



JOB DESCRIPTION SACRISTAN

PURPOSE

TO DIRECT THE PREPARATION AND DISTRIBUTION OF THE SACRAMENT OF HOLY COMMUNION.

BEFORE WORSHIP

1. The Office Staff will call or email assistants prior to the weekend and notify you of any changes.
2. Arrive at least 30 minutes prior to the beginning of the service.
3. Apply name badge.
4. Prepare the needed number of trays with cups containing wine/juice or prepare chalices for intinction.
5. Fill patens with wafers. Ensure that gluten-free wafers are kept from contamination.
6. Bring trays and patens to the altar.

DURING WORSHIP

1. Sunday -Delegate station
2. assignments, line communion assistants up in the order that they will enter the sanctuary and give instructions on communion distribution.
2. Assist with the distribution if needed.
3. Sunday —Delegate the cleaning of trays and the preparation for the following service:
 - Fill the requested number of trays with cups containing wine/juice.
 - At the 10:30 service fill trays with empty cups and return them to the cupboard.
4. Dispose of consecrated wine in chalices and all grape juice down the sink drain. Pour consecrated wine from the individual cups into the marked container.