



SACRISTAN'S TASK LIST

Arrive at church at least 20-30 minutes early, unlock doors if they are not opened already by musicians.

- Turn lights on: in church, over baptismal font (switch at back of church), and lights for the case holding the holy oils. Turn on fans if needed.
- Put batteries in microphone
- Put tabernacle key in the tabernacle

For Gift Table or Offertory Table

- $\frac{3}{4}$ of a Cup of wine in small pitcher
- Gold dish/ciborium: divide 1 $\frac{3}{4}$ roll of hosts between the large ciborium and the small ciborium. Add the large round host (25 pieces) to the large ciborium. (Approximately 175 hosts divided between the large and the small ciborium's. (One roll of hosts = 100 hosts).
- Count the number of hosts in each ciborium, Father is likely to ask the number of hosts in each.
- On holiday's you are likely going to need to add more hosts to each ciborium.

For Credence Table

- Need smaller or regular chalice and fill the cup itself $\frac{3}{4}$ full or more (not necessarily measuring $\frac{3}{4}$ C from measuring cup).
- Father's chalice with 3 purificators inside.
- Small ciborium: with the other half of the divided hosts in it.
- Bowl and towel
- Cruet of water –use bottled water to fill. (This may be placed on gift table for families who bring up the gifts so there are more items to bring up—a note will be left for Sacristan's if this IS the case).
- 2-3 extra purificators on credence table-should always be extra on this table.
- There is a glass jar on credence table that we will keep 25-30 hosts in at all times in case extras are needed – check this jar before Mass and fill if needed.
- Likely to need extra chalice (more Eucharistic ministers) during holidays—check with Father and/or check schedule for number of Eucharistic ministers scheduled for that Mass.

For Book Servers Table

- Corporal
- Sacramentary book

After Mass

- Make sure all candles are extinguished, all lights are turned off, fans turned off
- Tabernacle key is returned to the cabinet
- Any wine left in small pitcher, from credence table, can be put back in wine bottle
- Lock front and side doors—pull doors closed.

Clean Chalices (Eucharistic Ministers may be helping).

- Use a mild detergent around rims.
- Do NOT submerge chalices into water.
- Use paper towels to wipe dry
- Store gold chalices and ciborium's in locked cupboard.