

# CHRIST THE KING

## Sacristan Checklist

### **Before Mass**

- Arrive 45 min before Mass
- Fr. Carl will unlock Narthex doors 45 minutes – 1 hour before Mass begins
- Check counter in sacristy for any notes regarding special instructions (sprinkling rite, incense, etc.)
- Turn on all lights,
  - Switches by the sanctuary (including ceiling fans)
  - Switch in the back of the church by the Narthex doors (for icon)
  - Switch in cry room – up high (for the baptistery)
  - Switches in the Narthex across from the bathrooms
- Turn on air conditioning for altar (black switch behind altar)
- Ensure lectionary is on the ambo and on proper day readings
- Place key in Tabernacle
- Ensure Safe Room door is unlocked
- Ensure that the altar servers light candles
- Ensure musicians have turned the sound system on
- Check tabernacle candle (sanctuary lamp) – change if needed

### **Credence Table**

- Fr. Carl's chalice and a communion chalice (with a swallow of wine in them)
- 2 purificators
- 1 corporal
- Large glass bowl/inside is towel and pewter pitcher w/hot water
- Small glass cruet with cold water
- Roman Missal

### **Presider Table (between presider and deacon)**

- One glass of water/ice for Deacon

### **Credenza in back**

- Fr. Carl's gold ciborium with 1 large host and 50 small hosts
- Additional gold ciborium with 50 small hosts
- Book of Gospels – make sure ribbon on correct readings
- Appropriate money bag in basket

*Continued on next page*

## **Before Mass**

- Check in ministers – get substitutes when necessary (list of ministers is in a folder where ministers check in)

## **During Mass**

- Count parishioners during Responsorial Psalm – Count all souls young and old – write on sheet. Subtracting small children – adjust hosts if necessary.
- Write the count on the count sheet in the drawer in the credenza
- Ushers can put the collection in the money bag after the collection. Assist if necessary.

## **After Mass**

- Ensure sacred vessels are cleansed and placed in proper cabinet
- Key out of Tabernacle and placed in proper cabinet
- Snuff out candles and ensure linens in proper laundry bag
- Check bathrooms and prop open the door
- Turn off lights
  - Lights in Church
  - Lights in Narthex
- Turn off air-conditioning to altar (except not 8 am Mass)
- Ensure musicians have turned off microphone (except not 8 am Mass)
- Lock or ensure outside doors are locked in Narthex.
- Double check the outside doors by the piano and the sacristy – they often look closed when they are not latched.
- Pull Sacristy door closed and it will lock automatically.