

Sacristan Responsibilities

- At least ½ hour before Mass (45 minutes during the months of May and October), unlock Church and Center doors. Turn on lights outside (if needed) and inside. The light switch for the lights in front of church is located by the front door.
- **Preparation for Mass:**

(A note on terms: a “corporal” is a white cloth put on the altar on which the bread and wine are placed to be consecrated; a “purificator” is the cloth used to wipe ones mouth or the chalice; a “finger towel” is a cloth used to dry the priest hands after he washes them (looks like a wash cloth). (The same cloth should not be used for both towel and purificator, at least at the same liturgy.)

-On side table place: finger dish, finger cloth, water (regular tap water), **three** chalices – (clean if necessary), and **three purificators - one for each chalice**.

-On table in back of church place: bowl (found in the wooden cabinet in sacristy where Fr. John gets ready) with one large host on top of hosts (as needed, ordinarily: 1 pkg. for Saturday night, 1 for Sunday morning – **check tabernacle and estimate crowd for amount of hosts needed**), wine in Cruet put about 2 ounces, (*IN CHALICES put about 1/3 to 1/2 cup in each Silver chalice, Gold chalice should be empty - place chalices on the side table*), Red (Sunday) Lectionary.

-Make sure the tabernacle key is laid out.

-Turn on the power to the audio system. After Mass remember to turn this off. The amplifier is located behind the door leading into the sanctuary.

Make sure:

-Ushers are aware if a second collection is scheduled.

-There is a lector.

-There are two Eucharistic ministers.

-There are two ushers.

-There is at least 1 server, may need to draft some youth to serve. 1 (experienced) server is acceptable if only 1 is available.

-Servers have lit the altar candles and side altar candles.

- *Prior to Mass, 5 minutes or so, try not to interrupt Fr. John and encourage others not to while he prepares himself to offer Mass to us.*
- If a visiting priest is here: Introduce yourself, go over the procedures, and ask if he has any questions. Explain microphone system to him.
- **After Mass:**

-Ask one of the ushers to assist you in putting the money in the collection into plastic envelope(s). Try to separate envelopes from loose cash. Seal plastic bag, write the date and “St. Elizabeth” on the bag, and both parties should initial the bag. If there is a second collection a **separate** plastic moneybag should be used for it and it should be marked with the date, “St. Elizabeth” and “second collection”. Sacristan takes the moneybag(s) to First Bank and places it in the night depository box. Check to make sure the bag falls in the depository correctly.

-At least once a month or more often in necessary take the chalices to the Center kitchen to clean then return to the side table. Put used finger towels and purificators in the laundry bag hanging on the inside of the sacristy door.

-Turn off inside and outside lights (**the lights along the sidewalk and shining on the statue of Mary are dust to dawn lights and will remain on through the night**). Assure that doors are locked.

In the Parish Center

- Check bathrooms:

- make sure water has not been left running
- make sure the toilets are not running and are flushed if needed
- make sure the lights have been turned off.

- Check **all doors** that lead to the outside to assure that they are latched securely. We do have some parishioners that go through the West doors of the Center after Mass and these door do not shut securely when the door swings shut.

- Exit a door near a alarm panel. Once you have assured all doors are securely latched and locked punch in security code and exit the building, **making sure that the door you went out shuts securely.**

Sacristan Volunteers

Saturday 5:00 p.m. Mass

Vicki & Joel Sheipe 765-541-1260

Dan & Gena Sweet 317-509-2536

John & Carol Linginfelter 765-914-2297

Mike & Doris Munchel 765-541-1079

Wayne & Kim Hokey 765-541-0357

Ken & Carol Rueth 765-855-2404

Jennifer Swim 765-220-1656 & Jeanne Hawkins 765-541-8668

Bob & Lynn Williams 765-529-2549

Sunday 8:00 a.m. Mass

Jim & Diana Buhl 765-277-1797

Joel & Debbie Magiera 765-524-3313

Ron & Liz Baumer 765-914-2590

Greg McCarty 765-478-5120

Mike & Doris Munchel 765-541-1079

Thank you for you willingness to serve as a sacristan here at St. Elizabeth's. Your work in preparing the church for Mass is an important contribution to our Parish. Given the time limits imposed by the priest's schedule your work is especially key to ensuring things go smoothly.

(It is recommended that 2 sacristans work together - example: husband & wife, two family members or two friends to divide the responsibilities).

If you find that you cannot serve at the time for which you are assigned, please try to find a replacement yourself. If you are unable to find a replacement, please call the parish office.