

# Saint Maximilian Kolbe Catholic Church



## SACRISTANS

10/2021

Picture then the High Priest Christ leaving the sacristy of heaven  
for the altar of Calvary.

He has already put on the vestment of our human nature,  
the maniple of our suffering,  
the stole of priesthood, the chasuble of the Cross.

Calvary is his cathedral; the rock of Calvary is the altar stone;  
the sun turning to red is the sanctuary lamp;

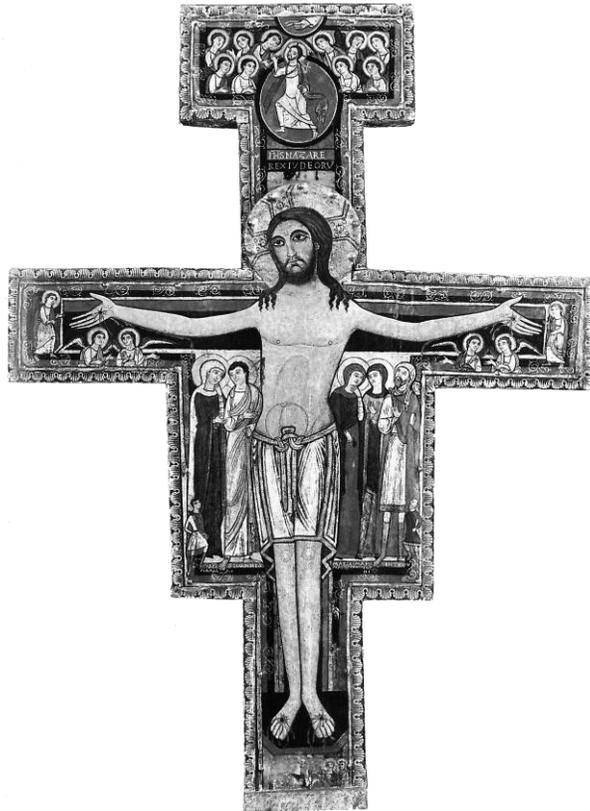
Mary and John are the living side altars;  
the Host is His Body; the wine is His Blood.

He is upright as Priest, yet He is prostrate as Victim.

His Mass is about to begin.

Excerpt from *Calvary and the Mass, A Missal Companion*

Written by Venerable Archbishop Fulton J. Sheen, Ph.D., D.D., LL.D., Litt.D.



## Dress Code

*“In effect, we all speak by the clothes we wear. Dress is a language, as it is a very form of external expression. It should never be forgotten that the actual clothing of the liturgy is a clothing of sanctity. We are to put on that holiness, realizing the fullness of participation.”*

- Pope Emeritus Benedict XVI

**Those who serve in the various roles at Mass assist in setting the tone and the high regard with which the Holy Sacrifice of the Mass should be held.**

**It is important, therefore, that liturgical ministers dress in a fitting manner.**

For Lectors, Cantors, and Extraordinary Ministers of Holy Communion, and Sacristans the dress code is as follows:

- Modest attire is expected.
- Men - a sport coat and tie, sport coat with button-down shirt, or a button-down shirt and tie, is preferable.
- Women - a skirt/dress (No higher than the knee), or slacks are also acceptable. Please wear a cover over shoulders
- **It would be much appreciated if all ministers could come to Mass dressed as if you were ready to substitute.**

Respecting the solemnity of the Mass and the significance of your very public role in the liturgy, please **do not wear the following:**

- Tank tops, t-shirts, shorts
- Tight clothing
- Jeans
- Short skirts
- Sweatshirts and sweatpants
- Low-cut necklines
- Sleeveless dresses and blouses (without a cover-up)
- Flips flops or running shoes
- Bold or distracting logos
- Any clothing that would be a distraction for others

While daily Masses do not normally have the same level of ceremony as Sunday Masses, they remain nonetheless the Holy Sacrifice of our Lord. Attire may be more relaxed, but should still reflect the dignity of the ministry being performed.



## Procedures for Sacristans

### WEEKEND MASSES

#### Before Mass

*Please arrive no later than 20 minutes prior to the start of Mass.*

#### In the back of church

- Turn on the lights (Full Church #2)
- Ensure extra hosts are available in containers located on usher's table

#### In the Sanctuary

- Light the candles at the ambo and altar
- Estimate host count in tabernacle. Key is hanging in the small closet (south wall) of work sacristy. There is a picture of various ciboria and host counts hanging on wall in sacristy.
- Leave the key in the tabernacle for Mass

#### On the Credence Table

- *(If the safe is locked, please check with a member of the clergy or Ron Miller (musician) or Mary Ella to unlock it)*
- Lavabo bowl and cruet (located in glassware cabinet above the Sacramentum) with water and towel (from drawer)
- Presider's Chalice – check the sacristan notes under the glass for scheduled presider and set out the appropriate chalice (located in safe) including the paten, purificator, pall and corporal. Refer to the picture to match presider with chalice. Place a presider host either Fr. Jim's (specific) or generic (for all other priests) on the chalice's gold paten.
- Proper number of communion patens (gold plates – found in the safe) for distribution of consecrated hosts. Refer to the sacristan notes under the glass for updated number of hosts.
- An empty silver ciborium with lid (found in safe) for surplus Hosts

#### Usher's table in the back of church

- Determine the number of hosts needed for Mass based on previous week's estimates
- Using either the medium sized bowl which holds close to 500, or the larger sized bowl (both found in the drawer marked, "Gold bowl"), place the estimated number of hosts needed for Mass, taking into account what is already consecrated in the tabernacle. The key to this drawer can be found in the wine closet.
- When determining the number of hosts, it is always better to error on the side of having a little extra rather than cutting the number too close and running out.
- Retrieve wine cruet from cabinet – can use the tall slender one or the shorter crystal like piece – and fill at least 2/3 full with wine. Pour wine into the cruet to be used for the offertory procession Even though only a portion of this wine may be used a particular Mass, it is appropriate to fill the cruet about halfway. The deacon or presider will pour the fitting amount into the presider's chalice. It is okay if wine remains in the cruet for later Masses.

- Place the cruet of wine and paten of unconsecrated hosts on ushers' table in the back of church.
- Ensure extra hosts are available in containers

**After Mass starts** - *During the homily or shortly before*

- Confirm attendance with usher and adjust host count as needed.

**After Mass**

*Please don't extinguish any candles or move in the sanctuary until after the assembly has concluded the St. Michael prayer. We want to allow time for the prayer of the people to conclude before moving in the sanctuary.*

- Check the state of the large altar corporal for any particles of Hosts or stains from wine (Precious Blood):
  - Hosts: carefully fold the corporal, gently unfold it over the sacrarium, and then return it to the altar.
  - Wine: replace corporal with a clean one from the drawer marked, "Corporals."

**After Noon Mass**

- Empty the four ablution cups into the Sacrarium, refill them with water, and replace them (at the tabernacle, credence table, work sacristy and Blessed Sacrament Chapel tabernacle).
- Replace the purificators by the ablution cups as well
- Return the unused silver ciborium to the safe
- Perform usual "After Mass" stuff listed above

**Other notes:**

- At this time, no distribution chalices are being used. When we start distributing the Precious Blood again, these procedures will be updated.