

SACRISTAN TEAM

Sharing the duties of setting up the sacred vessels allows participation in the preparation for the Holy Banquet and allows the priest to focus solely on the actual celebration of the Mass and acting in the spirit of our Lord. The care and devotion that is put into the preparation for the Banquet and setting the sacred environment brings us closer to God and helps to fulfill our Parish Mission to love God, love others, and make disciples.

Overview of Ministry

Undertake with care and wisdom the duties of setting up the sacred items used in the Holy Mass in preparation for the Eucharist, and caring for them after Mass.

Qualifications

- Adult men & women
- Joyful willingness to serve
- Enjoy setting up items and ambiance
- Approved by the pastor
- Friendly, dependable, service-oriented

Commitment Time

- 45 minutes before until 15 minutes after Mass
- 1-year time period
- One-time ministry general orientation
- Orientation to Sacristan procedures

Basic Responsibilities

- Prepare the Eucharistic vessels and the altar
- Prepare and place the offertory vessels at the back of the church
- Prepare the podiums with the appropriate books and readings
- Light the altar candles
- Count the hosts
- General cleanup of all vessels

Shifts (when to arrive)

- Arrive at least 45 minutes prior to Mass/event
- Saturday 4:00 PM Mass: 3:15 – 5:15 PM
 - Sunday 8:30 AM Mass: 7:45 – 9:45 AM
 - Sunday 10:30 AM Mass: 9:45 – 11:45

of Ministers Needed

- Minimum of 3 ministers, one for each Mass
- Ideally, one for each daily Mass also
- No maximum

Communication

- Flocknote under OPS > Sacristan
- Report to Sacristan Team Leader