

## **SACRISTAN MINISTER**

### **SUNDAY MASS CHECK LIST (Includes Sat 4:00pm, Sun 10:30am and Holy Day Services)**

- Arrive ½ hour prior to mass
- Turn on all lights (see notes inside light box)
- Use Tabernacle key to open the tabernacle, leave key in it for mass
- Check the amount of hosts inside Tabernacle (see picture depicting 100 hosts in each of our ciboriums). The amount determines how many more will be needed for mass
- Also check low gluten host amount (should always have 5 or more available for mass)

### **PUT TOGETHER THE TRAY:**

- Use Sunday best chalice (below is the order to put everything on top of it)
  1. Purifactor
  2. Indented Paten
  3. Presiders host (large)
  4. Pall
  5. Veil
  6. Burse with corporal inside
- Hand wash tray with finger towel on top
- Small Cruet filled with tap water (no cover needed)

Once complete, put tray on credence table located on the outside wall of the St. Francis room.

- Take small Cruet with small amount of wine and one Ciboria filled with hosts to gift table in baptismal

Note: Total of at least 300 hosts divided out into 3 Ciborias are needed for Sunday mass

One or two in tabernacle, one for table in baptistry. If one in tabernacle, put one on tray and one in baptistry

Note: To determine which color should be used for the Pall, Veil, and Burse, look at the calendar on the wall for the small oval showing for that Sunday. If 2 colors showing, check with Father

- Place rectangular Gospel stand on altar (middle front)
- Confirm that weekend lectionary is on the Ambo

- If there are no altar servers at mass, we are responsible for lighting the candles

AFTER MASS:

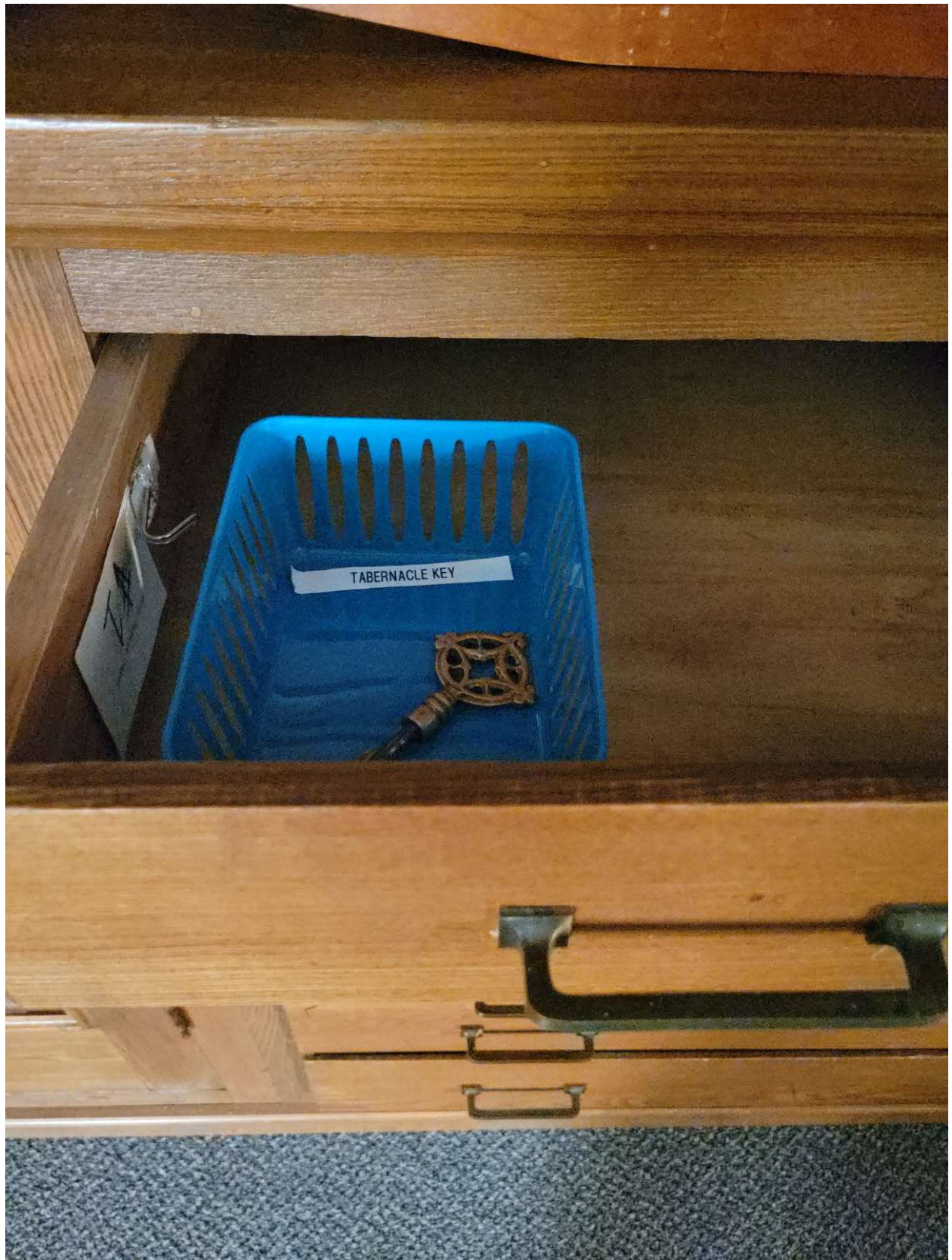
Take tray to sink area, rinse all vessels with water and dump water into the sink labeled “water only”

Defuse candles if not done by Altar Servers

Turn out lights once most congregation have left











Storage Cabinet for Additional Hosts



CIBORIA'S





Sunday Mass Chalice







Ciboria  
with  
100 hosts







Ciboria  
with  
100 hosts





Sunday Chalice With Purificator





Indented Paten With Large Host





Sunday Chalice With Purificator and  
Indented Paten



Sunday Chalice With Purificator,  
Paten, Large Host, and Pall





Sunday Chalice With Purificator,  
Paten, Large Host, Pall, Veil, and Burse  
With Corporal Inside





Pall





Veil





Burse With Corporal Inside





Completed Tray



