

Set-Up for Mass

Turn on choir and vestibule lights (switches just inside double doors from vestibule).

Unlock sacristy and back north door for both Masses. Sunday unlock front side doors if still locked.

Turn on lights.

In winter and evening Mass, turn on parking lot lights (#13-15 Marked with orange in breaker box in servers' room). Turn on outside lights above front doors. Switch is the far east one of the switches by large entry double doors. It takes a while for them to show visible light.

Turn on sound system.

Put wireless microphone out on counter of cabinet in sacristy. Check that battery is charged: replace if necessary.

Put key in tabernacle. Check to see amount of Eucharistic hosts are in tabernacle.

Fill one ciborium with host from refrigerator. Try to estimate according to the amount already in the tabernacle. Keep the amount under the rim of the ciborium, never higher. Tall med. Small ciborium will hold 150 small hosts and 100 large barely staying within the limits. The tallest large round ciborium will hold 200 large hosts within the limits. The count is to help us estimate.

Fill wine and water (use only distilled water) cruets.

Place ciborium and wine and water cruets on Offertory table.

Fill silver pitcher with small amount of water.

Place pitcher, bowl and hand towel on credence table (small table beside altar) Use same towel for both Masses. Make sure small purificator is on table by the small bowl for Eucharistic Ministers to use. Do not change until dirty. This purificator is in same drawer with larger ones toward the middle of drawer.

Set up chalice – put purificator (long white cloth with red cross in middle) over chalice.

Place paten with a large host on it on top of the purificator

Cover with pall, folded corporal, and veil.

Place on credence table.

Set Roman Missal on server chair (or table next to chair) and stand is placed on the altar. Saturday leave in these places for Sunday. After Sunday Mass place them back on counter in sacristy.

Place Lectionary at ambo and open to correct Readings. Leave there until after Sunday Mass.

Prayer of the Faithful (Father will place this on ambo).

Sacristan Duties – After Mass

Turn off the sound system.

Put wireless microphone back in drawer of cabinet in sacristy, making sure both power and mic switches are off. Check battery for power replace if necessary. let cords on microphone lie free in drawer. Do not wind them.

Take key out of tabernacle and place in proper place in sacristy cabinet.

Remove veil from chalice, fold in half and put in appropriate color section of drawer in cabinet.

Remove purificator (white cloth with red cross) from chalice and put in soiled –linen box.

Put clean purificator over chalice, then add paten with large host and then the pall and the corporal. (Large hosts in gray container on top shelf above the chalices)

Put chalice in cabinet.

Put ciborium in other part of the cabinet.

Empty water from bowl and place on rack.

Leave unused water in pitcher and place near rack. Pour out water if some still left after two Masses.

Put wine and water cruets in refrigerator and place tray on top of refrigerator.

Leave hand towel and small purificator on credence table unless they absolutely need to be replaced.

Turn off parking lot lights (#13-15 in breaker box in servers' room) and lights in servers' room.

✠ Lock north outside door and east door to Sacristy.

If ushers fail to put money in bag please do so or help if only one usher doing it. Make sure father takes it. Some visiting priests will need to be reminded.

Saturday evening I have waited until after a baptism to turn off the parking lights and church lights and lock up.

Do the following only if Father is gone:

Extinguish candles on altar if necessary. (Do double check to make sure they are out.)

Turn off lights in church and sacristy.

✠ Lock door from sanctuary to sacristy.

Make sure west door near altar rail is locked.

Turn off choir and vestibule lights. (Make sure organ and piano lights are off as they get hot if left on.)

Can see them once other lights are out.

Lock front doors. (Leave outside door lights on for night.)