

CHECKLIST FOR SACRISTANS **St. Nicholas of Myra Catholic Church**

Prior to Mass

- Arrive 30 minutes before Mass begins.
- Check the bulletin board in the sacristy. There may be notes with extra things the Sacristan needs to do for Mass. Check to see if the blessing cup will be used at this Mass.
- Unlock all the entrance doors on the east side of the church (5:00 p.m. and 9:30 a.m. Masses).
- Turn on the lights in the gathering space (5:00 p.m. and 9:30 a.m. Masses).
- Turn on the canopy and side entry lights at 5:00 p.m. Mass in the winter time.
- Make sure the #1 spotlight, the icon lights, the East & West house lights and the soffit lights are on.
- Turn on the sound system.
- Make sure a server lights the candles (15 minutes prior to service).
Note: The Easter Candle is lit for Baptisms, Funerals and at Sunday liturgies from Easter through Pentecost. Assist servers with lighting the taller candles if needed.
- Place on the credence table the jar with water (water having been poured into it), the bowl for washing priest's hands, a white towel, the priest's chalice, (stacked – purificator, paten, 2 palls, corporal, with 5 purificators in it, 3 Communion bowls, and 4 chalices).
- Stage the wine and priest's Communion bowl, pouring the wine into the carafe, taking it and the priest's Communion bowl to the front sacristy.
Note: Use the wine from the bottle in the refrigerator in the back sacristy. You will need enough for 4 chalices. Replace empty bottles with a fresh bottle from the closet in the back sacristy. Place the old bottle upside down in the box from which you took the fresh bottle.
- Count people as they arrive for Mass to determine the number of small Hosts needed. Small Hosts are stored in the cabinet in the front sacristy.
- Place the wine and the priest's Communion bowl and the proper number of Hosts from your count on the table for the gifts.

At the Start of Mass

- Turn on the remaining sanctuary lights (2,3,4,5) in church.
- Join the assembly for Mass.

After Mass

- Bring the book of Gospels to the front sacristy, so it will be ready for the next Mass. Place it on its stand in the gathering space after the 11:00 Mass.
- Check all outside doors to make certain they are locked, leaving the entrance to the church open.
- Turn out all the lights after everyone has left.

Note: Leave lights on while there are still people in the church building or gathering space. Leave the light on in the back sacristy so Father can clean the Communion vessels. If it is dark leave the light on over the icon so Father can see.

- Make sure all candles are extinguished.
- Make sure the bathroom lights are off, also checking the stools, making sure they are flushed, and make sure paper towels are picked up off the floor.
- Check the toilet paper in the bathrooms and leave Father a note if more toilet paper is needed.
- Lock both sacristies.
- Lock all the entrance doors on the east side of the church after 5:00 p.m. and 11:00 p.m. Masses.

Thank You for Sharing Your Time and Talent in this Ministry!

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