

Sacristan Checklist

Please arrive at least 30 Minutes before Mass

The Sacristy key can be obtained from the key box near the Church side door 1-3-5-7-9

Sacristan Job Description:

To set up for Mass and after Mass to take down and put away

Duties Include:

Preparing the principal chalice and communion cups; Preparing the hosts, wine, lectionary, missal, Tabernacle key and credence table; Confirming lectors and EM ministers for Mass are present; Insuring collection baskets (4) are in place; insure the collection is secure in a sealed bank envelope and accompanies the wine and bread to the Altar; Ensure all lights are on

Procedure:

The keys for the locked upper right and middle cabinet are in the right hand upper drawer under the corporals. Prepare the Principal Chalice: See photos on the inside of the chalice cabinet. Remember to use one of the larger corporals for Sunday Mass

Communion cups: place the four communion cups and three purificators on the credence table, *along with the shallow communion bowl.*

Place water cruet filled with distilled water on the credence table

Place the large washing bowl with one to two inches of water in it and a hand towel on the credence table

Ensure that there is a corporal on the credence table, underneath where the chalices are placed. This corporal remains in place after Mass. Father will change it periodically.

Place the lectionary on the ambo ensuring that the readings are correct for the Mass. If you are not sure the readings are correct, consult with Father. If the music group has not done so; place the microphone on the ambo, then and only then turn on the microphone system by turning on the switch close to the main sacristy door. Place the Gospel book holder at the center front of the altar. Place the red book of intercessions in the ambo, correct Sunday. Put out the altar bells.

Leave the Missal on the sacristy counter for Father to check the ribbons before placing it on the altar servers' bench next to the presider's chair.

Preparing the Hosts and Wine

Take out one large pitcher for the wine and fill the pitcher about 1/3 full with the communion wine

Take out the deep communion bowl and determine the number of hosts needed by estimating communicants for the Mass and checking the Tabernacle, desirable to have the ciborium about a 1/3 full after each Mass. Place the appropriate number of small communion hosts with one large host on top on the deep communion bowl with the intention that number of hosts used at Mass equals the number of communicants at Mass

Place the wine, communion bowl, Book of the Gospels, and bank bag on the right-hand table in the back of the church. Ensure adequate Holy Water is available at church entrances.

Candles

Ensure that the Altar and Tabernacle candles have sufficient oil in them. Usually an altar server will light the candles before Mass. If they are not lit, please ask an altar server to do so. Extra oil is below the left sink (sacrarium).

Do not trim the candlewicks with scissors

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Post-Mass Duties

Ensure the Tabernacle is locked and return its key to the upper middle cupboard in the Sacristy

Remove all the items from the credence table to the Sacristy, wash the vessels, dry them and return them to their cupboards

All the used linens are to be placed in the basket below the sink on the left

Extinguish the Altar and Tabernacle candles and return all books to the shelves in the Sacristy

Always turn off the microphone system first, then remove microphone from ambo, and turn off lights

Place the tithing donation contained in the sealed bank envelope in to the lock box located in the closet with the acolyte's garments

Lock the cabinets.

Close and lock the doors of the sacristy.