

Holy Cross, Topsham: Sacristan

The sacristan and any assistants prepare the church for Mass, setting up beforehand and clearing away and tidying up afterwards.

Sacristan duties include:

Preparation for Mass

- opening the church (if not already open)
- turning on the sound system; checking and putting ready the microphone
- preparation of the altar missal and the lectionary, vestments and altar linens, wine, hosts and candles, charcoal and incense
- returning the donation box to the back of the church
- putting candles and lighter ready in the Lady Chapel
- putting ready the table for the offertory gifts
- putting out the Mass sheets and the collection baskets
- checking if there is an intention for Mass, passing this on to the priest and entering it in the Mass Intentions book.

The sacristan also:

- organises and maintains the sacristy
- monitors and orders supplies of all items required for the celebration of Mass
- cares for the altar linens and vestments.

Skills needed:

- an eye for detail
- good organisation skills
- reliability

When does it happen?

Preparation is required before all Masses. It takes about 30 minutes before Mass and the same after Mass.

March 2025