

SACRISTAN DUTIES AT IMMACULATE HEART OF MARY PARISH

Extraordinary Ministers of Holy Communion (first *two* names under Precious Body on the Ministry Schedule) will be responsible for the following duties:

- First name under “Precious Body” should remain after Mass and assist in washing the sacred vessels and setting up for the next weekend liturgy. **Extraordinary Ministers of Holy Communion may no longer purify the sacred vessels.** However, we are encouraging both names under “Precious Body” (or the first *two* when three are listed) to share responsibilities.
- Wooden tray from the credence table in the sanctuary should be returned to the sacristy after Mass to set up for the next liturgy. (There is also a gold tray which is reserved for weekday use only.)
- Four (4) communion cups should be placed on the brown tray for each weekend liturgy with the exception of the 7:30 A.M. liturgy when only three (3) cups are used.
- Each cup should have its own purificator (wiping cloth). Purificators are located in the top pull out sacristy drawer toward the back of the drawer.
- Two (2) communion bowls (smaller in size from the matching large bread bowl) should also be placed on the tray. If you choose to stack them, please make certain purificators are placed between the bowls! You may also place the purificators near the cups on the tray.
- A *chalice* for the priest needs to go on this tray as well, however, you may take it out to the credence table separately if you don’t feel there is adequate room on the tray. A *corporal* (small folded embroidered cloth), a *paten* (square piece of cloth), and *purificator* are placed on top of the chalice. A purified chalice from the previous liturgy may be used for the next liturgy or a priest may have his own preference and/or chalice he wishes to use. Optional chalices are located in the safe in the sacristy closet. Please note the *purificator* is laid **first** over the mouth of the chalice, then the *pall* and lastly the *corporal* which should be folded on the top.
- Next, the large communion bowl needs to be filled with hosts from the bread tin on the sacristy counter (or top drawer of pull out cart). Each sealed bag contains 250 hosts. The following is a guideline for weekend liturgies (see next page):

I.H.M. Sacristan Duties (2)

4:30 P.M.	250-300
7:30 A.M.	100-150
9:30 A.M.	300-350
11:30 A.M.	200-250

Please feel free to consult the Priest about these numbers. Often, there is a generous supply of hosts reserved in the Tabernacle which may affect the count.

- After the appropriate number of small (assembly) hosts are placed in the large bowl, you will need to place a *presider's host* on top of them. Large hosts are also found in the bread tin, however, some priests may request a smaller size presider host which are stored in a grey covered tin on the sacristy counter.
- Once the large communion bowl is filled with both assembly and presider hosts, leave the bowl on the sacristy counter. If you are setting up after the 4:30 P.M. liturgy, please cover the hosts with a purificator or other cloth to protect the bread till the following 7:30 A.M. liturgy. Sometimes, the priest may request that the large bowl is not filled till the morning depending upon the circumstance.
- Now, the large wine decanter will need to be filled. Altar wine can be found in the cupboard directly above the sacristy sink. Extra wine can usually be found in the second cupboard to the left below the sink. Please use open wine jugs first. For most liturgies, the wine decanter should be filled leaving about two inches from the top. However, the 7:30 A.M. liturgy usually only requires half of the decanter to be filled.
- Finally, once the wine decanter is filled you may leave it on the sacristy counter as well. The remaining task is to take the brown tray with the properly prepared vessels and cloths to the credence table in the sanctuary. Please note you do **not** need to take this tray to the sanctuary after the 4:30 P.M. liturgy!