

## Sacristan checklist

	Daily am 8:30	Sat pm 5:30	Sun am 7:00	Sun am 8:30	Sun am 10:30	Sun pm 12:00	Sun pm 1:30	Sun pm 5:30	Funeral	
<b>Open Church / Sacristy</b>										
Unlock church	x	x	x					x	x	
Turn on lights	x	x	x					x	x	
Turn on air conditioning (if not on)	x	x	x					x	x	
Unlock sacristy	x	x	x					x	x	
Unlock safe	x	x	x					x	x	
Disable tabernacle alarm	x	x	x					x	x	
<b>Prepare Sanctuary</b>										
Microphone in ambo	x	x	x					x	x	
Light altar candles	x	x	x					x	x	
Gospel Stand to Altar		x	x	x	x	x	x	x		
Power on sound system	x	x	x					x	x	
<b>Prepare Gifts</b>										
Unconsecrated hosts into ciborium	x	x	x	x	x	x	x	x	x	
Unconsecrated wine in cruet	x	x	x	x	x	x	x	x	x	
Take both to gift table	x	x	x	x	x	x	x	x	x	
<b>Prepare Credence Table</b>										
Finger dish, Cruet w/water, towel	x	x	x	x	x	x	x	x	x	
Number of chalices W/Purifier	3	4	4	4	4	4	4	4	1	
Priest Chalice W/Purifier & Pall	1	1	1	1	1	1	1	1	1	
Number of ciborium	0	3	3	3	4	3	3	3	1	
Number of chalices and ciborium may change if (1) choir is singing; (2) if concelebrating priests; (3) if deacon is assisting. Check with priest/deacon for count.										
<b>Funeral</b>										
<p><b>1.0</b> Need to insure enough consecrated host available for service.</p> <p><b>2.0</b> Check with Priest for any special instructions. Check to see if Eucharistic Ministers are needed. Recruit addit'l ministers if needed.</p> <p><b>3.0 Funeral Mass with casket:</b> Place pall in gathering area; Place Holy Water in gathering area, (then after priest blessing bring to credence table); Place Thurible-stand w/Boat (Incense) near credence table; Pascal Candle at ambo. After Homily, return to Sacristy and Light charcoal, then bring Thurible w/lighted charcoal to stand.</p> <p><b>4.0 Funeral Mass with cremation:</b> Holy water at credence table; Pascal Candle at ambro</p>										XX
<b>Adoration (16<sup>th</sup> of Month):</b>										
In preparation place Monstrance, and 2 additional altar candles W/ tall holders near Credence Table. When Preparing Gifts; add one medium size Host (2 3/4 ") to ciborium (for Monstrance).										
<b>Repose: (24 hours Later)</b> Place Luna on credence table; Place Humeral Vail on Priest chair.										
<b>Close Church / Sacristy / Sanctuary</b>										
Power off sound system	x	x					x	x	x	
Enable tabernacle alarm	x	x					x	x	x	
Remove microphone in ambo	x	x					x	x	x	
Extinguish altar candles	x	x					x	x	x	
Return Pascal candle (after funeral)									x	
Lock safe	x	x					x	x	x	
Lock sacristy	x	x					x	x	x	
Turn off lights	x	x					x	x	x	
Lock church		x						x		