

## Responsibility of the Sacristan

### **Before Mass**

- o Check your schedule at home to see who is on for EM's at your Mass. Make a check list for your EM positions.
- o Arrive 15 minutes before Mass. Check in with the mass coordinator.
- o Pick up the number of crosses you will need to distribute to EMs. Stand in the vestibule near the double doors.
- o As EM's arrive, they will come to you for their crosses. Check them off of your list.
- o Approximately 5 minutes before Mass begins, if you have not accounted for all of your stations, find replacements. There are usually EMs in the congregation. Father or the mass coordinator may be able to help you if you do not know anyone. *Be sure to assign them a position.*
- o *Remind the EM's to stand close to the priest on the altar.*
- o During communion the mass coordinator may have you pause so they can replenish the hosts.
- o Check with the music director to make sure everyone has received communion.

As always, if you have questions please call me (Teresa) at 223-1572.