

# Liturgical Ministry Descriptions

## Saint Margaret Mary Parish

Release 1.0 - 05/16/18

<b>Ministry Title:</b>	<b>Sacristans</b> <span style="float: right;"><b>x</b></span>
	<p>The Sacristy is a side chamber of the church where liturgical rites are prepared and where the treasured objects that facilitate that prayer are stored. The Sacristan is responsible for the preparation of the liturgy by organizing the sacristy and setting out the appropriate vessels, linens, and other materials necessary for the celebration of the liturgy.</p>
<b>Responsibilities:</b>	<p>The duties of the Sacristan include:</p> <ul style="list-style-type: none"> <li>• Organizing and maintaining the sacristy: this includes taking inventory and regular replenishment of materials such as hosts, wine, candles, and charcoal</li> <li>• Ministering at Mass by arriving early, opening and closing the facility if necessary, setting out the liturgical objects before Mass including hosts and wine, and returning all objects to the Sacristy after the liturgy</li> <li>• Purification of Eucharistic vessels must be performed by clergy; the Sacristan is responsible for seeking out clergy to purify the vessels</li> <li>• Be available for preparation and service at major liturgies such as Christmas and the Paschal Triduum and any additional materials or procedures for such celebrations</li> <li>• Training and mentoring of new sacristans</li> <li>• Work with the Marthas to maintain the altar cloths, linens, and vestments</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Willingness to serve the parish; love for the mass; availability to arrive early and stay after Mass; flexibility to cover extra Masses, major liturgies, and Holy Days if necessary</li> <li>• Adults and responsible youths</li> </ul>
<b>Time Required:</b>	<ul style="list-style-type: none"> <li>• A sacristan is typically scheduled for a weekend Mass each week, and must arrive early and stay late (typically a 1 ½ -2 hour weekly commitment including the actual Mass time)</li> <li>• Additional time commitment for inventory and replenishment of liturgical materials on an as needed basis several times throughout the year</li> <li>• Extra meetings with Liturgist may be needed prior to special liturgies</li> </ul>
<b>Training:</b>	<p>Training is provided by the Liturgist and/or Coordinator of Sacristans. Additional materials are available for learning the history and role of the Sacristan.</p>
<b>Responsible To:</b>	Director of Liturgy