



## Sacristan

We who are called to be **ministers of hospitality** as ushers are entrusted with fostering a sense of welcoming and belonging among those assembled at prayer. We are the first contact made with anyone who enters the worship space. Although functions such as seating latecomers and taking up the collection are important, **our role challenges us beyond "ushering" to see in every person the face of the Lord.** We have the opportunity to be the hands of Christ to the living Body of Christ. We should be watchful for the ways in which we can help to foster the sense of family among all who worship and **especially among those who are new to our community.** Most of all, by our very presence, let us be examples of the Christian love which identifies us and binds us together. *Liturgical Ministry: A Practical Guide to Spirituality* by Donna M. Cole

All liturgical ministers are registered parishioners and should be in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

### Attire and Behavior

Ministers, regardless of age, dress in **business casual attire.** Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas, (e.g. political/sports). Always come to the church dressed, in case you are needed to serve as a replacement. Wearing of the **liturgical color of the day is encouraged.**

### Training and Formation

Technical and practical training are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Periodic formation events held to benefit *all* parish liturgical ministers.

### Scheduling/Substitution Procedure

**Ministers are required to find their own substitutions;** only trained liturgical ministers serve during a liturgy. Schedules are prepared for three-month periods by the parish secretary and sent to each trained minister. If you are filling in for someone, note the change on the Liturgical Ministers (LM) closet door schedule by crossing out the scheduled person's name and writing your initials next to it. Please inform your ministry coordinator and/or the director of liturgy about scheduling changes. Current schedules and rosters are always available at [www.iccwilm.org](http://www.iccwilm.org).

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| 1. Log on to <a href="http://www.iccwilm.org">www.iccwilm.org</a> | 3. Click <b>Liturgical Ministers Schedules</b> | 5. Password: <b>oblates2</b> |
| 2. Scroll over <b>Ministries</b>                                  | 4. Scroll over <b>Liturgical Commission</b>    |                              |

# Day of the Liturgy

## Duties of Sacristan

The arrival of Jesus requires special preparation. The church relies on special people to help prepare the way of the Lord. Those special people are called sacristans. They usually work quietly and are ready to fulfill the most unusual requests if it means preparing a path for the entry of our Lord, Jesus Christ the King.

If you offer to serve as sacristan, you will be doing the legwork to help other people worship. You will know what is essential for the Liturgy and how to use them effectively.

Your responsibilities are to prepare everything in a timely way for the variety of ministers and for the members of the assembled who will worship together at this service. Some ministers perform these duties themselves. Others rely on the sacristan to help.

The Catholic Church observes a detailed calendar of seasons/special days and a sacristan is familiar with them. Sunday anchors the liturgical year. Other liturgical days are grouped in as Solemnities/i.e. Easter, Christmas, Epiphany, Ascension and Pentecost. Feast days honor some events in the life of Christ.

Others remember Mary, the Apostles, or the archangels. Memorials honor other saints of influence. All other days are simply referred to as “weekdays”.

The liturgical year begins with Advent; Christmas; The season of Lent; The Pascal Triduum; Easter. The Easter season extends for 50 days and concludes with Pentecost, when we celebrate the coming of the Holy Spirit into the Church. The rest of the calendar is called “Ordinary Time”. It begins when the Christmas season concludes. It is interrupted by Lent and Easter, resuming after Pentecost and continuing until the end of the Liturgical year. The last Sunday of the year is the solemnity of “Our Lord Jesus Christ the King”. When sacristans set out vestments and books, they help the assembled faithful participate in the mystery of sacred time. The colors, readings, and prayers of the Liturgy all contribute to the specific nature of the sacred time at hand.

Sacristans know their way around the building and also around the people. The area the sacristan knows the best is the sacristy. There are storage areas, closets and drawers of various sizes. You will be familiar with all these areas and their contents. Throughout the building the sacristan takes care of the candles for the Easter Vigil, ashes for the beginning of Lent, charcoal for incense, the pall that covers the coffin at funerals, and the chrism that anoints the newly baptized, the oil of the infirm and the oil of the catechumens. Today’s sacristy often contains a sacrarium, a special sink with a pipe leading directly into the earth. It is used during the cleansing of communion vessels for an honorable discarding of the rinse. The sacristy also has liturgical books necessary for celebrating the various rites.

Preparing for Mass: This is an overview.

There are variations and you must check with the pastor/Director of Liturgy. The sacristan is often the person responsible for opening the church. You must be familiar with the Ordo (Latin for order); be familiar with the vestments, Chasuble, stole, alb, the microphone, Sacramentary; binder; Lectionary, year cycle for Sunday/weekday.

Your work continues after the Liturgy is over with a walk through that all is in order for the next mass. As sacristan you will also find yourself surrounded by a huge variety of things to keep beautiful. Gold, brass, silver, all of these require cleaning at times.

Closing the church. All is in order. Lights out, candles out, doors locked. Set-up for next liturgy. Next sacristan double checks all is ready for that liturgy.