

Checklist for Sacristans

St. Nicholas of Myra
(June 2024)

- Arrive 30 minutes before Mass begins.
- If Father has not unlocked all the entrance doors, please unlock all the doors using the hex keys located on the top of the shelves in the gathering space
- Turn on the lights in the gathering space (5 pm and 9:30 am Masses)
- Turn on the outdoor canopy and side entry lights at 5 pm during the winter
- Make sure the #1 spotlight, the icon lights, the Middle East house lights and soffit lights are on.
- Turn on the sound system
- Make sure a server lights the candles (15 minutes prior to Mass)
- Place on the credence table the following items: the cruet with water, the bowl for washing the priest's hands, a white towel, 2 Communion bowls filled with hosts, 2 chalices for the people to drink from and two purificators, and the priest's chalice. On the priest's chalice there should be the following items: one purificator, one paten with large host, two palls. In the burse you should have one large corporal which is located in the middle of the third drawer of the cabinets. On top of Father chalice should be a chalice veil
- Pour wine into the large cruet or carafe and take it along with the large ciborium (with lid) to the back sacristy.
- Count people as they arrive for Mass to determine the number of small hosts needed. Always check the number of hosts in the tabernacle. There should be around 30 hosts in the tabernacle at all times. Small hosts are stored in the cabinet in the back sacristy.
- Place the wine and the ciborium with the proper amount of hosts on the table for the gifts near the back of the church. Taking in consideration how many hosts are in the tabernacle, you should divide into thirds the two ciboriums on the credence table and the ciborium on the gift table. So if there are two hundred people in

attendance and fifty hosts are in the tabernacle, then put fifty hosts in each ciborium. Fifty each in the two on the credence table in fifty in the ciborium being carried up in the offertory procession.

5 minutes before Mass

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

After Mass

- Place the Book of the Gospels on the stand in the alcove or area with the icon.
- Turn out all the lights after everyone has left.
- Place the tabernacle key in the front sacristy cabinet along with Father's chalice, the patten and the pall. Place the burse and chalice veil in the fourth drawer
- Remove the purificator and place it in the drawer for soiled laundry. After 11 o'clock Mass, remove the corporal and place it in the soiled laundry drawer.
- After the 11 o'clock Mass, pour the extra wine back into the wine bottle in the refrigerator. Rinse the carafe and cruets but do not stand them up against the back wall on the counter. Drain out as much water is possible and then lay them flat on a white towel
- Make sure candles are extinguished except the tabernacle candles.
- Make sure the bathroom lights are off, checking the toilets making sure they are flushed, and make sure paper towels are picked up off the floor
- Check toilet paper and do a general review of the bathroom. If there are issues let Father or someone know.

- Lock both sacristies
- After 5 pm and 11 am Masses, turn off upper baldacchino lights on the left hand switch and dim lower lights on the right hand switch located upfront just to the left of the tabernacle behind the pillar.
- Lock all the entrance doors after 5 pm and 11 am Masses using the hex key found on top of shelves.
- Secure the collection basket and give the basket to Father, Deacon, or money counters.