

SACRISTAN CHECKLIST

LOI# 2009-6, Attachment 1

1	Come to Mass at least 45 minutes before Mass.	
2	Get the Tabernacle key.	
3	Bring a bowl to the Tabernacle.	
4	Check the number of hosts in the Tabernacle (both Ciborium).	
5	Count the number of left over hosts---also make sure the Ciborium (Mass hosts) is half full. If not take hosts out and put them into the new bowl. (Count the Hosts.)	
6	Remember: if you use the bowl to help with counting host at the Tabernacle, it must be purified.	
7	Set the Credence table----In this order---Challis with 2 purificators and corporal---Ciborium filled with hosts--Cups filled with wine--water cruet----bowl and towel--- and purificators.	
8	Light the candles.	
9	Check that the Sacramentary is on the Altar Servers' chairs--and make sure it is set to the correct page.	
10	Make sure the Altar Servers have a worship aide.	
11	Make sure there are enough chairs for the Altar Servers.	
12	Always make sure there are two chairs on the altar----one for the Presider and one for the Deacon--even if there will not be a Deacon at the Mass.	
13	Make sure the Lector book is on the Ambo and opened to the correct readings.	
14	If there is a Deacon, put the Prayers of the Faithful book on the table between Father's and the Deacon's chairs.	
15	If no Deacon, the Prayers of the Faithful book should be on the shelf of the Ambo	
16	Turn on the Chapel and Church sound system.	
17	Go to the Sacristy---count hosts into the Ciborium.	
18	Remember to add the Tabernacle hosts and remember that the big host breaks into 15 little hosts.	
19	Put a big host on top of the Ciborium you will take to the back---put all the other Ciboria on the Credence Table.	
20	Pour Wine----Fill all the cups and put just enough wine for Father and the Deacon in the Flagon.	
21	Bring the Book of the Gospels ----Bring the Bread Bowl, the wine pitcher (Flagon) and some extra hosts to the table in the back of the church.	
22	Light the Easter Candle---if there will be Baptisms, make sure the Baptism Font is turned on at all times.	
23	Check the Lights and Sound controls.	
24	Talk to the Choir director---talk about the communion process for the Choir---(usually done after the congregation receives and is done between the choir and the tabernacle.)	
25	Prepare the Mass Sign-in Sheet.	
26	Sign in Ministers as they arrive in the order listed on the Sign-in Sheet	

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27	Remind the ministers---where to stand for Communion---(cups near the Altar Servers---Bread next) ---Where to stand when distributing communion---to take the cups to the Sacristy after Mass---Bring the Bread to the Altar---never to pour the precious Blood down the sink—must be consumed---never stuff the purificators into the cups.
28	Pick a Family for the Gifts---train them (They should bow after giving the Gift to Father---wine should be handed to Father first).
29	Let the Ushers know of any special thing happening in the Mass—for example, second collection...
30	Communicate with Father---If visiting priest, introduce yourself—review the way we bring the gifts down---review the communion procedure---any special things happening at the Mass---for example, CLOW. If the Presider is a parish priest or a regular fill-in, let him know about CLOW---the number of EMs (If not full) and the number of hosts you will be bringing him from the Tabernacle
31	Start Mass---if no Altar Server you will serve as the Altar Server.
32	If no Deacon, let the Lectors know and have lector #1 process the Book in Lector and do the Prayers of the Faithful. Lector #2 does the Announcements before Mass.
33	If available, one Sacristan should stay in the back of the Church.
34	One Sacristan should position themselves near the front row to watch to see if Altar Servers need help or if Father needs anything.
35	Sacristan in back needs to count hosts and help with the Preparation of the Gifts.
36	Get a Mass count from the Ushers---needs to be an actual count not an estimate—is done after the opening prayer
37	Add or subtract hosts according to the count given you by the Ushers
38	Stay in Back---at the collection time ----have the Gifts' family come back---give them the Bread and Wine and have them ready to process as soon as the collection is ready--Light the Altar Servers' candles.
39	Go to your seat.
40	After the Sign of Peace is announced, go to the Altar.
41	Make sure the Altar Servers put the purificators on the Altar.
42	Go to the Tabernacle and put the bowl on the altar ---if necessary
43	Stand in Line for communion---If there is a Deacon, stand at the end of the line. If there is no Deacon you stand at the front of the line ---to receive move up to the altar step ---after you receive, you will take the Deacon's Cup 1 position.
44	Once communion starts --get the Ciborium from the Tabernacle and stand to the left of the Altar so you can add hosts to Father's or EM Bread bowls if they run out--also make sure the Choir has the opportunity to receive communion.
45	After the Assembly receives communion, serve the Choir--then put Ciborium on the Altar--stand by in case the Deacon or Priest wants you to take the Ciborium to the Tabernacle.
46	Stand by the Chapel door closest to the Sacristy for the remainder of the Mass.

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47	Once the recessional song starts you can go back in the Sacristy. The Deacon or Priest will purify the cups--You can then wash and put them away.	
48	Clean up the Altar---shut off the lights---lock the Sacristy.	