**Sacristan Checklist (weekend)**

**Altar**

Two (2) Side Corporals on the right side of the Altar.

If there **are** Altar Servers, please set up the Altar as follows on the 2 side corporals already in place on the Altar. Place the tray for the Homebound Pyx on the far-right top corporal. Place the Ciborium with unconsecrated hosts on the right side of the corporals in a single layer.

If there **are no** Altar Servers, then please place all vessels on the Altar side corporals in this order, starting on the left side of the corporals (Chalice, water cruet, lavabo [finger bowl], finger towel for lavabo and ciborium w/hosts not stacked).

You should have 12 ciborium in total (tabernacle ciborium, 1 on the Gift Table, and the rest on the Altar).

**Gluten-Free Hosts**

If there is a Gluten-Free Host, be sure to wash your hands prior to handling the gluten-free host, so as to not cross contaminate with the regular hosts. Place Gluten-Free Host on a Paten and place on the Altar. Be sure to inform the Parishoner as to where to go (in front of the Tabernacle on the metal plate). They should come up at the same time the EMHC get in line. Inform the Deacon (Priest, if no Deacon) that there is a Gluten-Free Host(s).

**Credence Table (Side Corporal on table in this order).**

Priest’s Chalice (Priest Purificator, Paten w/Host, Pall, Corporal)

Cruet Tray with Water.

Lavabo (finger bowl) w/warm water (just enough for fingers to cleanse)

Finger Towel for Lavabo

Tabernacle Key (Place on Side Corporal on the right end)

Extra Purificators (at least 2)

Paper Masks (N95 as well)

**Pedestal on left side of Altar (for the Celebrant)**

Lavabo w/warm water (just a small amount) for presiding Priest for after Communion

Purificator

Cruet w/water & Paper Masks

**AMBO (Pulpit)**

Set up Lectionary to proper day. Get the Readings from the ORDO in the Sacristy.

**Gift Table in back by Narthex**

Cruet with Wine

One (1) Ciboria with a cover

Special Intention Basket (pull from Narthex right after Mass begins).

**Table next to Ramp**

Two (2) cleansing stations using small corporals.

The following items should be placed on each corporal:

* + 1. Lavabo (finger bowl)
    2. Cruet of water (filled)
    3. 2 Purificators

Place Hand Sanitizers on table at each end.

Place paper masks on the table for EMHC. If out of paper masks, place N95 Masks instead.

**Bells**

If there are Altar Servers, place Bells on Stairs by the Choir Entrance.

If there are no Altar Servers, place Bells by Altar nearest corner by the AMBO (Pulpit) for the Deacon.

**Light Candles with the Extended Candlestick Lighter**

**AFTER MASS**

Cleanse all the vessels that were used with warm water and soap. Dry and return to proper cabinet. Do not submerge the Chalice but cleanse the cup portion only.

Collect all Lavabos (Finger Bowls) from the Pedestal near the Altar, on table near ramp, and Credence Table. That water should be poured down the **Sacrarium** (stainless steel sink).

Replace Purificators that were used on the table by the ramp. Place all used Purificators into the tub of water on the table in the working Sacristy.

Snuff out Candles with the extended candlestick lighter.

Place Tabernacle Key back into proper cabinet.

**After 5:30 PM Mass, be sure that the Adoration Door is closed and locked.**