

SACRISTAN MINISTRY - CTK PARISH GUIDELINES (Aug 2026)

Liturgy fuels us to become disciples. As a Liturgical Minister, you are exercising what you have been trained for so that you and others can be nourished by our Eucharistic feast. Thus, what you do enables others to become disciples of Jesus Christ.

When you are the Sacristan, please go through the checklist below carefully each week to ensure everything is completed. If you are unable to serve on your scheduled day, please find a replacement as soon as you can and then contact Mariah Trask to let her know of the change (email: mtrask@ctkpueblo.org or phone: **719-542-9248 ext 112**)

All Sacristans must have a key. Please secure one at the Parish office if you don't have one. Please be responsible for the key. Please don't let others use your key. It is your gateway to heaven.

Before Mass

- Arrive 1 hour before Mass
- Unlock the Narthex doors as you arrive
- Raise the shades on the cry room. The opener is in the back credenza drawer closest to the center aisle
- Check the counter in the Sacristy for any notes regarding special instructions (sprinkling rite, incense, etc.)
- Turn on all lights,
 1. Switches by the Sanctuary (including ceiling fans)
 2. Switch in the back of the church by the Narthex doors (for icon)
 3. Switch in the cry room – up high (for the baptistery)
 4. Switches in the Narthex across from the bathrooms
- Turn on the microphone for the Ambo in the back (near the switch for the AC). Follow the instructions next to the switches
- Ensure Lectionary is on the ambo and on proper day readings

SACRISTAN MINISTRY - CTK PARISH GUIDELINES (Aug 2026)

- Place key in Tabernacle - check how many consecrated hosts are in reserve in the Tabernacle Ciborium
- Ensure Safe Room door is unlocked
- Ensure that the candles are lit
- Check microphone on the ambo to ensure the green light is on (indicating that it is turned on)
- Check the Tabernacle candle (Sanctuary lamp) – change if needed

Credence Table (refer to photo below or to the photo in the Sacristy)



- Priest's chalice. We use Fr. Zaldy's chalice with the lighter engraving.
- Paten with a large presider's host and the chalice pall covering the paten. The color of the pall matches the clergy vestments of the day.
- 2 communion chalices for the people

SACRISTAN MINISTRY - CTK PARISH GUIDELINES (Aug 2026)

- Two Ciboria. The one for the credence table is Fr. Zaldy's ciborium with the darker engraving. It matches his chalice. The lid fits on the one with the darker engraved design.
- The second ciborium is the shorter, gold ciborium (with cover) with small hosts for the credenza in back. The number of hosts for each ciborium varies by Mass attendance. Please refer to the list posted in the Sacristy.

General Guidelines are:

4:00 PM Mass – 100 hosts (50 each ciborium)

8:00 AM Mass – 120 hosts (60 each ciborium)

11:00 AM Mass (largest mass) – 150 hosts (75 each ciborium)

7:00 PM Mass – varies – Mass size is growing 100-110 hosts (50-55 each ciborium)

- 4 purificators (1 for the Priest, 2 for the Blood of Christ Ministers, and 1 in case of spills of the Blood of Christ)
- 1 corporal (use big ones during weekend Masses)
- Large glass bowl - towel and pewter pitcher. The towel is folded in thirds and laid over the lip of the bowl. The pewter pitcher sits next to the bowl. This is the easiest configuration for the Altar Servers. The bowl, towel and pitcher go in the upper left corner of the table.
- Small glass cruet with water
- Wooden tray for the communion pyx for the homebound
- Roman Missal

Presider Table (between Presider and Deacon)

- Glass/es of water/ice for Deacon; no ice for Father Zaldy.

Credenza in back

- Shorter Gold Ciborium with cover and small hosts. The number of hosts will depend on the number of people attending that Mass. Please see guidelines above.
- Tall Lead Crystal Carafe with stopper. The amount of wine varies by Mass:
 - a. 4 PM Mass on Saturday – 8 ounces of wine
 - b. 8 AM Mass – 16 ounces of wine
 - c. 11 AM Mass – 16-18 ounces of wine
 - d. 7 PM Mass – 3 ounces of wine currently as the Precious Blood is not distributed at this Mass. Use the small cruet and stopper.
- Make sure there are extra hosts in the drawer.
- Book of Gospels – make sure the ribbon is on the correct readings
- Appropriate money bag in basket (can find bag and basket in the credenza). You can peel back one corner of the bag and fold it onto itself to facilitate sealing the bag at the offertory.
- During the Octave of Easter, there will be a sprinkling rite. Put two buckets of holy water in the back of the church (on the small folding shelf behind the last pew on the west side) with two aspergillums lying beside them. (To find them: one is in the back Sacristy in the bottom drawer, another is under the stand-alone holy water font in the back of the church).

Before Mass

- Check in Ministers – get substitutes when necessary (list of Ministers is in a folder where Ministers check in)
- Ask two or more people to bring up the gifts. You may ask families, but also ask two separate single people on occasion so to include them. Instruct them to approach clergy at the time for the gifts to be brought up, then hand the gifts, then bow, then return to their pews.

During Mass

- Count parishioners during Responsorial Psalm – Count all souls young and old – including those on the altar and in the choir -- write on sheet. Subtracting small children who do not receive communion – **add or subtract** hosts if necessary. There are extra hosts in the drawer in the credenza if needed.
- Write the count on the count sheet in the drawer in the credenza
- Ushers can put the collection in the money bag after the collection. Assist if necessary.

After Mass

- Ensure sacred vessels are cleansed and placed in proper cabinet
- Key out of Tabernacle and placed in proper cabinet
- Snuff out candles and ensure linens in proper laundry bag
- **Check bathrooms to ensure no one is left in the building and prop open the doors**
- **Check the supply closet to ensure no one is left in the building**
- Turn off lights (if someone is in the church praying, wait for them to finish before turning out the lights) in Church, Cry Room, and Narthex
- Ensure the microphone is off or turn it off (except after the 8 AM Mass). Follow the instructions next to the switches.
- Lower the curtains for the cry room (except after the 8 AM Mass). Again using the control in the credenza drawer closet to the center aisle.
- Lock or ensure outside doors are locked in Narthex.
- Double check the outside doors by the piano and the Sacristy – they often look closed when they are not locked.