

# Sacristy

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## Responsibilities

- Set out the glasses, bread, grape juice, wine, and napkins for communion services.
- Put the items away after the services.

## Roles

Two people are regularly scheduled as sacristans.

## Where communion items are located

- **Communion glasses, trays and lids** are in the cupboards above the dishwasher.
- **Chalices, flagons, bread plates** are in the corner cupboard above the counter.
- **Linens to cover Host** prior to service, palls, napkins, rice wafers are in the set of four drawers.
- **Plain wafers** are in cupboard above the mailboxes.
- **Dish towels** are in the drawer to the right of the sink.
- **Fair linens** (for the altar and credence tables) are in the closet (first rod); Credence table linens to the left/Altar to the right

- **Opened wine and grape juice containers** are in the small refrigerator in the Sacristy; **unopened containers** are in the top row of cupboards opposite the sink.

## Setting up (Sunday)

### On credence table under the mural

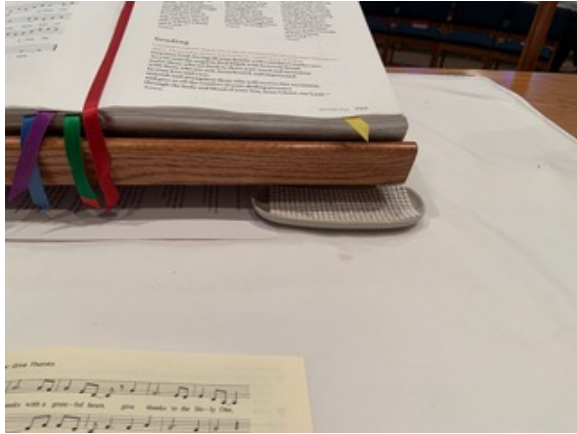
- Four (4) empty chalices covered with 4 communion palls



- White bread plate with rubber mat on which are:
  - Six (6) folded paper napkins
  - Six (6) empty glasses for the pastors and assistants
  - Extra bread plate with small glass dish of rice wafers
- Leave space on the left side of the credence table for the offering plates.

## On altar table

- Put small gray tray with rubber mat under the liturgical book holder



## On credence table near windows

- 6 or 8 trays of empty glasses (3 or 4 trays on each side). Be sure there is a wooden cover on the top of each set.
- 1 or 2 bread plate(s) with bread.
- 2 flagons with wine and grape juice... Be sure handles on flagons are opposite the pouring spouts. Place flagons with handles toward the windows.



- Cover bread and flagons with a large communion linen.



## Extras to remember

- If you find yourself without bread, use wafers or run quickly to Kennies.
- Place 2 empty trays on each stand in the front corners of the nave for a total of 4 trays.

## Cleaning up

As part of clean-up duties, 8:15 Sacristans will set up for 10:45. Sacristans at 10:45 just need to be sure bread has arrived and is placed in the nave.

- Unused wine and grape juice in chalices (after 8:15 service) may be returned to flagons for use at the 10:45 service.
- Leftover wine and grape juice in chalices (after 10:45 service) should be consumed or poured into the ground. First see if consecrated wine and grape juice need to be added to the plastic bottles in the refrigerator for home communion
- Leftovers in the flagons should be returned to bottles in the Sacristy refrigerator.
- Dishwasher setting: light china
- Wash, dry, and return all Communion items to their proper places.

- Double-check the nave to be sure that everything has been removed.

## Setting up (Saturday)

Light candles at altar before and extinguish them after service.

Two Assistants go up to altar to help serve during last sentence of Lord's Prayer. This is usually the Sacristan and one other person.



Need 5 small wooden stands for the Nave. You may have to search for these.

- Place one on each inner side of middle front row. These should each have one full tray with empty glasses.
- Place one at the end of (looking at front of church) left front row, and the other at the end of front row closest to doors to gathering area. These should each have 1 empty tray for the used glasses.
- Place last one by the doors to gathering area with offering plate.

### On credence table

- One chalice with wine (filled almost to the pouring spout) with pall on top.
- One chalice with white grape juice (filled almost to the pouring spout) with pall on top.
- Silver plate in the middle with about 35 regular wafers, with a large communion wafer on top, and a few pieces of rice wafers. Cover with a napkin.
- Long white bread tray with 4 empty communion glasses and 3 folded napkins
- Place small gray ceramic tray on altar under the worship book to be pulled out for empty cups at the communion table.

## Cleaning up (Saturday)

- Put dirty glasses in the top rack of the dishwasher.
- Unused wine and grape juice must be consumed or poured into the ground in flower bed along Stratton Street if containers for home communion are full..
- Wash, dry, and return all Communion items to their proper places.

## Notes

### Easy way to remove juice and wine stains from palls and linens

- Spray a little bleach water onto stain (cupboard above sink for bleach bottle)
- Put a drop or 2 of dishwashing liquid on stain and rub bleach and soap together while holding pall under cold running water.
- Rinse pall thoroughly to remove bleach/soap mixture.
- Place pall in dish drainer to dry.
- Sometimes small stains can be removed by using a Tide stick (top drawer)