

## *Attachment #4*

### *SACRISTAN CHECKLIST FOR BAPTISMS*

If there is a baptism scheduled to occur during, before or after the Mass:

1. Remove the cover from the baptismal font and/or push or place it out-of-the-way.
2. Place a rubber stopper over the font's drain hole, if/as needed.
3. Fill the baptismal font with clean, warm (but, not hot) water.
4. Ensure the appropriate number of white baptismal stoles or vestments, towels and candles are placed on a small table next to the baptismal font before the baptism.  
  
\* Ensure the Rite of Baptism is placed on the counter top in the sacristy for the priest, who will be presiding to review (if the baptism is to occur within the Mass). (NB: Within a Mass, only the priest can baptize someone.)  
  
\* Ensure the Rite of Baptism is placed on the same small table with the baptismal stoles and candles for the priest or deacon, who will be presiding to review and use (if the baptism is to occur before or after (outside) the Mass)).
5. Get the key to the Ambry from the sacristy and unlock the cabinet containing the sacred oils. Turn on the Ambry light switch, if/as needed.
6. Ensure the Oil of Catechumens (OC) and Sacred Chrism Oil (SC) are removed from the ambry and placed securely on a same table near the baptismal font. (The Ambry door (while unlocked), should remain closed.)
7. If the baptism is to occur during the Mass, ensure that the Pascal candle has been lit and has been pre-positioned adjacent to the baptism font.
8. If the baptism is to occur outside the Mass, ensure the Pascal candle has been pre-positioned adjacent to the baptism font and lit before the ritual starts.
9. Ensure a sufficient number of front row seats or pews (on the baptismal font side of the church) are reserved (e.g., placement of reserve signs on the pews).

After the Baptism:

10. Extinguish the Pascal Candle. Once the candle has cooled down, return it to its previous location.
11. Drain or empty the baptismal font. The water from the baptismal font must be poured down the sacrarium in the sacristy, into the church's potted plants, or outside into the dirt/ground.
12. Dry the font with a dry cloth or paper towel.
13. Return the Rite of Baptism and any other liturgical articles to the sacristy.
14. Return the FYI copy of the Baptismal Application form to the priest to complete or the parish's main office for formal entry into the parish's Baptism Registry book.