

Under the general direction of the Pastor and Director of Liturgy, the Sacristan undertakes the general preparation for the liturgical celebration.

**Specific Duties:**

- Check and light candles on Altar.
- Check Ciborium in Tabernacle to determine how many hosts need to be set out.
- Prepare & set-up sacred vessels on Credence Table before Mass which includes:
  1. Setting out Presider's Chalice with Purificator
  2. If applicable, setting out Deacon's Chalice with Purificator
  3. Setting out the proper # of hosts & the Presider's host in Paten
  4. Setting out the wine in cruet
  5. Setting out the Lavabo, water, and towel
- Place Missal on Altar (Fr. John uses the stand, Fr. Tuan does not.)
- Set Lectionary on Ambo
- Set General Prayer Intentions on Ambo
- Put the sacred vessels away after Mass.

**General Maintenance:**

- Keep Sacristy, Hallway and Storage areas unobstructed.
- Call out safety issues and hazards immediately to Pastor or Dir. of Liturgy.
- Keep Sacristy quiet. Non-essential persons are **not** permitted in the Sacristy.
- Secure Sacristy doors when last to leave.

**Requirements:**

- Regular parishioner of San Antonio de Padua Church
- Active member in good standing with Eucharistic Minister ministry
- Ability to communicate clear, understandable instructions to other
- Arrive 20 minutes before Mass; and
- Remain after Mass to properly store the sacred vessels (approximately 10 minutes).