

Sacristan Procedures at Christ Church Cathedral

These are the general procedures for being Sacristan at Christ Church Cathedral. These are not strict rules, but rather an overall guideline of how we typically do things. All Sacristans perform some of these tasks in their own way which is perfectly acceptable. If you ever have questions about these tasks

This document is divided into two major sections. The first is a checklist of things to do and consider before the Liturgy. The second is a run through a typical Liturgy with notes about things to consider as the process unfolds.

Before the Liturgy Checklist

Arrival

Arrive one hour early and vest with purple cassock.

Opening Prayer

Be present, Lord Jesus, be present! Grant that I may faithfully and loyally serve you in love and through my service proclaim, "In all things, God be glorified." Amen.

Gospel Book

The Gospel book should be placed on center front of altar as the book bearer would pick it up for the gospel reading. Check that ribbon marker is on the correct page and that the arrow points to the correct passage.

Roles during the Liturgy

The Sacristan determines who will be performing what role and in what location (Gospel or Epistle side, etc.) at each Liturgy:

Gospel Paten:	
Gospel Chalice:	
Gospel Chalice:	
Epistle Paten:	
Epistle Chalice:	
Epistle Chalice:	
Book Bearer:	
First Server:	
Second Server:	
Torch:	
Torch:	
Lector 1:	
Lector 2:	
Lector 3:	

At the Lectern

Check that lessons are marked in the book and ribbons in place. Check that the proper Rite for "Prayers of the People" are in place. Check with the Celebrant for modifications to the prayers.

At the Pulpit

Water should be refilled prior to every Liturgy.

Missal

Set the red ribbon markers. Refer to the leaflet to be sure you have the correct forms marked. There is a calendar on the wall in the Sacristy that helps determine which preface should be used. The missal should be verified by the Celebrant or other member of the clergy.

Alms basins

Four basins should be in the chancel area. Special liturgies may require more plates and planning with the Acolytes.

Reserved Sacrament

Note reserved sacrament levels available in the Ambry and light the sanctuary lamp.

Acolyte Leaflets and Prayer Books/Hymnals

Be sure they are placed in the seats and that prayer books and hymnals are available.

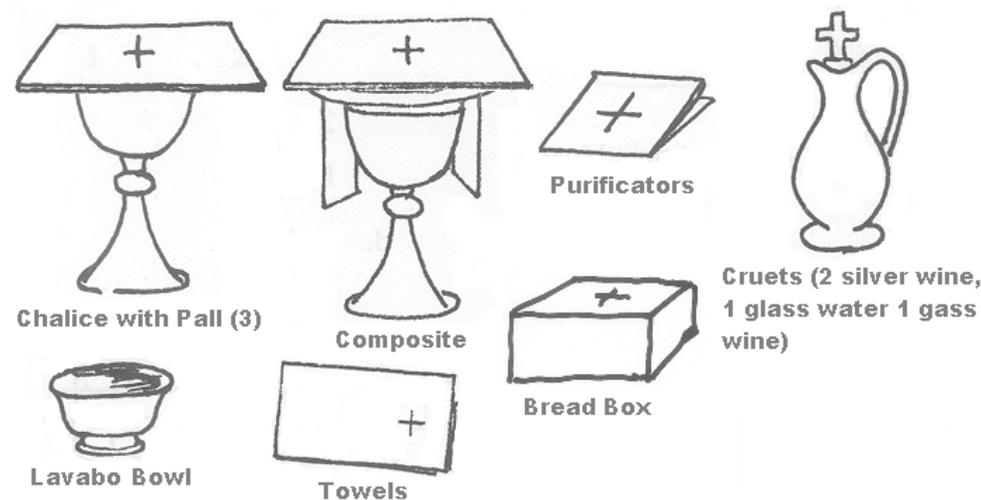
Votive Candles in Nave and Chapel

Make sure at least one votive is lit. Check supply of wooden tapers and clean up.

Taper in Chancel

Check the length of the taper in the both brass lighters in the chancel.

Credence Table



Check on Acolytes, Lectors, and Eucharistic Ministers

Acolytes. Ideally we have four acolytes: First Server (Crucifer – cross number 1), Second Server (cross number 2), and two torch bearers. Work out who is in what role and talk with them about it to help ease their minds about it. Give them good leadership. Chalice bearers can be torch bearers. Sacristan can do cross #2 if necessary. You usually have to do a lot of switching roles here, because you never know who will show up. Generally, the acolytes are listed in the leaflet with the first server first, second server second, and the torchbearers last. However, anything can happen!

Lectors. Check on the three Lectors. They should be asked to report to the sacristan to acknowledge their presence. If you cannot locate a Lector, try to get someone from the congregation to be plan B in that role. Do not assume that just because someone is present that they know they are on the schedule to read.

Eucharistic Ministers. Check as needed.

Prayer at Chapel Hallway Entrance

The Dean (or celebrant) begins with prayer at the entrance to the Chapel hallway.

Line up in Chapel Hallway

Acolytes retrieve service items from Chapel side.

Line up: First Server and torch bearers, then the choir, Second Server cross, chalice bearers, sacristan, stephen minister, clergy, celebrant. Light torches if needed.

Liturgy Checklist

Processional

Second cross follows the choir. The second cross should wait until the last pair of choir members are at the first pew to start. Second cross should be careful not to go too fast. At the rear of the nave, the second cross should have 4 pews between choir and cross.

First Lesson

Sacristan to fill in if necessary

Psalm

Second Lesson

Sacristan to fill in if necessary

Sequence Hymn

Coordinate with the First Server and Book Bearer about the Gospel Procession if applicable. The First Server with cross and Torches go to the lower level in front of the altar and face the altar. Notify First Server and torch bearers when it is time to go.

Gospel Procession

If the Deacon cannot carry the Gospel Book, the Sacristan will be Book Bearer. When the Deacon is ready to process, the Sacristan takes the Gospel Book from the front of the altar, holds it over their head, and follows the First Server and Torch Bearers. Hand the Book to the First Server and stand behind them during the reading. After the reading, take the Gospel Book from the First Server and follow them back up. The Deacon follows the Book Bearer.

Retrieve Count

Retrieve count and set up bread and wine as needed.

The sacristan will adjust the amounts as dictated by the number of congregants during any season and by the amounts already in reserve. This adjustment comes with experience and confidence. You will be able to determine how much to reduce the amounts set out by the Altar Guild as you go along. We can under-consecrate if there is a lot of reserve available.

Creed and Prayers of the People

Sacristan to fill in if necessary with prayers

Confession

Peace

Sacristan at Credence Table

Watch sleeves of robe at Credence Table. Review everything and get ready for next steps.

Alms basins. Get Second Server to deliver alms basins to ushers at chancel rail.

Set up for Holy Eucharist

Gospel Book. Get First Server to retrieve gospel book from Priest at altar.

FOLLOW THIS ORDER CAREFULLY:

These items go from Credence Table via the First Server to the Priest at the altar:

- Composite.** (Opening of Bourse faces First Server) **Bourse and pall come back to table.**
- Altar book.** (Opening of book stand First Server)
- Bread box.** **Bread box comes back to Credence Table.**
- Glass Cruets.** **Remove stoppers**, lift both by handle, wine left water right, and hand to First Server who holds them by the base. They present wine to Priest from the right hand, shift water to right hand, retrieve wine cruet in left hand, present water to Priest from the right hand, shift wine cruet to right hand, receive water cruet in left hand, back to Sacristan.
- Reserve.** Open ombry and put reserve on Credence Table. Some sacristans light the candle for the reserve sacrament on the credence table at the start of the service, others when the reserve is removed from the ombry

End of Offering

Alms Basins. The Second Server will collect the alms basins from ushers lined up at the chancel rail. If he or she forgets, the ushers will bring the plates back.

First Server Lavabo bowl. The First Server retrieves the lavabo bowl in left hand, **unstopped** glass water cruet in right hand, towel over left arm. The two priests who pass the bread come back to have their fingers washed with the water. The lavabo bowl, towel and water cruet come back to the Credence Table. Note: There is some deep theological debate about this hand washing ('lustration'); clergy often forget, some wait until end of offertory anthem. It is best to have first server stand ready at the gap between the first two rows of seats in chancel. The hand washing should be finished in time for the clergy to receive the oblations.

First Server back to chair, Sacristan at Credence Table

Great Thanksgiving

Breaking of the Bread

At "By faith with thanksgiving" the three remaining chalices go to the altar (acolytes should hold the chalices and stand as far on the lectern side as possible). The priest (acting as deacon or an actual deacon) retrieves the chalices from the acolytes at the appropriate time.

Chapel

Gluten-free wafers, chalice with consecrated wine, purificators on top of chalice, oil for healing.

Altar group is served

Receive communion. Sacristan, chalice bearers, and acolytes are served.

Choir loft. If there is someone to be served in the balcony, fill the small chalice and paten from the already consecrated reserve and place it on the table where the alms basins are stored. Someone from

the choir will come to get them at the appropriate time. (Some sacristans give the small chalice and paten to the designated choir person on the side steps facing the chapel; others leave the elements on the side table.)

Reserve. When things settle down, the Sacristan takes reserve bread and stands with the First Server. Monitor wine and bread levels. If the main container of wine becomes empty, get reserve wine with purificator and hand to First Server. Take the large wine container back to side Credence Table. The Sacristan can give more reserve wafers to Priests if needed.

It's possible to consecrate an insufficient amount of wine and/or wafers. If you see this has happened, any priest can read the prayer on page 408 of the Prayer Book to consecrate more.

End of Eucharist

Second Server Lavabo bowl. Near the end, Sacristan gets the Second Server to prepare for final washing of the two priests' fingers with lavabo bowl, water with **stopper removed**, and towel on left arm. All of this comes back to Credence Table.

Receive service items at Credence Table.

Clean up. Stoppers on glass cruets, consecrated bread (add more from just consecrated) and wine to reserve. Chalices on table with purificators on top under palls on each chalice. Gluten-free wafers from chapel via Stephen minister (or perhaps not: check) returned to reserve. Lock reserve. Put key back in its holding position. Note: there is often not enough time to accomplish any of these tasks between the completion of the distribution of communion of the post-communion prayer; most of these tasks can be completed after the service.

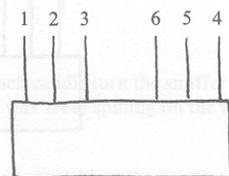
Recessional

First and Second Servers get crosses. First Server and Torch Bearers go to lower level in front of altar and face the altar. Second Server holds second cross in back of chancel facing forward to the First Server. At appointed time of the designated verse of the recessional hymn (chalice bearers often need a reminder), chalice bearers and Stephen minister begin to recess, followed by the Sacristan (who bows at the altar) and Second Server, followed by clergy.

After The Service

Consume consecrated wine and wafers (per individual preference). Wafers can go to reserve if necessary. Give materials to acolytes noting unconsecrated items to return to the sacristy.

Have acolyte extinguish altar candles:



If ignited, extinguish Paschal candle last.

Retrieve lectern book and make sure it is marked for next week. Put with Altar Book in book closet. Remove lectern silver crosses and put in safe. Make sure gluten-free wafers are in the ombry. Check to make sure key to ombry is hung on hook at right underside of credence table. Clean up the chancel area. Fold linens if altar guild is short.

Finally, enter the service attendance counts and the number of communicants from the service in the red "Register of Church Services" in the Sacristy. There are two columns with "Number Present" as the heading. The one on the left for the headcount turned in by the Head Usher. The one on the right is an estimate of the number of communicants which is always somewhat lower than the headcount.

Closing Prayer

Glory to you, Lord Jesus, Glory to you! Grant that as I have served in your presence, so I may witness faithfully and loyally to your love in the world and forever proclaim, "In all things, God be glorified."
Amen.