Cal Poly Pomona Catholic Newman Club Sacristan Check List for Mass

1. Arrive about 30 minutes before Mass starts and no later than 15 minutes before mass starts.
2. If necessary, open the room. (Call police to get Building 98 open or ask BSC Help Desk to open Centaurus, etc.)
3. Make sure there are two chairs on the right side of the altar. (One for Father and one for the server.)
4. If necessary, turn on the lights.
5. Set up the table for mass:
   a. Put the white altar cloth (the one with plant designs) on the table, with the front of the table being completely covered.
   b. Put the other table cloth (the one with all the lines) on top of it.
   c. Finish setting up the table for mass (See attached diagram)
6. After setting up, pour water in the cup with “A” on it, usually about half-full, and then pour the wine in the cup with “V” on it, usually about one-quarter full.
7. Get the blue bag (the Alb is inside it) out of the mass kit, and the correct liturgical color, and set them next to the vestments.
8. Have the Sacramentary opened and turned to the correct date (e.g. 3rd Sunday of Ordinary Time, etc.).
9. Make sure the readings are set. (Check with the priest and make sure you’re on the same page. Also check with him about the Sacramentary if unsure.)
10. Make sure there is a lector (or two if it’s Sunday), and he/she/they know what they are doing.
11. ALWAYS be ready to read if unable to find a lector.
12. Light the candles about 5 minutes before mass starts. (Lighter is in the mass kit.)
13. (Only do this if there is more than 20 people) Get a head count about 5 minutes before mass starts, and put in that many hosts in the Ciborium.
During Mass

1. After the priest says, “Please stand.”, stand next to the priest and after he does a slight bow, start walking towards the altar.
2. When arriving at the altar, stop a little to the right of the center, bow with the priest, and take your seat (the chair further away from the altar).
3. After Homily, on weekdays, get up and walk across the table (Remember to bow anytime you walk in front of the table.) Have the two cups ready.
4. On Sundays, do #3 after the Creed and the Intentions.
5. Hand the priest the cups so that his finger can grab the handle. Wine first, then water.
6. After the priest hands back the water, have a towel on your left arm (unfold it if you wish), with the white bowl on your left hand, and the right hand ready to pour the water, on the priest’s hands. (Set everything down after the priest wipes his hands with the towel.)
7. After shaking the priest’s hand during “Peace be with you.”, walk back to your seat.
8. Eucharistic Minister, (only on Sundays) gets up and stands/kneels where Server was.
9. The priest will walk to you to receive Communion, and after that, go back and kneel.
10. Get up and walk across the table after the priest walks back to the table.
11. Have the cup with the rest of the water in your hand (preferably right), and pour it in the ciborium when priest is ready.
12. Still have the cup ready in case the priest wants you to pour it in the chalice.
13. After the priest cleans the ciborium and the chalice, put everything back the way it was when mass started (except for the plastic container containing the hosts because Father John uses the Missal to hold the Sacramentary in the end of mass).
14. After final blessing, do announcements if Secretary is absent.
15. As soon as the priest starts walking to the center of the table after Concluding Rites, walk to the center and a little to the right, and after bowing, lead the priest back to where he said, “Please stand.” Bow back there.
16. Stay after mass, clean up, and put everything back in the Mass Kit.
17. Cleaning up: (a) Purificator used during mass in the USED bag; (b) Chalice in the Purple Crown Royal bag (c) Paten in the Green bag (d) Ciborium in the Blue bag (e) Corporal and Pall back in the same bag you got them from (f) Use the remaining water in the white bowl to clean out the bowl, the two cups, and then use the towel to wipe (g) towel used goes in a separate bag that’s for used towels. (h) Missal and Sacramentary back to where they were (i) Everything else, just fit it in as nicely as you can. (k) Fold both altar cloths in thirds, then in half, and then keep folding it in half until it can fit in the Mass Kit nicely. (l) Don’t forget the blue bag containing the Alb (m) Put the cross on top (n) Check and make sure you got everything.
Mass Set Up (Diagram Above)

(a) Order from bottom to top:
   a. Chalice
   b. Purificator (unfold the ½ fold and push the middle in the chalice)
   c. Paten
   d. Big host (located in the plastic circle in the Mass Kit)
   e. Pall
   f. Corporal

Eucharist Terms

Alb: White garment the priest wears under the vestments.
Chalice: cup in which precious blood is consecrated.
Ciboria: vessels that hold the hosts to be consecrated at Mass.
Paten: used to prevent the Body of Christ from falling to the floor during communion. (Gold Circle Plate in other words)
Corporal: large square cloth placed on the altar during the Preparation of the Gifts.
Pall: Stiff square white cover placed over the paten when on the chalice.
Purificators: cloths used to clean the edge of the communion cups or the chalice during the reception of communion.
Sacramentary: book containing the words spoken by the priest to celebrate Mass.
Maintenance

Wash and clean the purificators, corporals, and towels every couple of weeks roughly. If there is a spill and the purificator is drenched, then wash it within a day or two. Wash the altar cloths and albs once every quarter or two quarters. Replace the candles when necessary, and get more candles if low. If wine or host is low, let the priest know.

Before Washing Purificators and Corporals:
1. Unfold the Purificators and the Corporals
2. Let them sit for about 30-40 minutes in water in a bucket.
3. Ring them out over the bucket, so the water stays in the bucket.
4. After ringing them all out, dump the bucket full of water outside by the plants.
5. Wash and Dry the Purificators and Corporals like you’re doing laundry.