

**GUIDE FOR SACRISTANS TO SET UP FOR
SATURDAY, 5:30 P.M. MASS, AND SUNDAY, 9:00 A.M. MASS**

1. Upon arriving, turn on the sound system (white light switch near the black lighting panel) and church lights (“Preset 7” for before Mass).
2. Remove the following items from the cabinet and set them out on the servers’ table in the sanctuary:
 - a. The three (3) smaller, gold, communion bowls. *Please do not stack the bowls, but set them on the table separately.*
 - b. The three (3) gold communion cups, along with three (3) small purificators placed inside one of the cups.
 - c. The crystal wine pitcher filled half full of communion wine.



- d. Father's larger, engraved chalice prepared in the following way:
- i. First, place a clean purificator on top of the chalice, with the ends hanging over the rim of the cup.
 - ii. Second, over the purificator place the pall (the cloth covered square).
 - iii. Third, on the pall place the folded corporal.



3. Remove the larger, crystal cruets and make sure they are filled with water and wine. Set them on the table at the back of church, by the baptismal font, in order to be taken up in the Offertory Procession.



4. Remove the larger communion bowl and fill it with 200 hosts (two plastic-wrapped rolls of hosts) and place one large host on top of the smaller hosts.



- a. Leave the large communion bowl in the sacristy. Father will adjust the amount of hosts before the start of Mass and have one of the servers place it on the back table with the cruets.
5. Remove the tabernacle key from the shelf and place it in the lock on the tabernacle behind the sanctuary.
6. Once the above actions are completed, please take a cross necklace from the counter to designate Eucharistic Ministers. Find a place with the other Eucharistic Ministers in the pews, on the east side of the sanctuary, that are designated for Eucharistic Ministers and their families.