

## St. Patrick Catholic Church, Mount Dora, FL

### SET UP FOR A WEEKEND/HOLY DAY MASS

1/25/2026

Arrive 30-45 minutes prior to Mass start.

Turn on the Baptismal Font if it hasn't been turned on. Check to remove bugs or debris.

Check to ensure Altar area is clean. Remove dead/dying flowers if needed.

Confirm the Altar cloth is free of stains. A replacement cloth is in the Computer Room closet.

Unlock the Tabernacle.

Check the number of consecrated hosts and ciboria in the Tabernacle. (There are approximately 200 hosts in a full ciborium.) Close the Tabernacle door but leave the key in it, unlocked.

Set up the credence table per the photos below. [Water, Presider's chalice, Presider's purificator, spare corporal, ciboria, towel, and basin.] The wine and water decanters should be about  $\frac{1}{2}$  to  $\frac{3}{4}$  of the way full.

Add a pyx with a gluten free host(s) if requested by a parishioner(s).

Place water bottles for Presider and Deacon on their chairs.

Open the Lectionary to the proper readings for that day. (If no Mass service binders, mark the proper day in the Prayers of the Faithful binder and for the Mass intentions for the Deacon/Lector. Mark the proper day for the Presider's Mass intentions and place it on the altar.)

Place 6 EMHC purificators in each of the left & right side baskets for all Masses.

Place a total of 8 ciboria and 6 cups for the 4:00 PM and 8 AM Masses on the tray. Place a total of 9 ciboria and 6 cups for the 10:30 AM Mass. Confirm the ciboria and cup count EMHCs with the EMHC Captain and adjust as needed.

**A sacristan will estimate the hosts required for each Mass.** After the sacristan's count of the congregation (using a clicker), and considering what is in the Tabernacle, evenly divide the needed hosts into the ciboria and place the tray on the credence table. For the gift procession, place the Presider's ciborium with large host and the wine decanter on the table behind Baptismal Font and cover with a cloth. Write the clicker count on the count sheet taped to the sacristy cabinet door.

Reference: A SACRISTAN'S DISTRIBUTION OF UNCONSECRATED HOSTS 1/20/2026. Attached below.

**There are two assigned sacristans for each weekend Mass. One assigned sacristan should stay in the sacristy to assist the presider while the other assigned sacristan is making the count. An assigned sacristan should not accept a second 'prior to Mass start' task such as greeter or managing the hearing assist devices.** It is fine for a sacristan to also serve as a non-Captain EMHC.

Confirm the Book of the Gospels is on the front of the lectern.

Confirm the Altar candles are lighted by the altar servers. This should be done 30 minutes prior to Mass start, but no later than 15 minutes. Confirm glass chimneys are free of soot. (Please DO NOT place the chimneys on the Altar cloth as it could stain the cloth.)

Confirm the altar server and lector are present; find a substitute if needed. Coordinate with the Deacon/Presider if a replacement cannot be readily identified.

Confirm with the hospitality minister that they have identified a family to carry the gifts and the family knows when to come to the Baptismal Font (Immediately following the Prayers of the Faithful).

Place the 3 Mass service notebooks as labeled: lectern, Deacon's chair, and Presider's chair.

Open the larger Roman Missal to the proper Sunday in the sacristy for the Presider/Deacon to mark the pages with the ribbons. Take the Missal to the Altar side table when he is finished.

Lay out the Presider's microphone. Ensure battery strength is at least at 3 bars. If not, remove batteries and place them in the container on the floor in the sacristy office. New batteries are in the sacristy drawers. Ask if the hand-held microphone is needed.

Close both sacristy doors 10 minutes prior to Mass start.

Only the Sacristans and Deacon for that Mass should be in the sacristy once the Priest arrives.

You should wait for the Presider to put on his vestments and ensure that he doesn't need any help fixing something like his collar. When you believe you are 'done', ask the Presider if he needs anything more from you. If no, leave the sacristy.

\*\*\*\*\* AFTER MASS \*\*\*\*\*

If the last Mass, lock the Tabernacle and return the key to the sacristy.

The altar servers should extinguish all candles. Return the Roman Missal to the sacristy.

Fold the corporal(s) back up and bring to the tray with the ciboria and chalice. Collect the empty water bottles from the chairs. Use the towel to dry the basin and leave the basin on the table. Collect the wine, water, ciboria, chalice, remaining purificators from the baskets, corporal and towel. Return all to the sacristy.

Place the wine and water back in the refrigerator. Replace the paper towels under each if they are soiled.

Take the folded corporal and open it up over the sacrarium and shake it to ensure any loose particles fall off. If soiled, place the corporal in the soiled clothes bin; if not, reuse it. Rinse the sacrarium with water.

You should purify \*\* the chalice and ciborium/ciboria using the left-side sink (sacrarium), then sanitize (wash) all using the right-side sink; dry and place back in the cabinet.

\*\*Purify by using a small amount of water to rinse the ciborium and chalice, pouring that water into the sacrarium.

Rinse out both sinks and then dry them. Close the lid for the sacrarium. Place soiled cloths on either the drying rack or in the 'to be washed' bin.

You can set up the tray for the next Mass with the Presider's chalice, purificator, ciborium, corporal and towel. Cover the tray with a white cloth.

Place the Presider's microphone in its pouch and back in the drawer.

Check the Altar to ensure all is clear and good for the next Mass.

If this is the last Mass of the day:

Be sure that the Priest has taken off their vestments and retrieved their personal items such as phone and keys before locking the sacristy. Sometimes they are asked to hear a confession and may be delayed in returning to the sacristy.

Turn the light off and close door to the closet with the priest's vestments.

Turn off the Church lights.

Turn off the lights in the computer room and close the door that leads out to the nave of the church.

Turn off lights in sacristy.

Lock the two sacristy doors.

Turn off lights and close the door to the ministry room.

Turn off the baptismal font.

## **NOTES**

The Church's side doors are unlocked prior to Mass. The trooper will lock the side doors after Mass start. An usher will unlock the side doors prior to the start of the next Mass, and the trooper will again lock them after the start of Mass. Typically the Church housekeeper or Director of Music will lock the Church after the last Mass of the day.

## St. Patrick Catholic Church, Mount Dora, FL

### **A SACRISTAN'S DISTRIBUTION OF UNCONSECRATED HOSTS**

**1/20/2026**

For WEEKEND & HOLY DAY MASSES, whenever multiple ciboria are needed.

Going forward, please distribute the unconsecrated hosts required for the Mass into the ciboria needed for that Mass prior to taking the tray to the Credence Table. Fr. Hank, Fr. Vibin, Deacon Jose, and Deacon Chuck have endorsed this agreement. This will eliminate some of the distribution efforts at the Altar and clear up issues regarding which Deacon is scheduled.

Using the 10:30 AM Sunday Mass as an example, MSP typically schedules a total of 9 EMHC ciboria plus the Presider's ciborium. If you have 550 parishioners in attendance and you have 1 ciborium with 150 consecrated hosts in the Tabernacle, you will distribute the needed 400 unconsecrated hosts evenly (by eyesight) between the 8 empty EMHC ciboria. Place the EMHC ciboria on the Credence Table and use the Presider's ciborium with the Presider's host for the gift procession. If your good judgement says you need more hosts after the Mass has started, another 100 or so can be added to the Presider's ciboria while it is on the Baptismal Font table. The Presider/Deacon will distribute the consecrated hosts from the Tabernacle and even out the hosts at the Altar. You will not need to use the larger bowl for the procession of gifts unless we are preparing extra consecrated hosts for use on another day, such as Holy Thursday.

The Altar Servers will be instructed to bring all the ciboria to the Altar for consecration and the Deacons will double-check that this occurs.

Additionally, continue to place a single Corporal on the Altar prior to Mass start and place a second Corporal on the tray with the Chalice. The Presider/Deacon may use it at his discretion



**FOR 8 AM MASS**



