

Sacristan Instructions

The Sacristan can set up communion on Saturday or Sunday morning before the 8:45am service.

1. Communion ware is in the second drawer on the right in the Sacristy.
2. Please wear gloves while preparing communion.
3. Bread and wine are in the fridge. Check the date on the bread. If there is no usable bread use wafers (in jar on the counter).
4. Put fresh bread on the two patens or wafers in two chalice. (put a few gluten free wafers on gluten free dish)
5. Fill one chalice with a small amount of wine for the altar.
6. Fill the communion trays with disposable cups.
7. Using the fill bottles fill four trays with wine and juice. Not as much juice as wine. There are now small bottles of juice to use so it doesn't go bad.
8. Put the chalice with wine and patens with bread (or chalices with wafers) on the altar.
9. Cover all elements with a clean veil.
10. Put trays and additional bread/wafers on small table by the red chair next to the altar.

To Set up for a Baptism

1. Move the font to the center.
2. Put the small table nearby.
3. Fill the silver pitcher with water. Warm water if it's for a baby (or winter), so you would do it Sunday morning, but this time, tap water on Saturday will be fine.
4. The pitcher goes on the small table.
5. Move the Paschal candle so it is closer to the font.
6. Get out a small baptism candle from the sacristy and put it on the small table. One per person being baptized.
7. There should be baptism napkins under the bowl of the baptism font. Get one out and lay it on top of the font. PK may want it somewhere else.