

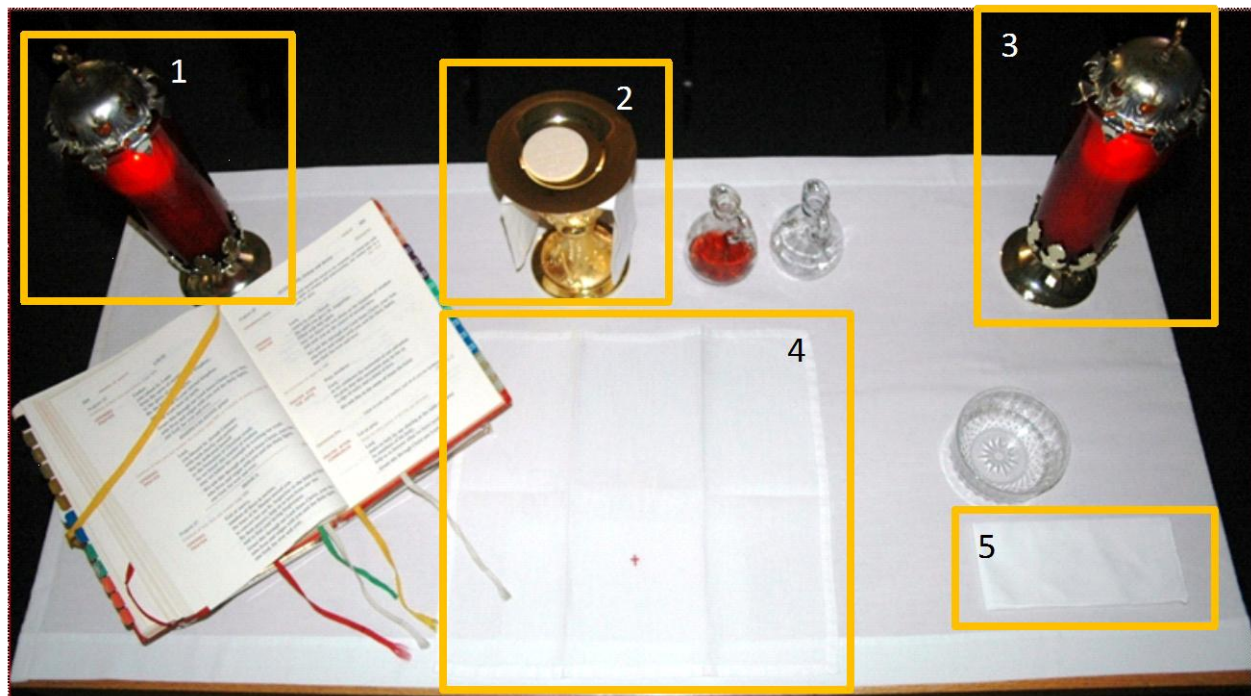
Setup and Closing for Weekday Masses in the Chapel

For the morning Mass the church will usually be locked so after opening, the brass door handles must be set to the open position using the special hex head screwdriver located in the Sacristy key box. Make sure the restrooms are open and the lights are on in the Chapel.

In the Sacristy find the following items for setting up the altar. Refer to **Figure 1** and **Figure 2** for identification.

Figure 1 Items In Picture Below	Item Number
Altar Candles	1 & 3
Chalice with Purificator, Paten, and Host	2
Corporal	4
Finger-tip Towels	5

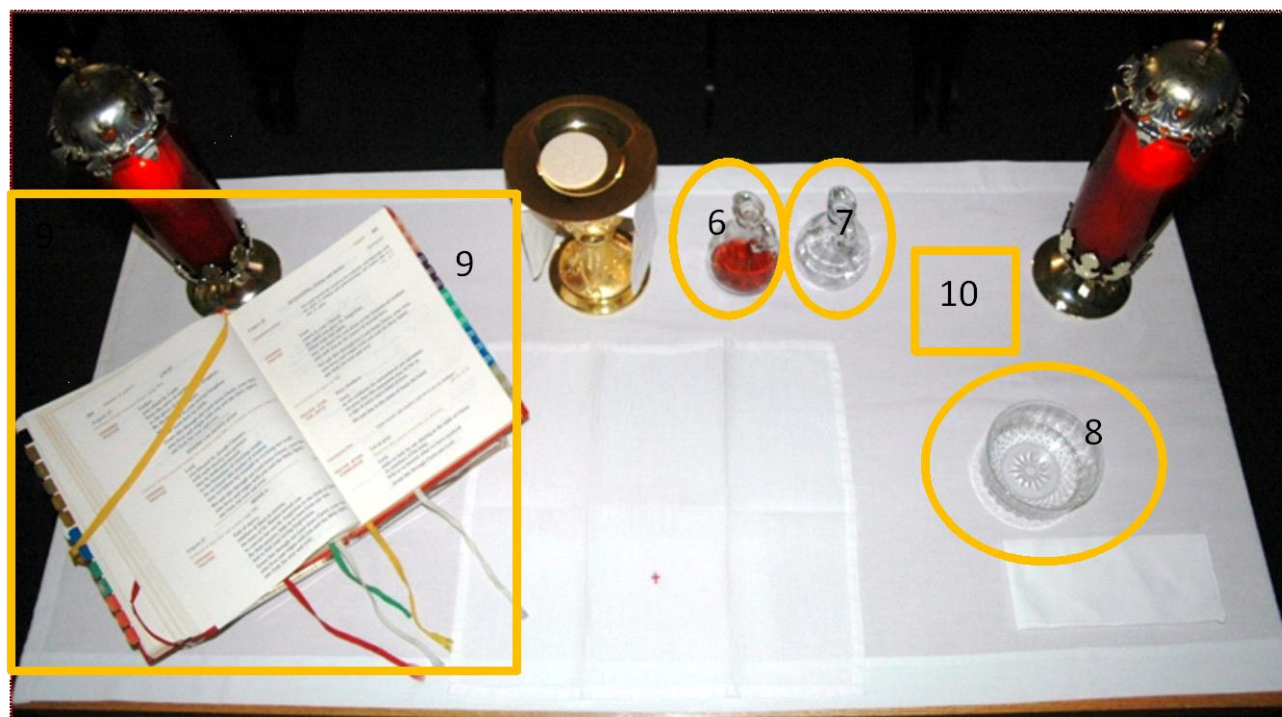
Figure 1



[Back to Misc page](#)

Figure 2 Items In Picture Below	Item Number
Wine Cruet	6
Water Cruet	7
Finger Bowl	8
Sacramentory	9
Altar Cloth	10

Figure 2



Figures 1 & 2 represent what the altar should look like once it is set-up.

[Back to Misc page](#)

In the Sacristy find the Lectionary. Open it to the proper reading for the day and place it on the stand as shown in **Figure 3**.

Figure 3



The Sacramentary and the Lectionary should be set-up to the proper readings for the day. This can sometimes be very confusing so every Sacristan should be familiar with the book entitled “The Order of Prayer in the Liturgy of the Hours and Celebration of the Eucharist”. This is a small book that is usually out on the counter in the Sacristy. It will provide most all the information needed.

[Back to Misc page](#)

Next, the key for the Tabernacle (number 29 in the key cabinet) should be placed in the Tabernacle. The Tabernacle should be opened and the ciborium checked to make sure there is enough host to accommodate the Mass. If there are not enough hosts then a ciborium from the Sacristy should be placed on the Altar with hosts to be blessed for the Mass.

Once the Mass is completed and the priest has departed the Sacristan should uncover the Repository (shown covered in **Figure 4** and uncovered in **Figure 5**). The Sacristan should then kneel and lead the congregation in the following “Oh Sacrament Most Holy, Oh Sacrament Divine, All Praise and All Thanksgiving be Ever Moment Thine”. The Chapel should then be cleared. Everything on the altar should be removed with the exception of the altar candles. The Lectionary and the Tabernacle key should also be returned to the Sacristy. Leave the altar candles lit.

Figure 4



Figure 5



Figure 6 shows what the Chapel should look like at the beginning of Mass.

[Back to Misc page](#)

Figure 6



Special Considerations

On Saturday morning before Mass the Monstrum is removed from the Repository and returned to its storage cabinet in the Sacristy. The blessed hosts that are in the Luna (the round container in the Monstrum) is removed and placed in the ciborium located in the Tabernacle. On Monday morning the Monstrum is returned to the Repository and the Luna is placed on the Altar so that the priest can put a blessed host in it. The priest will put the Luna in the Monstrum at the proper time. There should be two hosts on the Paten for Monday morning. The Repository key is #26 in the key cabinet.

There is a small stand located at the rear of the Chapel with a sign-in sheet for people visiting the Chapel for Adoration. This stand is removed on Saturday morning and returned on Monday morning. There are two small baskets of books that go with this stand. These items are stored in the altar server's room. See **Figure 7**

[Back to Misc page](#)

Figure 7



After Mass on Saturday morning the hosts are transferred from the Chapel Tabernacle to the Tabernacle in the church. The Tabernacle light is removed in the Chapel and lit in the church.

The altar candles in the Chapel are removed after the Saturday Mass and returned before Monday Mass. Make sure the candles are lit every morning before Mass.

[Back to Misc page](#)

*Prepared for St. James Catholic Church
Davis, California
November 3, 2007*

*Documentation by Hank Spivey
Illustration and Compilation by Skip Harrison*

[Back to Misc page](#)