



Tuesday, 22 May 2018  
Memorial of Saint Rita of Cascia

Saint Olaf Sacristans,

This letter is a bit overdue since we have finished our remodel of the sacristy.

Firstly, I am grateful for your service. Sacristans are very-much needed every Sunday and Holy Day and I couldn't be happier to have you in this role.

I have enclosed a revised instruction list for you. I hope these will help clear up any and all remaining uncertainties about your role.

Notably, please do return to the Sacristy after Mass to rinse and return the Altar vessels to the cabinets. The Altar-servers will bring everything into the Sanctuary before Mass and return them to the Sacristy after Mass; it is the role of the Sacristan to return the books as well as rinse and return the Altar vessels to the cabinets in the Sacristy.

Finally, I am interested in adding another one or two volunteers to the rotation. Please feel free to speak to me with suggested names. We would be looking for someone who is very regularly in attendance at Saint Olaf, a trusted member of the community, and a Catholic in good moral standing with the Church and neighbors.

Thank-you again for your service to Holy Mother Church.

God be near,

Reverend Jeremy J. Ploof  
Pastor

# Sacristan

## Before Mass

### Church of Saint Olaf

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Arrive at least thirty (30) minutes before Mass is scheduled to begin.

Lights: turn on all Sacristy lights; turn on colored lights and Crucifix spot lights

#### Liturgical Books:

- Far-left cabinet
- Lectionary
  - turn to current day's readings and insert ribbon
  - leave open for Father to review
- Missal
  - Turn to current day's prayers and insert ribbon
  - Leave open for Father to review

#### Altar Vessels:

- Central cabinet and top-center drawer
- Tabernacle key: place in keyhole of Tabernacle; leave Tabernacle locked
- Chalices
  - Principle Chalice: place these items in this order on the principle chalice
    - Purificator
    - Paton
    - Principle Host
    - Pall
    - Corporal
  - Supporting Chalices: usually, there are two (2) supporting chalices needed
  - Supporting Purificators: one purificatory for each supporting chalice should be placed on the countertop next to the purificators but not on top of them
- Ciborium
  - Saint Olaf has two ciboria – one will always be in the Tabernacle
  - Fill the ciborium full with hosts
- Cruets
  - Saint Olaf has two sets of cruets
  - Select the larger set of cruets; completely fill with wine and water; add caps
- Water basin: fill pitcher halfway with hot water; place towel between basin and pitcher

# Sacristan

## After Mass

### Church of Saint Olaf

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Allow the Altar servers a moment after Mass to return everything to Sacristy

#### Liturgical Books

- Return all books to the far-left cabinet
- Check that both the Missal and the Lectionary are back in the Sacristy

#### Altar Vessels

- Basin and pitcher: rinse both in warm water and return to central cabinet
- Cruets: rinse both cruets in warm water and return to holders in central cabinet
- Ciborium: rinse in warm water and return to cabinet
- Supporting chalices: rinse in warm water; return to central cabinet
- Principle chalice
  - Rinse with warm water
  - Place these items in this order on the principle Chalice (reversed from before)
    - Corporal
    - Pall
    - Paton
  - Return to central cabinet
- Tabernacle key: place on shelf in central cabinet
- Towels and Purificators
  - Place used towels and purificators in tub in middle-central drawer
  - If Corporal is stained, place corporal in tub in middle-central drawer
- Turn off colored lights, Crucifix spot lights, and all Sacristy lights