



Shared Ministry at St. Mary

"For we were all baptized by one Spirit so as to form one body." 1 Cor. 12:13

SACRISTAN

Before Mass:

- Sign-in Sheet (Sign in and verify each position is filled or find a fill-in person.)
- Turn on lights in Church
- Set out Collection Basket
- Visually check for Processional Cross
- Visually check that books for Commentator, Lector and Server are on counter.

- Remove one silver tray from cupboard and place on the tray:
 - Key to Tabernacle
 - 4 cups, 7 purificators, water bowl, water cruet filled with water, towel and lighter.
 - Carry tray to credence table. Set bowl, water and towel to the side.

- Turn on lights in Reservation Chapel.
- Open Tabernacle and determine the number of hosts that are in the bowl(s).
- Close Tabernacle, lock it, and leave the key in the lock.
- Turn on the Altar lights.
- Pick up book holder and place in center of the Altar.
- Light candles.
- Turn on the Ambo microphone.

- Remove second silver tray from the cupboard.
- Place on tray 3 cups and 1 or 2 bowl(s) with lid(s)..
- Place 80 - 100 hosts in each bowl (depending on how many are in Tabernacle)
- Carry tray to Credence table.

- Remove flat bowl from cupboard.
- Place 80 - 100 hosts in bowl.
- Place one large host on top of smaller hosts.
- Remove wine pitcher and lid from cupboard and pour in wine.
- Carry flat bowl with hosts and the wine pitcher w/lid to the Gift table.
- As last person to leave sacristy, turn off the lights and close the door.

After Mass:

- Remove key from Tabernacle
- Turn off lights in Reservation Chapel
- Turn off Altar lights
- Blow out candles
- Turn off microphone on Ambo
- Offertory basket from altar
- Place envelopes and money into bank bag
- Make sure the vessels from Mass are washed and purificators are in laundry bag.
- Lock corner cupboard & put key away (Only after 5:15 and 10)
- Turn off all lights.
- Bank bag and key to 1st National Bank, East Bremer Avenue, Waverly

Baptism set-up and clean-up: (Some items may be done already)

- Reserved Signs - (4) (Remove at the end of Mass)

Preparation at the Baptismal font

- Light the Easter candle
- Remove approximately two buckets of water and pour down Sacrament
- Add hot water - (2) buckets
- Place a terry towel, Baptismal candle & holy water bottle by the Baptismal Font.

After Baptism

- Fill holy water bottle from the Baptismal Font.
- Give Baptismal Certificate and holy water bottle filled with water to the parents,.
- Pick up towel and any other items from Baptismal Font. Wipe up any spilled water.
- Blow out the Easter Candle.

22 October 2016