

# SACRISTANS DUTIES AS AT JANUARY 2013

## Ordering supplies

Order from Charles Farris via the

Christian Bookshop, Pratts Bottom. Tel: 01689 854117 fax: 01689 851060 with whom we have an account (A/c code: CCA). Invoice to be sent to: Barry Foale (Hon Treasurer)

- candles
- wine
- wafers (for priest and for people)
- charcoal
- incense
- tapers

Order from

Hayes & Finch, Hansen Rd., Aintree. Liverpool L9 7BP Tel: 0845 450 5593

200 palm leaves by phone, use credit card to pay as cheques seem to get misplaced.

Order through Parish secretary who has all details

200 fluorescent tubes, for Christingle Service.

## Prepare and produce

- Annual Report
- Server and assistant's address and telephone list.
- Rota for servers
- Rota for assistants

Hold

Keys for church and safe

Train

Altar Servers

Be on rota

For opening church on Sundays and when safe keys are needed.

Albs

Have Albs washed at least three times per year

Altar brass

Keep clean and polished especially for Christmas, Easter and Harvest Festival

Candles

Keep trimmed and replace as required

Arrange

1. for servers at extra weekday services i.e.

- ❖ Ash Wednesday
- ❖ Maundy Thursday
- ❖ Good Friday
- ❖ Holy Saturday (before Easter Sunday)
- ❖ Ascension Day
- ❖ St Martins Day
- ❖ Confirmations etc

2. For acolytes and crucifers for special services and thurifer if necessary

## SEASONAL DUTIES

### CHRISTMAS

- ❖ Crib - erect it in early December, maintain it and store it away
- ❖ Block of candle holders for choir fixed to front choir stall at Nine Lessons and Carols, and for Midnight Service.
- ❖ Midnight Service - put out candle stands on Sanctuary tombs. Help with red and white candle cups around the church.
- ❖ Candlemass - candles for "All Age Service" may be required.

### LENT

- ❖ Ashes burnt from palm crosses from previous year (arrange with Ann Blatcher)

### EASTERTIDE

- ❖ Prepare Paschal Candle with transfer and make holes for incense grains
- ❖ Collect dry wood and kindling for Easter fire
- ❖ Put candle holders out on choir stalls
- ❖ Need low light to light step into church
- ❖ Have spare torches handy

### TRINITY SUNDAY

- ❖ 3<sup>rd</sup> candle put up on altar shelf in block of 18" x 2" wood or arrange alternative with Rector.

### WHIT SUNDAY

- ❖ put up block of 2 x three candles plus other brass candles

### REMEMBRANCE SUNDAY

- ❖ poppy wreaths needed from loft
- ❖ store poppies and white paper stripe to make up cross during 10.45am service