

SACRISTAN Duties Checklist

BEFORE MASS	
☐	Check schedule for assigned dates; find substitute if you are unable to minister.
☐	Be at church at least 30 minutes prior to mass; sign in the coat room, obtain name tag. Pick up leftover bulletins and return to Sacristy. Check schedule for Lectors, Acolytes, Commentator, EM, ushers and Gift Family—keep an eye out for them when greeting. Find subs, if necessary.
☐	Check that the donuts are in the kitchen and the window is down.
☐	Check that there is room on the Prayer of Intentions sheet on the stand in the entryway. Remove after 11 am mass.
☐	Check to see collections baskets are stacked under the Gifts Table.
☐	Check that The Book of the Gospels and the Lectionary are on the shelf across from the baptismal font in sanctuary. R1 is responsible for carrying up the Lectionary to the Ambo before Mass begins and for returning the Book of the Gospels and the Lectionary to the shelf in the back of church after mass.
☐	Check for the commentator's notebook (black with gold trim) is on the counter, usually on the right side in the Sacristy.
☐	Redistribute the worship aids from the north side door to the front, but leave some at the side entrance. Check worship area for garbage.
☐	Bring tray to the front. <i>Check for 4 cups, 4 purificators, 3 silver bowls, 1 corporal, 1 white hand towel, small glass bowl, water cruet with water—see picture. Tray is in the Sacristy. Bring a tabernacle key with you to the front and count the hosts that are blessed in the tabernacle so you know how many to add for mass.</i>
☐	Leave the silver bowl in the tabernacle and bring to the tray during the Sign of Peace for the servers to bring to the altar. Leave the key in the tabernacle.
☐	Light the candles on the altar (6) and check if there is a baptism to make sure the BAPTISM candle is also lit. Lighter is in the side cupboard in the back where we use the hand sanitizer. Check for the individual baptism candles, terry towel(s) and that the cabinet is unlocked. The baptism oil has a very pleasant odor and that's how I tell which oil to use. It is also the one with the most "marbles" so it is easier to reach in and use the oil for the blessing. It is most often on the bottom shelf. I sometimes light the individual baptism candle(s) ahead of time so it starts easier for the Godparent(s). Check for step stool as well in case one of the Godparents is vertically challenged. Check that the glass candlestick holders (and the right number) are on the altar prior to mass. (Check Sacristy for glass candlestick holders)
☐	Meet with Gift Bearers and ask them to come to the back once the collection begins. See list posted during First Communion season; otherwise you need to find a family or talk to the godparents when there is a baptism. (You may also need to check with other members of the family—request the Mom to offer suggestions.)
☐	Notify the musician if there is BOTW--only during RCIA season
☐	If you have been instructed that someone needs communion brought to them—ask if they want both bread and wine. (example: BOTW leaders) Instruct B1 and W1.
☐	Check with Preschool class teacher if they want communion. (Seasonal)
☐	During the season, the children's worship book is on the table below the shelf. The Sunday school teacher will move it to the back railing by the cross if Father needs to make an announcement about Children's Liturgy.
STARTING MASS	
☐	Let Commentator know when it is time to begin or ask Father.
☐	Remind the ushers that one of them needs to carry the Cross. Make sure everyone is gathered for the procession: ORDER: Cross, Reader 1 or the Deacon* with the Book of the Gospels, Acolytes and then Father. When Cross is almost halfway, start the acolytes and so on....Fr. will instruct the baptism family members. *Deacon will carry the Book of the Gospels if he is present and will pray the Prayer of the Faithful, so please leave Commentator's notebook on the shelf in the Ambo.

DURING MASS—stay in the back of church	
☐	Be ready for your readings—R1 is immediately after the prayer and R2 is immediately after Responsorial—you can check with Judy if you want to know how many verses. ☺
☐	Count hosts in sacristy. 475 = full; add foyer and subtract tabernacle and children; Hosts are in ziplock bags of 300 in the cupboard beneath the counter. Wine is in the Sacristy. Additional wine is in the cupboard. More purificators, hand towels etc. are in the labeled drawers. Large host is stored on the counter in a round Tupperware container. Remember to record total of attendees on the chart above the sink. I usually return the empty bags to the box that holds the hosts and if you remove some from a bag, please note on the bag.
☐	Gluten Free distribution: host is located in the kitchen freezer; put in a pic and then in the gold bowl. There is often a pic in the freezer. Father will distribute, so put it on top of the bowl.
☐	Pour wine (if church is full) to at least 1 inch above the bubble.
☐	Place wine and hosts on Gifts Table.
☐	If you are the Commentator and reading the Prayers of the Faithful, please start walking to Ambo when the congregation starts reading “I believe in the Holy Spirit, the holy catholic church etc. during the Creed. Be sure to have a Worship Aid in the Commentator Notebook. In case Father adds the Diocesan prayer to the end. If there is a baptism, you need to be at the Ambo when or just before the parents are in their seats in the front row. Commentator returns notebook after mass to the Sacristy.
☐	If there is Children’s Liturgy, go downstairs and notify Children in Worship teacher immediately after the homily. (This is sometimes hard to do if there is only one Sacristan and you also happen to be Reading the Prayers of the Faithful. I ask for their cell phone number and try to send them a text instead.)
☐	When the collection has begun instruct the Gift Family or Godparents about carrying the gifts; wine to the right—held by an adult and by the bottom of the flask, bread to left. Start walking when Father stands.
☐	Remember to bring up the blessed hosts from the Tabernacle during the Sign of Peace. Set on the table by the acolytes or hand it directly to one of them. They take them up with the bowls and cups.
☐	If you are a Eucharistic Minister in the front, it’s nice to stack the collection baskets for the acolytes. (optional) Bread 1 should return the leftover hosts to the Tabernacle with the cover. Sacristan locks the Tabernacle and returns the key to the drawer in the Sacristy.
☐	Set out the bulletins at all doorways AFTER communion. Sometimes I drop off the ones at the side entrance if I have to go to the tabernacle to bring hosts to the tray.
AFTER MASS	
☐	Acolytes or servers can pick up the collection baskets after mass and give to you.
☐	Take collection to sacristy and put in bank bag and have someone endorse the tag and place in the bag BEFORE sealing the bank bag. Place in the drop-down drawer behind the door in the office.
☐	Check tray in the Sacristy for cups, plates, etc. Clean up should be done by EMs.
☐	Check that the Book of the Gospels and the Lectionary are on the stand and the Children’s Worship book is on the shelf below the stand. The Commentator notebook should be returned to the Sacristy.
☐	Blow out candles and check sanctuary for leftover worship aids
☐	Put leftover bulletins in the sacristy.
☐	Check that Tabernacle is locked if you are the 11 am Sacristan and place key in drawer in the Sacristy.
☐	If the sanctuary is empty, shut off the lights after the 11 am mass.

Additional instructions for commentator and acolyte on Baptism Sundays can be found at the bottom of the Sacristan listed posted in the sign up room. I also try and help Father by getting the baptism families gathered in the back 10 minutes before Mass so he can go over last minute instructions and they will be ready to process. You should request one of the Baptism parents to choose one member from each of their families to bring up the gifts. Keep an eye out for them when Offertory begins.