

Sacristy

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 sacristants.

Where communion items are located

- **Communion glasses, trays and lids** are in the cupboards above the dishwasher.
- **Chalices¹, flagons², and bread plates** are in the corner cupboard above the counter.
- **Linens to cover Host** prior to service, palls³, napkins, rice wafers are in the set of four drawers.
- **Plain wafers** are in the 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 table⁴ linens to the left/Altar⁵ to the right

- **Opened wine and grape juice containers** are in the small refrigerator in the Sacristy; **unopened grape juice containers** are in the top right cupboard opposite the sink. Unopened wine bottles are locked in the office. Ask the pastors or Todd for assistance.
- If you open a new bottle of wine, please indicate the date on the paper inside the cupboard where the glasses are kept.

Setting up (Sunday)

On credence table under the mural

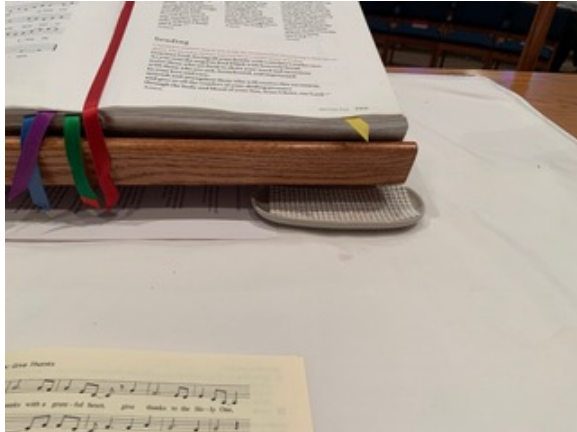
- Four (4) empty chalices covered with 4 communion palls



- 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 with 3 glasses to the right of 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 nave⁶ 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 glass bottles in the refrigerator for home communion. They only need to be half full.
- Leftovers in the flagons should be returned to bottles in the Sacristy refrigerator.
- Dishwasher setting: light china and run it after the 10:45 service.

- 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 the altar before and extinguish them after service.

Two Assistants go up to the altar to help serve during the last sentence of Lord's Prayer. This is usually 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 the 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 the gathering area. These should each have 1 empty tray for the used glasses.
- Place the last one by the doors to the gathering area with an offering plate.

On credence table

- One chalice with wine (filled almost to the pouring spout) with a pall on top.
- One chalice with white grape juice (filled almost to the pouring spout) with a 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 a small gray ceramic tray on the 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 in the corners.
- Unused wine and grape juice must be consumed or poured into the ground in flower beds along Stratton Street if containers for home communion are half 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 the stain and rub bleach and soap together while holding the pall under cold running water.
- Rinse the pall thoroughly to remove bleach/soap mixture.
- Place the pall in the dish drainer to dry.

- Sometimes small stains can be removed by using a Tide stick (top drawer)

¹-The **chalice** is a large, decorative drinking cup or goblet.

²-The **flagons** are pitchers.

³- A **pall** is a small, stiffened square piece of cardboard or plastic covered in white linen, often embroidered with a cross.

It is placed over the top of the chalice during Mass to protect the wine and bread from dust or insects.

⁴- The **credence table** is a small side table in the sanctuary of a church used to hold the sacred vessels and elements before they are consecrated during the Eucharist or Mass.

⁵-An **altar** in a church is a raised table or structure used for holy communion, and offering worship to God.

⁶-The **nave** is the main, central area of a church.