

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

Specific Duties:

- Prepare & set-up sacred vessels before Mass to which includes:
 1. Setting out the proper # of hosts
 2. Setting out the Presider's host
 3. Readying the wine
 4. Readying the lavabo, water, and towel; and
 5. Setting up the sacred vessels (chalice, paten(s), or ciboria) on the credence table according to the number needed
 6. Place wine cruet and bowl of hosts on Offertory table at back of church
- Set Roman Missal and place on Altar
- Set Lectionary and place on Ambo
- Prepare Presider's Binder to include:
 1. General Prayer Intentions; and
 2. Announcements
- Set Presider's Binder on table next to Presider's Chair
- Set General Prayer Intentions on Ambo
- Set Announcements on Ambo
- Ensure hand sanitizer containers are full and placed on table near altar for clergy and on table for EMs
- Obtain special instructions, if any, from Presider regarding Eucharistic Ministers
- Check-in Eucharistic Ministers using Planning Center app
- Inform alternate(s) of their need, if any, during Mass
- Provide any special instructions to Eucharistic Ministers before Mass begins; and
- Purify the sacred vessels 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 - 15 minutes).