

Only one Sacristan is to serve at a Mass (Easter Vigil and Christmas are exceptions).

SACRISTAN CHECKLIST

Duties before Mass

- Turn on lights (Sat. 530pm Mass, Sunday 8am Mass)
- Make sure doors are unlocked (Sat. 530pm Mass, Sunday 8am Mass) [FA for iron gates, A Key for Church doors and sacristy, FA for cabinets in sacristy, BAL for Balcony and wine closet, A Key for Altar Server Room.
- Turn all light switches on (switch panel inside Sacristy)
- Test and/or replace Father's and Deacon's microphone batteries
- Turn on sound system (wall switch next to green box) in work sacristy (Sat. 530pm Mass, Sunday 8am Mass)
- Turn A/C system down to 70 or Heat (as needed) to 68
- Place key in tabernacle
- Check hosts in ciborium in the tabernacle. Place appropriate number of hosts and wine on offertory table in Narthex (avg. numbers are in top drawer of Sacristy).
- Review Liturgy Guide in Presider's binder and place ribbons in the designated locations in the Lectionary, Gospel Book and Roman Missal (Collect/Preface/Eucharist Prayer/Solemn Blessing)

Credence Table

- Check that corporals are on both trays and one on the credence table
- Set credence table (bowl, pitcher of water, towel, cruet of water from refrigerator in work sacristy, 4 ciboria – on round tray (6 at 10am, 12pm & 2pm) 6 chalices – on rectangle tray - and the Priest's chalice, and 7 purificators. Purificators are in drawer in Priest Sacristy and in work sacristy.
- Place 3 new corporals on altar (Saturday 5pm Mass)
- Set out appropriate books (Lectionary and Gospel Book, Roman Missal, Deacon's book and Presider's book)
- Place the Gospel Book holder in the center of the Altar before Mass (Place it to the side near one of the candles if there are flowers or any other arrangement in front of the Altar)
- Prepare bread and wine for Presentation of the Gifts and place on the Angel table (make sure one large host is placed on top of the smaller hosts). ***The Hospitality Captain (Usher) will get a family to bring up the gifts and be responsible to bring up the collection when it is done.***
- Confirm that the appropriate number of ministers are available for Mass (All EMOHC, Lectors, Altar Servers and DEACON are signed in and that you have an Acolyte for Mass)

Duties during Mass

- Immediately after the opening hymn proceed to the reserved pew behind the Altar Servers and remain there should the Presider need anything during Mass.

Duties after Mass

- Meet the Hospitality Captain, who will carry the money basket, along with the Lectors and Altar Servers at the Altar. Process out with the other liturgical ministers and immediately proceed to the Sacristy to properly log in and deposit the offering in the safe together with the Hospitality Captain and a 2nd Minister of Hospitality (Usher).
- ***The Eucharistic Ministers (A & B) are responsible for transporting all chalices and ciboria to the Sacristy and washing them in the Sacrarium.*** (The sacred vessels should never be washed in the Working Sacristy since there is no Sacrarium)
- Reset credence table (except Sat. 730pm Mass and Sunday 5pm Mass)
- Store all chalices, cups, glassware in the Sacristy (Sat. 730pm Mass, Sunday 5pm Mass)
- Extinguish candles
- Lock tabernacle and return key to Sacristy (Sat. 730pm Mass, Sunday 5pm Mass)
- Turn off sound system (Sat, 730pm Mass, Sunday 5pm Mass)
- Return all books to the Sacristy and place in the appropriate book shelf
- Assure all doors are locked (Sat. 730pm Mass, Sunday 5pm Mass)
- Turn off lights in church (Sat. 730pm Mass, Sunday 5pm Mass)
- Lock Altar Server Vestibule (Sat. 730pm Mass, Sunday 5pm Mass)
- Lock Sacristy door

Sacristans are only permitted to serve in one ministry at Mass.

Updated 1/16/15