



SACRISTAN PROTOCOL

& QUICK REFERENCE · ST. PATRICK CATHOLIC CHURCH, PORTLAND

Ad maiorem Dei gloriam

★ THE ROLE OF THE SACRISTAN

The General Instruction of the Roman Missal describes the sacristan as the one who “diligently arranges the liturgical books, the vestments, and other things that are necessary for the celebration of Mass” (GIRM 105). This quiet service prepares the sanctuary so that the priest, the people, and Christ Himself may meet in the Sacred Liturgy without distraction. Thank you for taking up this holy work.

This Protocol covers the Daily and Sunday Mass routine. For Eucharistic Adoration, Baptisms, OCIA, Blessings, and other special occasions, see the Master Sacristan Reference.

★ BEFORE YOU BEGIN SERVING

- ✦ Ensure you are in good standing with the Church (address any concerns with the pastor).
- ✦ Meet with the Sacristan Coordinator for training and protocol review.
- ✦ Dress appropriately (e.g., dresses or skirts with modest blouses). The wearing of chapel veils (mantillas) while serving in this ministry is highly encouraged.
- ✦ Review the sacristan schedule and mark your dates on your personal calendar.
- ✦ Familiarize yourself with the duties below and with the larger Master Sacristan Reference.

★ QUICK REFERENCE

ACCESS PATHWAY TO THE CHURCH KEY

To retrieve the church/gate key from the St. Joseph Stairwell Key Box, proceed in order:

#	DOOR / LOCATION	CODE
1	Parish Hall Door	*
2	St. Joseph Stairwell Door (on the stage)	*
3	St. Joseph Stairwell Key Box (on the wall to your left as you enter)	*
4	Priest Vestry Key Box (contains the Tabernacle Key)	*

NOTE: Access codes are provided at your commissioning and are posted inside the sacristy; please never share them. The church/gate key is clearly labeled inside the St. Joseph Stairwell Key Box. On Saturdays the gate and front door will already be unlocked when you arrive, as confessions begin at 10:30 am.

CLIMATE CONTROL

SEASON	SETTING
Winter	Heat — 67°

NOTE: To override the system and change between “Heat,” “Cool,” and “Heat/Cool” on all four control panels: press and hold both the UP and DOWN arrow buttons simultaneously for 5 seconds, then select Heat or Cool and use the arrows to set to 67°.

LIGHTING

- ✦ All faders and switches up fully in the priest vestry.
- ✦ The rightmost fader up fully on the ceiling-light control panel (next to the innermost priest vestry door).
- ✦ Entryway switch on (inside the front door, on your right).

NOTE: The emergency-exit light switch must always remain on.

★ ABOUT THE TWO ORIENTATIONS OF MASS

St. Patrick’s celebrates Mass in two orientations. Identify which one applies before you begin and follow the matching steps.

WHICH ORIENTATION APPLIES

- ✦ *Ad orientem* (“facing east”) — used for all daily Masses, Tuesday through Saturday, and for Sunday Masses that fall on a Feast or Solemnity.
- ✦ *Versus populum* (“towards the people”) — used for Sunday Masses on ordinary Sundays (i.e., when the day is not a Feast or Solemnity).

NOTE: An evening Mass after 4 pm on the eve of a Feast or Solemnity must be the Vigil Mass of that Feast or Solemnity.

WHAT DIFFERS BETWEEN THE TWO

WHAT CHANGES	VERSUS POPULUM	AD ORIENTEM
Altar used	Low Altar (facing the people)	High Altar (priest and people face east together)
Credence Table	Along the south wall next to the High Altar (with Servers); on Mary side, immediately to the right of the Low Altar (without Servers)	Moved to St. Joseph’s (Epistle) side of the High Altar, further in from the wall-mounted credence table
Altar Bells	On the rug platform of the Marian Altar, towards Mary’s left	On the red pillow, on the corner of the first predella step, St. Joseph side
Server Paten	Mary side, on the wooden base beside the High Altar	St. Joseph side, on the wooden base of the High Altar
Low Altar Candles & Crucifix	In place on the Low Altar	Removed: candles and crucifix stored in the Altar Server Vestry on the windowsill
Veiled Chalice	On the Credence Table	Tue–Sat: on the High Altar, in front of the Tabernacle. Sundays: on the Credence Table

Book of the Gospels (Sundays only)	Centered with the Low Altar crucifix, 10" from the edge of the Altar, opening facing right	In front of and centered on the Tabernacle, as close to the Tabernacle as possible, on top of the corporal, opening facing right
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★ DAILY MASS PROTOCOL (TUESDAY–SATURDAY)

Arrive 35 minutes early — by 11:25 am. All weekday Masses are celebrated ad orientem at the High Altar.

1. ARRIVAL & OPENING

- ✦ Unlock and retract the left gate and unlock the front right door using the church/gate key (see Access Pathway).
- ✦ Turn on all lights (see Lighting under Quick Reference).
- ✦ Check and adjust the heat or AC if needed (see Climate Control).

2. LITURGICAL PREPARATION

Consult the Ordo to determine which Mass is being celebrated. If permitted on the day, Fr. Timothy prefers to celebrate all Optional Memorials of Saints, a Votive Mass of St. Joseph on Wednesdays, and a Votive Mass of the Blessed Virgin Mary on Saturdays. The Liturgical Calendar may be consulted online at usccb.org.

Set the Books

- ✦ Large Roman Missal — set the ribbons (Liturgy of the Eucharist; Propers or Commons; Preface). Place closed, facing left, on the Bronze Bookstand. For ribbon-setting details, see the Master Sacristan Reference.
- ✦ Daily Mass Lectionary — place open on the Ambo at the readings for the day. If an Optional Memorial is celebrated, the readings for the day itself may be used.

NOTE: Only the large Roman Missal is needed for daily Mass.

3. SACRED VESSELS & ALTAR SETUP

NOTE: Always wear cloth gloves when handling consecrated vessels (Chalice, Paten, Ciborium) and the Tabernacle doors. They may be found in a marked drawer in the Priest Vestry.

Prepare the Veiled Chalice

- ✦ Chalice · Purificator · Paten with Large Host · Pall
- ✦ Chalice Veil — drape in an “A” shape (color per the Ordo, matching the priest’s vestments)
- ✦ Burse, with the Corporal inside (verify proper orientation before placing)

Prepare the Credence Table Items

- ✦ Lavabo Bowl · Lavabo Pitcher (fill to $\frac{3}{4}$ with tap water) · Lavabo Towel (with lace edges)
- ✦ Water Cruet (use bottled water, available in the cabinet to the right of the Sacristy Sink) and Wine Cruet in holder — refill to full as needed

Set up the Sanctuary (ad orientem)

- ✦ Credence Table: with Altar Servers, move it to the St. Joseph side of the High Altar. Without Servers, place the Lavabo Bowl (with water in it), Lavabo Towel, and cruets on the far end of the High Altar on the St. Joseph side.
- ✦ Altar Bells: place on the red pillow, on the corner of the first predella step, St. Joseph side of the Altar.

- ✦ Server Paten: on the wooden base of the High Altar (St. Joseph side), arranged for easy access by the Altar Servers.
- ✦ Low Altar Candles and Crucifix: if they are still in place from a previous Sunday, remove the candles and crucifix and store them in the Altar Server Vestry on the windowsill.
- ✦ Veiled Chalice: place on the High Altar, in front of and centered on the Tabernacle. Leave as much room as possible in front of the Veiled Chalice. This applies for all weekday Masses, with or without Altar Servers. The Veiled Chalice does not go on the Credence Table on weekdays.

NOTE: If a standing Ciborium or the small Low-Gluten Pyx is to be consecrated, place it on the Altar Cloth to the right of the Tabernacle.

Tabernacle

- ✦ Insert the Tabernacle key into the Tabernacle. Please do not open the Tabernacle. If for any reason (e.g., a stuck door) you must touch the Tabernacle, wear cloth gloves.

Items for Every Mass

- ✦ Mass Intentions — three copies (Sacristy, Low Altar, High Altar). Published Fridays.
- ✦ Glass Ablution Cup and Lavabo Towel — placed to the right of the Tabernacle, off the Altar Cloth. Replaced weekly on Saturdays.

Saturday Additional Duties

- ✦ Prepare the filled Standing Ciborium (gold) and Low-Gluten Pyx (if needed) for consecration.
- ✦ Clean and refill the Holy Water Font near the entrance of the Church.
- ✦ Replace water in the Glass Ablution Cup.

NOTE: Used Ablution Cup water must be poured into the ground outside.

4. VESTMENTS

In the Priest Vestry, lay out the Vestments so the Celebrant can put them on in the order he will wear them:

POSITION	VESTMENT	ORDER WORN
Top	Amice	Put on first
↑	Alb	
↑	Cincture	
↑	Stole	
Bottom	Chasuble	Put on last

NOTE: Mic-pack: replace with new, charged batteries before each Mass. Refer to the Master Sacristan Reference for details on each vestment and step-by-step preparation photos.

5. CANDLES

Always use a Taper to light and extinguish candles. To extinguish, hover the bell end of the Taper over the flame; do not press the bell end of the Taper on the wick or Candle Follower. Light candles per the table below:

MASS TYPE	CANDLES TO LIGHT
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Weekday (Tue–Sat) <i>Ad orientem</i>	Sanctuary Lamp (replace if burned out) · 2 candles on the Marian Side Altar (Saturdays, if permitted) · 2 candles on the St. Joseph Side Altar (Wednesdays, if permitted) · 2 processional candles (as “Low Mass” candles, on either side of the Tabernacle on the High Altar)
Sunday <i>Versus populum</i>	Sanctuary Lamp (replace if burned out) · 2 Marian Side Altar · 2 St. Joseph Side Altar · 6 Low Altar Candles · 6 High Altar Candles · 2 processional candles (placed in the sacristy next to the sink)
Sunday Feast or Solemnity <i>Ad orientem</i>	Sanctuary Lamp (replace if burned out) · 2 Marian Side Altar · 2 St. Joseph Side Altar · 6 High Altar Candles · 2 processional candles (placed in the sacristy next to the sink)
Advent	Light the appropriate Advent wreath candle(s) for the week.
Easter Season	Light the Paschal Candle.

NOTE: Candles should burn as long as possible, but must not go out during Mass. If you suspect a candle is too short to last the next Mass, replace it after the current Mass to help the next sacristan.

6. FINAL PREPARATION

- ✦ Confirm the mic-pack is set and placed next to the Bell Control.
- ✦ Close both outermost Vestry doors.
- ✦ Pause to pray and thank God for His goodness — that He would allow us to enter into the Life, Death, and Resurrection of Jesus, in our time and space, in this Mass.

NOTE: You are always welcome to ask the Celebrant for confession or for any spiritual need; he is happy to assist.

7. AFTER MASS

- ✦ Return all Books, Sacred Vessels, and Vestments to their proper places.
- ✦ Place the used Purificator in the linen bag in the Alb Closet. You may leave the Corporal in the Burse after Daily Masses.
- ✦ Hang the used Lavabo Towel on the drying rack next to the sacristy sink.
- ✦ Saturday only: return the Low Altar Candles and the Low Altar Crucifix to their proper places on the Low Altar (for Sunday’s Mass).
- ✦ Turn off all lights. Lock all doors and gates. Return the church/gate key to the St. Joseph Stairwell Key Box.

NOTE: Tuesday–Friday: leave the Low Altar Candles and Crucifix stored in the Altar Server Vestry — the next day’s Mass is also ad orientem.

★ SUNDAY MASS PROTOCOL

Arrive 45 minutes early — by 7:15 am for the 8 am Spanish Mass, or by 9:15 am for the 10 am English Mass. Feel free to come even earlier if you need more time.

NOTE: Sundays default to versus populum at the Low Altar. If the Sunday is a Feast or Solemnity, the Mass is celebrated ad orientem at the High Altar — follow the AD ORIENTEM branches below.

1. ARRIVAL & OPENING

- ✦ Unlock and retract both front gates and unlock both front doors (if not already unlocked) using the church/gate key. The inner security bolt must be lifted and secured in the high position, as well as the upper bolt via inserting the loop on the security chain into the lower groove.
- ✦ Turn on all lights (see Lighting under Quick Reference).
- ✦ Check and adjust the heat or AC if needed (see Climate Control).

2. LITURGICAL PREPARATION

Consult the Ordo to determine which Mass is being celebrated and whether the day is a Feast or Solemnity (which indicates the Mass will be celebrated *ad orientem*).

NOTE: On Sundays there is only one Mass option in the Ordo.

Set the Books

- ✦ Large Roman Missal — set the ribbons (Liturgy of the Eucharist; Propers or Commons; Preface). Place closed, facing left, on the Brass Bookstand on the Credence Table.
- ✦ Small Roman Missal — placed on the Standing Bookstand. The stand's location depends on the Mass: for the 8 am Spanish Mass, in front of the Celebrant's Chair; for the 10 am English Mass, against the south wall, next to the Marian Side Altar.
- ✦ Sunday Mass Lectionary — place open on the Ambo at the readings for the day.
- ✦ Intercessions Book — closed, on the small stand between the Altar Server chairs nearest the Celebrant's Chair.
- ✦ Intercessions / Announcements Sheet — in the Ambo shelf.
- ✦ Fr. Timothy's iPad — placed on the Ambo underneath the Lectionary, on top of the green stabilizer.
- ✦ Book of the Gospels — placement depends on orientation (see Sacred Vessels & Altar Setup below).

3. SACRED VESSELS & ALTAR SETUP

NOTE: Always wear cloth gloves when handling consecrated vessels (Chalice, Paten, Ciborium) and the Tabernacle doors.

Prepare the Veiled Chalice

- ✦ Chalice · Purificator · Paten with Large Host · Pall
- ✦ Chalice Veil — drape in an "A" shape (color per the Ordo, matching the priest's vestments)
- ✦ Burse, with the Corporal inside (verify proper orientation before placing)

Prepare the Standing Ciborium (gold)

- ✦ Fill with small, unconsecrated hosts. Take care not to drop any of the packaging into the ciborium. Replace the cover.

Prepare the Credence Table Items

- ✦ Lavabo Bowl · Lavabo Pitcher (fill to $\frac{3}{4}$ with tap water) · Lavabo Towel (with lace edges)
- ✦ Water Cruet (use bottled water, available in the cabinet to the right of the Sacristy Sink) and Wine Cruet in holder — refill to full as needed

NOTE: If the small Low-Gluten Pyx is to be consecrated, place it on the Credence Table as well.

Now branch by orientation:

VERSUS POPULUM

- Credence Table: along the south wall next to the High Altar (with Servers); on Mary side, immediately to the right of the Low Altar (without Servers).
- Altar Bells: on the rug platform of the Marian Altar, towards Mary's left.
- Server Paten: on the wooden base beside the High Altar (Mary side).
- Veiled Chalice and Filled Ciborium: place on the Credence Table.
- Low Altar Candles and Crucifix: should be in place on the Low Altar (returned from Saturday's cleanup).
- Book of the Gospels: centered with the Low Altar crucifix, 10" from the edge of the Altar, opening facing right.

AD ORIENTEM (FEAST OR SOLEMNITY)

- Credence Table: moved to the St. Joseph side of the High Altar, further in from the wall-mounted credence table.
- Altar Bells: on the red pillow, on the corner of the first predella step, St. Joseph side of the High Altar.
- Server Paten: on the wooden base of the High Altar (St. Joseph side).
- Veiled Chalice and Filled Ciborium: place on the Credence Table.
- Low Altar Candles and Crucifix: remove and store in the Altar Server Vestry on the windowsill.
- Book of the Gospels: in front of and centered on the Tabernacle, as close to the Tabernacle as possible, on top of the corporal, opening facing right.

Tabernacle

- ✦ Insert the Tabernacle key into the Tabernacle. Please do not open the Tabernacle. If for any reason (e.g., a stuck door) you must touch the Tabernacle, wear cloth gloves.

Items for Every Mass

- ✦ Mass Intentions — three copies (Sacristy, Low Altar, High Altar). Published Fridays.
- ✦ Glass Ablution Cup and Lavabo Towel — placed to the right of the Tabernacle, off the Altar Cloth. Replaced weekly on Saturdays.

4. VESTMENTS

Lay out the Vestments as for daily Mass (Amice on top, then Alb, Cincture, Stole, Chasuble on the bottom), so the Celebrant can put them on in the order he will wear them.

NOTE: Mic-pack: replace with new, charged batteries before each Mass.

5. CANDLES

Light candles per the table in the Daily Mass Protocol above — ordinary Sundays use the *Sunday, versus populum* row; a Sunday Feast or Solemnity uses the *ad orientem* row (no Low Altar candles). In Advent, add the appropriate wreath candle(s); in the Easter Season, the Paschal Candle.

6. INCENSE (THURIBLE)

On Feasts, Solemnities, and various other days of the liturgical year, incense is used during Mass.

- ✦ Put 3 coals into the Thurible and light them with a butane torch 15 minutes before the start of Mass.
- ✦ Check the Incense Boat to see if there is an adequate amount of incense. If not, grind incense in the grinder and then place it in the Incense Boat.

- ✦ Place the Thurible Stand, the Thurible with lit coals, and the Incense Boat in the Sanctuary on the appropriate side.

7. FINAL PREPARATION

- ✦ Confirm the mic-pack is set and placed next to the Bell Control.
- ✦ Close both outermost Vestry doors.
- ✦ Pause to pray.

8. LIVESTREAM (10 AM SUNDAY MASS ONLY)

NOTE: Begin the livestream just before Mass; end it after Mass (see step 9). Sign in with the parish livestream credentials, which are kept at the livestream station and provided at training.

- ✦ Sign in to the “Live Stream” laptop and open Chrome → YouTube.
- ✦ Confirm the St. Patrick PDX channel (green emblem) is selected in the top-right of YouTube — not the blue L. If you see the blue L, click it → Switch account → St. Patrick PDX.
- ✦ Click the Create icon (video camera, upper right) → Go live.
- ✦ Title — use the liturgical day, Year, and date, e.g. “14th Sunday in Ordinary Time (Year A) – 07/05/26” or “2nd Sunday of Advent (Year C) – 12/06/26”. Leave the description blank. Click Next.
- ✦ Audience — select “No, it’s not made for kids.” Click Next.
- ✦ Customization — under Live Chat, uncheck both boxes. Click Next.
- ✦ Visibility — Public. Click Done.
- ✦ On the final screen, set Camera to “Game Capture HD60 S+” and Microphone to “Default – Line (PreSonus AudioBox iTwo)”. Click GO LIVE.

9. AFTER MASS

- ✦ Return all Books, Sacred Vessels, and Vestments to their proper places.
- ✦ Place the used Purificator and Corporal in the linen bag in the Alb Closet.
- ✦ Hang the used Lavabo Towel on the drying rack next to the sacristy sink.
- ✦ If the Sunday was ad orientem (a Feast or Solemnity): leave the Low Altar Candles and Crucifix stored in the Altar Server Vestry — the next sacristan will return them to the Low Altar after Saturday’s Mass.
- ✦ 10 am Mass: end the livestream — End Stream → End. Close the browser and the laptop lid.
- ✦ Turn off all lights. Lock all doors and gates. Return the church/gate key to the St. Joseph Stairwell Key Box.

★ SPECIAL LITURGICAL PREPARATIONS

This Protocol covers ordinary Daily and Sunday Masses. The following celebrations have their own setups and are documented in full in the Master Sacristan Reference:

- ✦ Eucharistic Adoration & Benediction of the Blessed Sacrament — Monstrance, Monstrance Stand, Humeral Veil, Cope, Prayers for Benediction.
- ✦ Baptisms — Holy Oils, white and violet Stoles, Exorcized Salt, Gold Shell, towels, cotton balls, Baptismal Candle, Paschal Candle, Basket of Programs.
- ✦ OCIA (Order of Christian Initiation of Adults) — the OCIA Book is required on certain Sundays through Easter.

- ✦ Blessings of Objects — violet Stole, Aspersorium and Aspergillum, Roman Ritual + The Blessings (emerald-green book).
- ✦ Rite of Betrothal — white Stole, Aspersorium and Aspergillum, Rite of Betrothal text.
- ✦ Advent specifics — candle progression (Violet, Violet, Rose, Violet), and the wreath blessing on the First Sunday of Advent.
- ✦ Incense — Thurible, Incense Boat, coals, butane torch lighter; used for Solemnities, some Sundays and Feasts, and Eucharistic Adoration.

“Let us, then, with confidence draw near to the throne of grace.” — Hebrews 4:16

AD MAIOREM DEI GLORIAM

* APPENDIX — GUIDE TO THE PREFACES

THE GOLDEN RULE: *if the Mass of the day has its own preface printed with its texts, mark that one. Otherwise, mark the preface below — the numbered prefaces are gathered together in the Missal just before the Eucharistic Prayers.*

DAY OR CELEBRATION	PREFACE TO PREPARE	NOTES
* THE SEASONS OF THE YEAR		
Weekday (ferial) in Ordinary Time	Common Preface I–VI	<i>any one of the six</i>
Sunday in Ordinary Time	Sundays in Ordinary Time I–VIII	<i>any one of the eight</i>
Advent — through December 16	Advent I	<i>Sundays & weekdays</i>
Advent — December 17 to 24	Advent II	
Christmas Time (Dec 25 – Jan 5)	Nativity of the Lord I, II, or III	<i>any of the three</i>
The Epiphany of the Lord (& days after)	Epiphany	<i>use until the Baptism of the Lord</i>
The Baptism of the Lord	its proper preface	<i>printed with the Mass</i>
Sundays of Lent	the Sunday's own preface	<i>if none is printed there: Lent I or II</i>
Weekdays of Lent	Lent I–IV	<i>any of the four</i>
Fifth Week of Lent	Passion of the Lord I	
Holy Week, Monday–Wednesday	Passion of the Lord II	
Palm Sunday of the Passion of the Lord	its proper preface	<i>printed with the day's Mass</i>
Easter Time	Easter I–V	<i>any of the five — Easter I during the Octave</i>
After the Ascension, until Pentecost	Ascension I or II	<i>either one</i>
Pentecost Sunday	its proper preface	<i>printed with the day's Mass</i>
* SOLEMNITIES, FEASTS & THE SAINTS		
Solemnities & Feasts of the Lord	the proper preface of the day	<i>Trinity, Corpus Christi, Sacred Heart, Christ the King...</i>
The Blessed Virgin Mary	B.V.M. I or II	<i>either one</i>
Apostles	Apostles I or II	<i>either one</i>
Martyrs	Holy Martyrs I or II	<i>either one</i>
Holy pastors (popes, bishops, priests)	Holy Pastors	
Virgins & religious	Holy Virgins and Religious	
Other saints	Holy Men and Women I or II	<i>or a Common Preface</i>
Optional memorials in Ordinary Time	the saint's preface above	<i>or any Common Preface</i>
Memorials within a season (Advent, Lent, Easter)	the seasonal preface	<i>the seasonal preface is the usual choice</i>
* OTHER MASSES		
Funerals & Masses for the Dead	For the Dead I–V	<i>any of the five</i>
Weddings (Nuptial Mass)	Marriage I, II, or III	<i>ask the priest which he prefers</i>
Votive Masses	the proper preface of the votive Mass	<i>e.g. Sacred Heart, Most Holy Eucharist</i>