

St. Joseph Catholic Church Liturgical Ministeries Checklists

SACRISTAN / DAILY DISCIPLE

Sacristans and Daily Disciples prepare the church for the liturgies we celebrate. Great care and attentiveness is required for this prayerful ministry.

Preparation before Mass:

1. Upon arriving for daily Masses at 11:30, turn on church lights via the corner electrical cabinet. To turn lights ON: flip switches INWARD.
2. Unlock side doors to Reconciliation Room and Sacristy
3. See 3rd upper cabinet for labeled tabernacle key, and put key in tabernacle.
4. Remove protective dust covers from credence table, tabernacle shelf, and altar.
5. Important: wash or sanitize hands
6. From upper cabinet: remove Paten and cover. Transfer to the Paten unconsecrated hosts from container. Consider if more hosts than usual are needed. For example, if a larger Mass attendance is expected (e.g. Holy Days or Lent). Next, take one large single host from the pewter jar on the shelf and place on the top center of the Paten.
7. Remove Celebrant's chalice and pall from bottom shelf of the 3rd upper cabinet and two linen purificators (oblong), a corporal* (square), and hand towel from the top left drawer of the first lower cabinet.
8. Glass cruets on tray inside glass door cabinet located next to the bookshelf: replenish levels for wine and fresh water.
9. Place chalice, pall, paten and cover*, 2 purificators, two chalices, mandatum (water pitcher and bowl), corporal, hand towel, hand sanitizer, and both cruets* on the credence table.
*Note: At weekend Masses, the paten and wine cruet are placed on table at the entrance of the church to be brought up during the Preparation of the Gifts.
10. From the sacristy counter, place Lectionary on ambo and Missal on the table behind the lector's chair, making sure each are marked for the correct day.
11. Turn on sound system, and take out priest microphone from right top lower drawer. Check the battery level.
12. Light the two main altar candles. Also, during the month of November and the Easter season, light the Paschal candle, and during Advent, light the Advent wreath.
13. Be sure the typed sheet for Mass Intentions is on the altar.
14. Make sure the front doors of the church are unlocked.

To open each door:

On the Left side of each door, hold bar down, then insert pin key and turn outward.

On the Right side of each door, hold bar down, then insert pin key and turn inward.

After Mass:

1. Retrieve offertory collection basket and remove tabernacle key and return to designated hook in the upper cabinet, return to the altar and extinguish altar candles (and Paschal candle during the month of November and Easter season).
2. Turn off sound system.
3. Transfer Offertory Collection to the designated zipper bag found in top drawer of the lower cabinet and deliver to the parish office. Please return empty collection basket to the rear of the church.
4. The purificators, corporal and hand towel are to be placed for laundering in the top drawer of the small plastic cabinet to the left of the sink.
5. Sacred vessels are to be returned from the credence table to the sacristy to be purified by Sacristan or Daily Disciple.
6. Return protective dust covers to tabernacle shelf, altar ,and credence table.
7. At 1:00PM, return lights to daytime setting (white marked breakers should be left on)
To turn lights off: flip switches outward.

Final Checklist after Mass:

1. Sound system off and priest microphone in off position
2. Tabernacle key returned to sacristy
3. Altar candles out
4. Windows closed
5. Summer fans off
6. Lock sacristy doors to both side altars (Sacred Heart/Reconciliation Room and BVM/ Sacristy)
7. Deliver zipped collection bag to office, locking the door to the sacristy behind you.

Prayer for Sacristan/Daily Disciple:

*Blessed are they who dwell in your house!
Continually they praise you.
How lovely is your dwelling place,
O Lord, mighty God! Amen.*