is usually the deacon.

## **Easter Vigil (Saturday Evening)**

Prior to Saturday Vigil service assemble tapers for congregational use. They are located in work sacristy. Place them in the 2 large baskets under the sign in table in sacristy. Ushers will take care of bringing the baskets out and will distribute them to the congregation.

Set up cart like Sunday Mass with these additions:

- Small bowl with lemon wedges
- Carafe with warm water, bowl, soap and towels for hand washing will go on the extra table set up near the credence table, cover this table with a towel
- Two large towels placed on the baptismal well floor
- Holy Water bowl and aspergillum

## **Easter Sunday**

If no mass in Upton Hall set up as you would regular Sunday Mass.

If there are masses in the church and Upton Hall set up:

### **Upstairs:**

- Set up for Sunday mass without wine.
- Holy Water bowl and aspergillum.

### **Upton Hall:**

- Set up for Sunday mass without wine
- Holy water bowl and aspergillum.

**Prior to Easter Sunday set up Upton Hall with the following:**

- Chalice of presider(s)
- 2 bags of hosts and presider host
- 5 patens

- Presider paten
- Sacramentary
- Book of gospels
- Small ciborium for extra hosts
- Large corporal
- Extra corporal to set up temporary tabernacle
- Large glass candle and lighter for temporary tabernacle

After last mass bring up everything and wash upstairs. All the extras are in a cabinet in priest sacristy. Put everything back in that cabinet. These are used for Easter and Christmas masses in Upton Hall only.

This will be your guide. If you have any questions please contact the head sacristan, Adrienne Wieczorek at 708-403-4169.

God's blessings to you for volunteering for the ministries covered in these procedures.

Updated: April, 2014