

CHRIST THE KING PARISH

Sacristan Job Description - September 2021

Liturgy fuels us to become disciples. As a liturgical minister, you are exercising what you have been trained for so that you and others can be nourished by our eucharistic feast. Thus, what you do enables others to become disciples of Jesus Christ.

When you are the sacristan, please go through the checklist below carefully each week to ensure everything is completed. If you are unable to serve on your scheduled day, please find a replacement as soon as you can and then contact Colleen Russ to let her know of the change. cruss@ctkpueblo.org or (719) 250-6659.

Before Mass

- o Arrive 45 min before Mass
- o Clergy or staff will unlock Narthex doors 45 minutes – 1 hour before Mass begins
- o Check the counter in the sacristy for any notes regarding special instructions (sprinkling rite, incense, etc.)
- o Turn on all lights,
 - o Switches by the sanctuary (including ceiling fans). Switch in the back of the church by the Narthex doors (for icon). Switch in the cry room – up high (for the baptistery). Switches in the Narthex across from the bathrooms
- o Turn on air conditioning/heat for altar (black light switch behind altar)
- o Ensure lectionary is on the ambo and on proper day readings
- o Place key in Tabernacle
- o Ensure Safe Room door is unlocked
- o Ensure that the altar servers light candles
- o Ensure musicians have turned the sound system on.
- o Check microphone on the ambo to ensure the green light is on (indicating that it is turned on)
- o Check the tabernacle candle (sanctuary lamp) – change if needed.

Credence Table

- o Fr. Carl's chalice and a communion chalice for each deacon
- o Second gold ciborium with 50 small hosts (in addition to one on credenza in back)
- o 2 or 3 purificators (depending on how many deacons are there)
- o 1 corporal
- o Large glass bowl - towel and pewter pitcher with water inside of the bowl
- o Small glass cruet with water
- o Roman Missal

Presider Table (between presider and deacon)

- Glass/es of water/ice for Clergy.

Credenza in back

- o Fr. Carl's gold paten with 1 large host and 50 small hosts
- o Pitcher with 3 oz of wine in it
- o Make sure there are extra hosts in the drawer.
- o Book of Gospels – make sure ribbon on correct readings
- o Appropriate money bag in basket (can find bag and basket in the credenza)

- o During the Octave of Easter, there will be a sprinkling rite. Put two buckets of holy water in the back of the church (on the small folding shelf behind the last pew on the west side) with two aspergillums laying beside them. (find them: one in the back sacristy in the bottom drawer, one under the stand alone holy water font in the back of the church).

Before Mass

- o Check in ministers – get substitutes when necessary (list of ministers is in a folder where ministers check in)

- o Ask two or more people to bring up the gifts. You may ask families, but also ask two separate single people on occasion so to include them. Instruct them to approach clergy at time for the gifts to be brought up, then hand the gifts, then bow, then return to their seats.

During Mass

- o Count parishioners during Responsorial Psalm – Count all souls young and old – write on sheet. Subtracting small children – **add or subtract** hosts if necessary. There are extra hosts in the drawer in the credenza if needed.
- o Write the count on the count sheet in the drawer in the credenza
- o Ushers can put the collection in the money bag after the collection. Assist if necessary.

After Mass

- o Ensure sacred vessels are cleansed and placed in proper cabinet
- o Key out of Tabernacle and placed in proper cabinet
- o Snuff out candles and ensure linens in proper laundry bag
- o Check bathrooms and prop open the door
- o Turn off lights (if someone is in the church praying, wait for them to finish before turning out the lights) in Church, Cry Room and Narthex
- o Turn off air-conditioning/heat to altar (4:00 Mass only)
- o Ensure musicians have turned off microphone (except not 8 am Mass)
- o Lock or ensure outside doors are locked in Narthex.
- o Double check the outside doors by the piano and the sacristy – they often look closed when they are not latched.

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