**ST. THOMAS OF CANTERBURY**

**SACRISTY DUTIES FOR MASS**

*Produced by Deacon Matthew Ives and St Thomas’s Liturgy Committee. Dec 2019*

**Location of Items for Mass**

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| **VESSELS**   * Chalices – in small cupboard on vesting bench near windows * Small water jug plus finger bowl – on the shelf above the sink. * Glass jug for wine – on the shelf above the sink or basket adjacent to vesting table * Paten – in the safe * Ciborium – in the safe |
| **LINEN**   * Altar linen is in the long drawer at the end of the vesting table * Corporal - folded to create nine squares with a cross in the central square. * Purificator - folded length wise into three with the cross in the centre of the central panel. * Finger towels - cotton or toweling generally with cross in the corner |
| **BOOKS**   * Book of the Gospels – in green folder * Lectionary Vol.1 * The Book of the Chair. * Bidding Prayers folder. * Celebrant’s folder with bidding prayers and notices.   [All the above in cupboard to the right of sink]   * Altar Missal + stand. Normally on the vesting bench in the sacristy. * Ordo. Normally on the window sill in the Sacristy. |
| **UNCONSECRATED LARGE AND SMALL HOSTS & WINE**   * Hosts are kept in the cupboard next to the safe. Additional hosts are stored in the drawer next to the safe. * Gluten free hosts are kept in a drawer on the vesting bench marked ‘Gluten Free Hosts” * Wine box is kept on the cupboard top near the windows. |
| **KEY TO TABERNACLE & MICROPHONE**   * Key to Tabernacle - Top left hand hook in the safe * Microphone key and sling – In the safe * Microphone batteries are kept in the cupboard marked “Sacristan” |

**BEFORE MASS**

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| **1** | **ARRIVE AT LEAST 20 MINUTES BEFORE MASS**  Check the Ordo to identify the relevant Sunday in the Church’s year.  Gather the relevant books and papers:  1. Gospels  2. Book of the chair  3. Red covered lectionary, Volume 1  4. Altar missal and stand  5. Bidding prayers – generally in clear sight on vesting bench  [The 5 items above are put in place for the 6pm Mass and remain in place for the Sunday morning Masses.]  Check to see who the Celebrant is from the list on the notice board by the safe and assist with any special requests. |
| **2** | Collect safe key from Celebrant or Sacristan from previous Mass.  Keep the safe locked when not in use. The open safe must never be left unattended.  Keep the safe key with you throughout the Mass. |
| **3** | Open the safe and take out  1. Ciborium  2. Paten for gluten free hosts  3. Tabernacle key  4. Microphone, microphone key and sling  Check the microphone battery: if only 1 bar is showing, replace the battery. |
| **4** | Open the tabernacle and check to see how many hosts there are. This will dictate how many unconsecrated hosts to put into the Ciborium taken from the safe.  If the Ciborium in the tabernacle is less than ¾ full then make sure the Ciborium from the safe is two thirds full. Use your judgment according to the mass you attend.  Fill the Ciborium taken from the safe with the appropriate number of hosts. Place one large Celebrant’s host on top. If more than two Celebrants then further large hosts may be required.  Place gluten free host (if requested) on the paten and then on the credence table.  Special Masses such as Easter or Christmas will require more hosts and an additional Ciborium.  **ONLY Consecrated Hosts are kept in the tabernacle.**  **In no circumstances should unconsecrated hosts be added to the Ciborium in the Tabernacle. Leave the key in the door of the tabernacle during Mass.** |
| **5** | Fill the glass jug to the rim with wine and cover with finger towel.  Place the Ciborium with unconsecrated hosts and the wine jug to one side until 10 minutes before mass commences, then take to the back of the church and place behind the last bench  Fill the smallest metal jug available with water place this in a metal dish. |
| **6** | Turn on the lights in the church. You do not normally need to have lights in the Blessed Sacrament Chapel or the side altars.  Check the red sanctuary lamp is burning. If not relight or replace the candle  Check the sound system is on.  On the Light switch panel: Church lights are the last 4 switches on top row. Sanctuary lights are the 2 switches at bottom left. Altar lights are in middle row.  The loud speaker switch is at the back of the church on the right hand side next to the CTS book rack. Use the two pronged key |
| **7** | **CREDENCE TABLE**  Set up the left hand side of the credence table with chalices, purificators, corporal, paten, additional ciboriums if required, finger towel and jug of water standing in the finger bowl.  **Sunday 8.30am Mass:** 2 chalices, 2 purificators, 1finger towel, 1 large corporal and paten with gluten free host(s) if requested.  **All other Masses:**  4 chalices, 4 purificators, 1 finger towel, 1large corporal; and paten with gluten free host(s) if requested.  The 4 chalices should be in a square of 2 x 2 with the Large Corporal placed on top of one Chalice.  Purificators are placed together on the table.  The metal dish and jug with finger towel on top are placed on one side, plus the Paten with gluten free host (if requested).  Place the Altar Missal (red book) on the perspex stand on the left hand side of the  credence table. It should be opened at the correct page for the relevant Sunday. |
| **8** | The Book of the Gospels (green book) should be laid flat on the centre of the altar in front of the celebrant as he stands behind the altar.  The Book of the Chair should be open at the correct page and placed on a seat between the credence table and the entrance door to and from the sacristy.  The celebrant’s folder with the Order of the Mass, one copy of the Bidding Prayers and any notices should be placed adjacent to the priest’s seat. |
| **9** | Ensure one copy of the Bidding Prayers is placed in the folder on the Ambo.  Check if the Priest would like a glass of water. If so, place this by his chair.  Provide a hymn book and a list of hymn numbers for the priest (if required)  **Saturday Evening**. If available a 3rd copy of the bidding prayers and hymn numbers should be put into the case for Buckhurst Hill. |
| **10** | **CANDLES**  **6pm Mass:** Place candlesticks on the altar.  **All Masses:** Light the altar candles. |
| **11** | **Ring the bell once** to signal the start of Mass when directed by the priest or when the altar servers enter the church. |
| **12** | Locate yourself near the front of the church and be alert so that the Celebrant can see and communicate with you if necessary. |

**AFTER MASS**

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| **1** | Collect the offertory baskets from under the altar and take straight to the safe.  Put the collection in a cloth bag identified by “Time of Mass”  Second collection will either be brought to you or you will need to collect it from the Usher. Second collections should be placed in a separate bag marked “Second Collection” and placed in the safe.  Bags for the collection are kept in the bottom drawer next to the safe. |
| **2** | **After all Masses.** The sacred vessels are purified and brought from the credence table into the sacristy. [This should be done by Ministers of Communion.]  After the 6pm and 11.30am Masses, chalices are placed in protective bags in the chalice cupboard and the empty ciborium given to the sacristan for placing in the safe. After the 8.30 am and 10am Masses, chalices should be left standing on the vesting table in the sacristy.  Tabernacle key and linen are returned to the sacristy.  Return the safe key to the celebrant.  **After 11.30am Mass:** Collect books from sanctuary and put away in appropriate cupboard. The Book of Gospels has a protective (green) sleeve.  Extinguish altar candles.  Check the rest of the sanctuary and credence table are clear.  Check the hymn numbers have been put away in their box which is next to the stand.  **The Corporal may contain particles from the consecrated host and should always be folded correctly and treated with respect. It is not necessary to use a fresh Corporal at each Mass.**  **Used purificators may hold residue from the consecrated wine and should be handled respectfully. Used purificators and finger towels are placed in the laundry basket.** |
| **3** | **After the 10.00am Mass:** All chairs in the Blessed Sacrament Chapel that are turned round to face the main church should now be turned round to face the Blessed Sacrament Chapel altar, so that it is ready for the weekday Masses. |
| **4** | **After the 11.30am Mass:**  Turn off all the lights including the Sacristy and the lobby to the Sacristy  Lock the Sacristy door and the door from the day chapel to the Sacristy area.  Lock the door from the Sanctuary to the Sacristy area.  Check and lock the double doors from the main body of the church to the cloister and also the single door at the end of the cloister.  Lock the door from the church to the passageway leading to the Becket Centre. |
| **5** | **After Saturday 6pm Mass only**  Check that the church is empty including the repository. Check that the external doors of the church are locked. Extinguish candles and turn off the lights. |