

Attachment #2
Daily and Weekend Sacristan Duties Checklist

1. Arrive in sufficient time to open the Church and sacristies, and set-up for the scheduled liturgy (not later than 30 minutes before the scheduled start time).
2. Turn on all the lights in the Gathering Area, Worship Space and sanctuary area, if/as needed.
3. Turn on the sound system and ensure the microphones for the ambo, lectern, presider, and deacon are working properly (by physically checking/testing them).
4. Thermostats are set on “automatic” control. (Please do not change or override the automatic settings.)
5. Turn on any light switch for the ambry (wooden cabinet containing the Holy Oils).
6. Check the Tabernacle vigil candle and replace it, if/as needed.
7. Unlock the sacristies and turn on the light over the tabernacle, if needed.
8. Set-up the credence table before the Mass:

Daily: (refer to attached photograph of recommended setting)

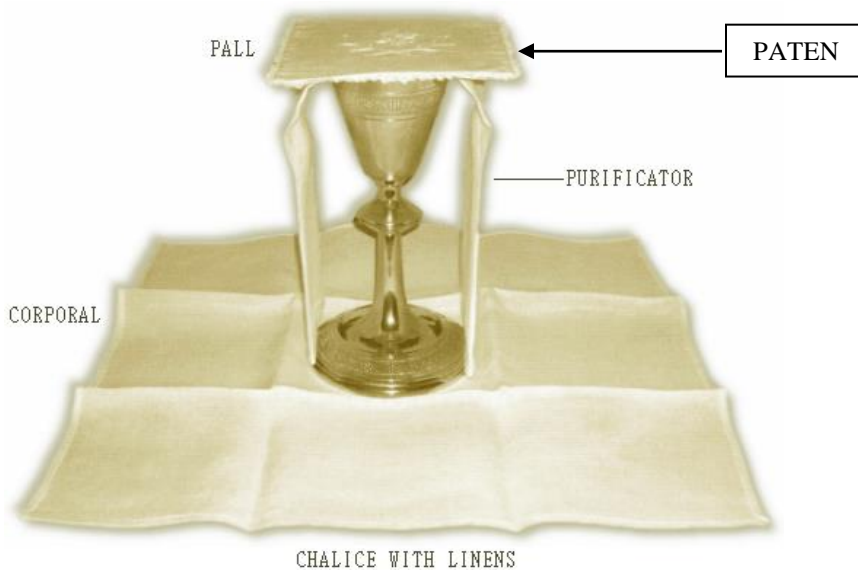
- The glass hand washing (lavabo) bowl and small, white hand towel.
- Two small, glass cruets (one filled with water and one filled with wine).
- Presider’s chalice and paten. *

* (See diagram below) A **medium**-sized, unconsecrated host will be placed on the presider’s paten (along with approximately 10 unconsecrated smaller hosts). A clean purificator is to be placed under the paten, and the paten will then be placed on top of the chalice. (The purificator acts as a cushion barrier between the paten and chalice; it prevents damage/chipping of the chalice’s lip/edges.) The paten is then covered with a white, chalice pall (with a **small** (weekday-sized) corporal placed on top of it).

Weekend: (including Holy Days of Obligations)
(refer to the below photograph for recommended setting)

- The glass hand washing (lavabo) bowl and small, white hand towel.
- Two (2), (people's) communion chalices and two (2), purificators (laid together over and covering the tops/rim of the chalices).
- Presider's chalice and paten *

* (See diagram below) A **large**-sized, unconsecrated host is placed on the presider's paten. A clean purificator is placed under the paten and the paten will then be placed on top of the chalice. (The purificator acts as a cushion barrier between the paten and chalice; it prevents damage/chipping of the chalice's lip/edges.) The paten will then be covered with a white, chalice pall (with the **large** (weekend-sized) corporal placed on top of it).



9. Ensure the tabernacle key is placed in the tabernacle's locking device.
10. Check the number of consecrated hosts within the ciborium in the tabernacle (in reserve). This will help to determine how many unconsecrated hosts to place on the credence table (for daily Masses) or on the gifts table (during weekend or Holy Days of Obligation Masses) (along with the flagon of wine) to be consecrated during that Mass. (Note: The level of the tabernacle reserve should only be the number of consecrated hosts normally needed during the week for parish ministers to bring Holy Communion to the homebound, hospitalized, etc.)
11. Check the level of the oil in the altar candles. Refill, if/as needed.

(Note: Occasionally (i.e., every few months), the paraffin oil candle's wick may need to be trimmed or changed to permit the flame to burn more evenly and efficiently; as carbon buildup begins to accumulate.)

→ **For Weekend Liturgies Only:**

12. Check the number of consecrated hosts in the ciborium in the tabernacle (in reserve). If there is an abundance (over 20) of consecrated hosts already in the tabernacle, please cut back on the number of unconsecrated hosts needed to be consecrated during that day's Mass.)
13. Place the Book of the Gospels on the sacristy countertop. Looking at the Ordo, determine and mark (using the prescribed colored ribbon) the Gospel for the day.
14. Set aside the Book of the Gospels for the deacon or first reader to get before the Mass; in order to process in with it.

(Reminder: In the Ordo, anything in *italics* is optional and anything in plain text is prescribed for the day. If in doubt, contact the presiding priest well before the Mass for clarification please.)

15. Get the appropriate Lectionary and again, looking at the Ordo, determine and mark (using the prescribed colored ribbon) the page denoting the appropriate setting for the first of the prescribed scripture readings for that day.

Once marked, place the Lectionary (opened to the first reading for that day's liturgy) on the ambo; in preparation for the readers' and presider's arrival.

Liturgical Tips:

- Place the colored ribbon at an angle across the page opposite the page that contains the first reading. This signals to the reader to avoid the page with the ribbon across it—and to look at the opposite page for their first reading.
- An alternative option or tip is, if the first reading is on the right page, place the colored ribbon beneath that right page—to enable easier page turning by the reader; they simply have to pull the ribbon up vs. stumbling turning pages.

(Reminder: In the Ordo, anything in *italics* is optional and anything in plain text is prescribed for the day. If in doubt, contact the presiding priest before the Mass for resolution.)

16. Place the Book of the Gospels holder/stand in the center of the altar (behind the altar cross).
17. Get the Roman Missal out and place it on the sacristy countertop. Looking at the Ordo, determine and mark (using the prescribed colored ribbons) the appropriate pages denoting the appropriate Mass setting and prayers for the day/weekend.

(for example:)

Purple: Ordinary Time/Advent/Christmas/Lent/Easter
Green: Blessing Over the Gifts [akin to the Jewish Berakah prayer]
White: Preface, Eucharistic Prayer
Red: Mandatory or Optional Saints or Feast Days
Blue: Recommended Blessings over the assembly

18. Place the Roman Missal on the (altar book stand (daily) or) credence table book stand (weekend) for the presiding priest to confirm, before the Mass start time.
19. Check that the binders containing the weekend's Prayer of the Faithful are in place and that the required prepared prayers are present in the binders. The presider's binder goes on the table next to the presider's chair and the reader's binder on the lectern shelf.
20. Ensure that the altar server Sanctus bells are situated/positioned on the stair leading to the sanctuary.
21. If there is a special event that will occur during the Liturgy of the Mass (i.e., baptism, first communion, wedding, etc.) place "Reserved" signs on the backs of the appropriate pews or seats.

(Note: If there is to be a Baptism or First Communion at the Mass, inform the Ushers, so that they may ask that family to facilitate the Presentation of the Gifts.)

ADDITIONAL NOTES:

1. During the Advent season, ensure the appropriate candle(s) are light by the altar server or the sacristan before the Mass start time (i.e., altar and Advent wreath).
2. During the 7 Sundays of the Easter season, confirm with the presiding priest if he will be using the Sprinkling Rite. If so, fill the Holy Water bucket with water from the Holy Water font (not the sink faucet), place the Aspergillum in the water and place the bucket on the presider's table (next to his chair) or the credence table.

3. During the 7 Sundays of the Easter season, also ensure that the Pascal candle (positioned near/adjacent to the Ambo) is lit along with the other altar candles before the Mass start time.
4. Outside the Easter season, the only time the Pascal candle is ever lit is for baptisms and funerals.
5. For special events and/or guest (visiting) priest celebrants, the handheld or lapel microphone(s) may be needed. If so, insure they are functioning before the Mass or liturgy starts and change the battery(s), if/as needed.

MASS MINISTRY REQUIREMENTS:

1. Ensure the required number of readers (2), altar servers (3*), Extraordinary Ministers of Holy Communion (EMHC) (3) # and ushers (2) are present. If they are not, you will need to find replacement substitutes before the Mass start time. (Note: Please remind the ministers to check off their name on the schedule when they arrive.)

* Three (3) is the ideal number of servers for a typical Sunday Mass. On Solemnities and/or Holy Days of Obligation (when incense will be used) or the Bishop is present, four (4) or five (5) altar servers may be required. Ultimately, as a very last resort, only one (1) altar server may be used to carry in the Crucifix, if no additional servers are available.

Three (3) is the ideal number of EMHCs for a typical Sunday, Solemnity or Holy Day of Obligation Mass (in the absence of a concelebrating priest or deacon of the Mass). If there is a deacon present, by virtue of his ordained clerical status and ministerial office, he must fulfill his ministry as an Ordinary Minister of Holy Communion (e.g., of the chalice). (cf. Redemptionis Sacramentum and General Instruction to the Roman Missal)

(If there is another priest concelebrating, likewise, by virtue of his ordained capacity and ministerial office, he must function as an Ordinary Minister of Holy Communion (distributing either the Sacred Body or the Precious Blood).

2. If there is a Deacon of the Mass present (not simply a deacon seated in the assembly), he will process in with the Book of the Gospels (not Reader 1), proclaim the Gospel (not the priests) and he will also offer the Prayer of the Faithful (not Reader 2).

3. Likewise, an Instituted Lector may process in with the Book of the Gospels (not Reader 1) by virtue of his instituted ministry, in the absence of a deacon.

AFTER THE MASS:

1. Ensure that the Altar Servers have extinguished all the lit candles.
2. After Communion or soon after the completion of the Order of the Mass, the Priest, Deacon or Instituted Acolyte will purify the sacred vessels used for Communion (normally at the credence table over a corporal). (GIRM, 278, 279) Once completed, all the sacred vessels used must then be gently cleansed with warm, soapy water; dried; and returned to sacristy cabinet storage, for future use.

NB: Normally, it is the responsibility of the Mass EMHCs to cleanse the Communion sacred vessels after the Mass. Only if it is mutually agreed upon—between the Sacristan and the EMHCs—should the Sacristan complete the vessel cleansing process.
3. Any used or soiled linens are to be placed in a small basket or container for later proper cleaning. Wet linens need to be hung to dry, before placing in the basket.
4. Unless the Tabernacle is in use, its key must be secured in the sacristy.
5. Return the Book of the Gospel (with its stand), Lectionary and Roman Missal to proper storage locations within the sacristy.
6. Close any open windows and ensure the doors to the Worship Space are closed and locked, if/as appropriate.
7. Turn off the ambry, sanctuary, Worship Space and Gathering Area lights.
8. Ensure the main doors to the parish church and the Worship Space are locked or under the priest's or deacon's control.

CREDENCE TABLE SET-UP OF SACRED VESSELS (DAILY MASS)



CREDENCE TABLE SET-UP OF SACRED VESSELS (WEEKEND MASS)

