

6/11/2012

Sacristan duties

Lights and power on: check microphones are working – spotlight to front of altar

Prepare altar:

- Get out chalice, paten, pall and corporal
- Take cushion for Sacramentary and after checking the right Mass is selected put book onto cushion with bidding prayer photocopy beneath (Canon Borg, Fr. Debrincat & Fr. Refalo)
- Take oval s/s tray for washing of hands and lay a lavabo cloth upon this
- Place tabernacle key (kept on nail inside seminary cupboard – id by gold coloured tassel) and place in front of tabernacle
- Place large hand bells on the floor at the side of altar
- Put microphone on to stand on the altar unless the celebrating priest decides otherwise

On the offertory table: (bring out from back of chapel)

- Place ciborium (having filled with correct number of hosts plus one large host for priest)
- Place the pewter cruets (one half filled with water and the other 1/3 filled with wine)
- Baskets for collection to be put one each on shelf of each first row bench

On the lectern:

- Place lectionary on lectern after ensuring the correct page for readings and the book for prayers of the faithful
- Ensure there are chairs for the two lectors behind the lectern
- Light the candles

After Mass:

- Unused wine returned to bottle
- Ensure cruets and tray are dry – stow away all items
- Replace tabernacle key
- Candles out and lights off
- Air con off and zapper returned to our cupboard