

## **Church of Saint David the King** **SACRISTAN MINISTRY**

The duties of a sacristan include the following responsibilities:

1. Preparation of the Altar
  - Set up the altar for Mass, ensuring all items are in place (chalice, ciborium, paten, corporal, linens, etc.).
  - Prepare the altar cloths and ensure they are clean and in good condition.
2. Care of Sacred Vessels and Liturgical Items
  - Clean and maintain the sacred vessels (chalices, patens, ciboria, etc.) after Mass.
  - Ensure proper care and storage of the Eucharistic vessels, linens, and other liturgical items.
3. Preparation of the Sacred Elements
  - Prepare the bread (hosts) and wine for the celebration of Mass.
  - Ensure that sufficient hosts and wine are available for Mass and any special services.
4. Assist the Priest and Deacon
  - Ensure the priest and deacon have everything needed for the liturgy (e.g., vestments, holy water, etc.).
  - Assist the priest in preparing for the liturgy, including the use of liturgical books (Roman Missal, Lectionary, etc.)
5. Care of the Sacramentary and Other Liturgical Books
  - Ensure the proper placement and use of liturgical books (Missal, Lectionary, etc.) during Mass.
  - Update and maintain the liturgical texts as needed (e.g., change of readings, special prayers).
6. Manage Holy Oils and Sacramentals
  - Ensure proper handling, storage, and renewal of holy oils (chrism, oil of catechumens, and oil of the sick).
  - Assist in the preparation and distribution of other sacramentals, such as holy water, blessed salt, etc.
7. Assist with the Reconciliation Chapel or Confessions
  - Set up and maintain the confessional, ensuring it is clean and equipped for the sacrament of reconciliation.
8. Preparation for Special Liturgies
  - Prepare for special liturgies such as weddings, funerals, baptisms, and First Communion, ensuring all materials (e.g., baptismal font, wedding book, etc.) are ready.
  - Coordinate with families and other ministers for these special services.

9. Maintain Safety and Security

- Ensure the church is properly secured after Mass or other liturgical celebrations.
- Manage the keys/code to the sacristy, ensuring access is granted only to authorized individuals.

10. Support During Liturgical Celebrations

- Assist in the smooth running of the liturgy, including handling tasks like ringing bells, ensuring candles are lit, and ensuring the altar is properly attended to during the service.
- Help maintain a quiet and reverent atmosphere before, during, and after liturgies.

11. Serve as a Resource for Parishioners

- Assist parishioners with questions regarding the use of the church, liturgical practices, or sacraments.
- Provide guidance to those involved in liturgical roles, including altar servers and Eucharistic ministers.

By fulfilling these duties, a sacristan plays a key role in maintaining the sacred space of the church, ensuring that the liturgical celebrations are carried out smoothly and reverently.