



Immaculate Conception Church Liturgical Guidelines

Sacristan

Whether or not there is a person bearing the title of sacristan, many things need to be done before liturgy can take place. The building must be opened and lit, cleaned and decorated for the feast. Bread and wine must be in place, vessels and books and candles set out. The ordained ministers often do some of this work. The lectors, servers, and ushers usually have responsibilities for making ready the materials that they themselves use. To make sure this happens, the pastor or liturgist will need to provide overall supervision and support. Individuals and groups need to be given clear mandates and power to do the varied tasks. In most cases, this work will be enhanced by designating a sacristan, who will assure continuity and accountability in the performance of these tasks and will train new volunteers. (The Sacristy Manual, Liturgy Training Publications)

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. Scheduling is handled through the Ministry Scheduler Pro (MSP) App. This app is downloaded for free through your app store. Schedules are made at three-month intervals when you will be prompted to enter your unavailable dates. The app will notify you by email two days prior to your scheduled service date. If you are unavailable for your scheduled time then you request a substitute through the MSP App, which will notify you when the position is filled.

All Liturgical Minsters check-in at the kiosk located in the back of the church.

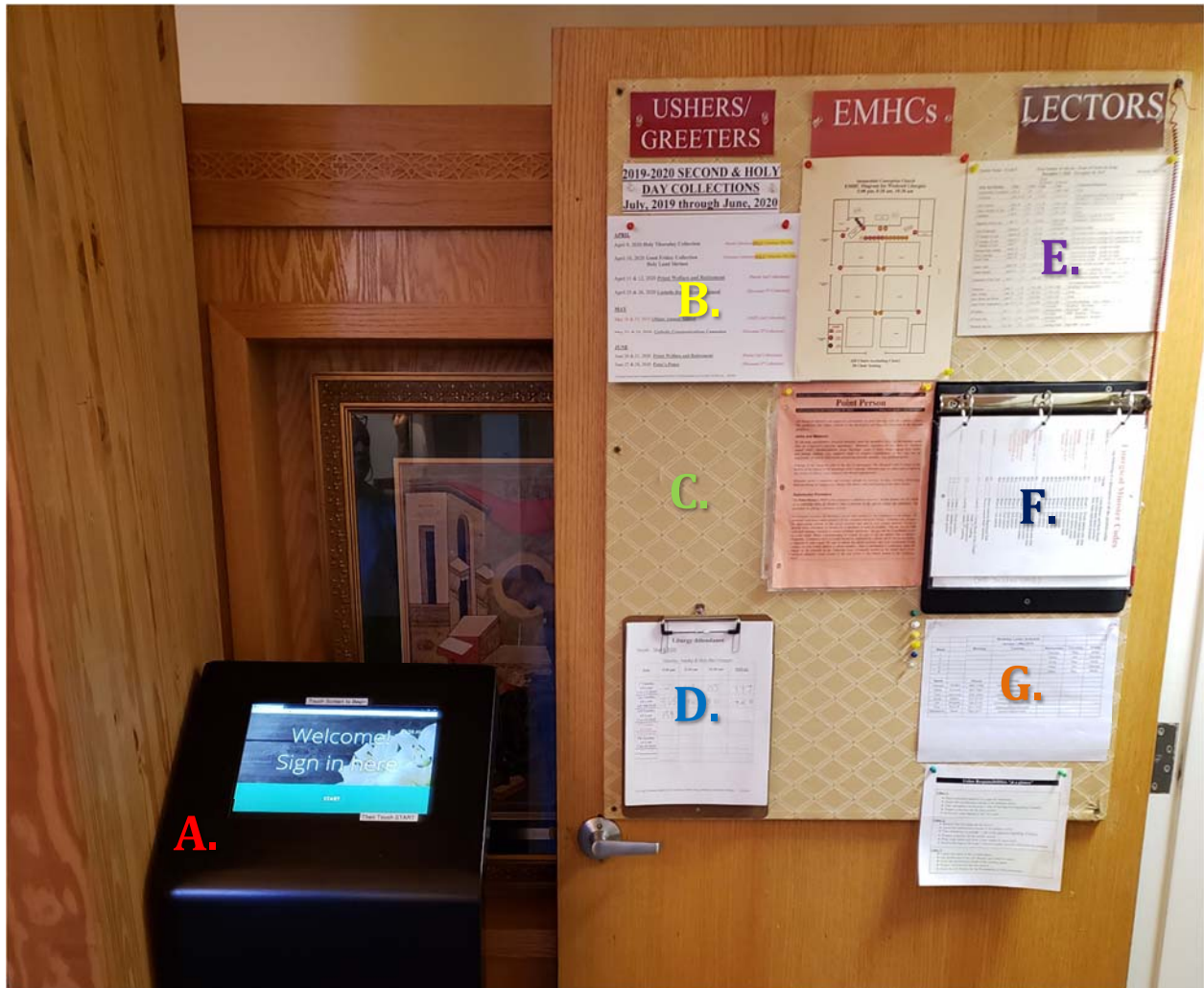


Photo 1. The Liturgical Ministers Closet.

- A. *Ministry Scheduler Pro Kiosk.* The MSP App will prompt you through the check-in process.
- B. *Second Collections List.* For Ushers.
- C. *Alert Messages for all Liturgical Ministers.* Special instructions will be posted here as needed.
- D. *Ushers' Attendance Chart.* To record number of people in attendance at weekend and special liturgies.
- E. *Lector Notes.* Lists which Readings(s) to use when there are options.
- F. *Liturgical Minister Codes.* For identifying which position a Liturgical Minister is serving.
- G. *Weekday Lector Schedule.* For those serving as Lector at weekday liturgies.

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 Liturgy

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 liturgy.
- 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.



About Our Pineapple: The pineapple was a staple of Indian feasts and rites. The pineapple was once an uncommon and coveted a commodity. King Charles II of England designated receiving the pineapple as royal privilege and gift. In time, the pineapple became a symbol of Southern hospitality. For this reason, Immaculate Conception Church chose the pineapple as its hospitality emblem. When a new household is officially welcomed to our community, we present this symbol of hospitality and welcome.