

San Antonio Catholic Church
Sacristan Procedures - Check List

Prepare the Church

- ☐ Chapel Sliding Door
- ☐ Lights on Tabernacle
- ☐ Chapel Back Door
- ☐ Tabernacle Key
- ☐ Church Lights
- ☐ Bells

Celebrant's Microphone

- ☐ Battery Check

Prepare the Ambo

- ☐ Lectionary
- ☐ General Intercessions
- ☐ Announcements
- ☐ Ambo Microphone

Prepare Celebrant's Binder

- ☐ General Intercessions
- ☐ Announcements
- ☐ Binder on Celebrant's Table

Prepare Sacred Vessels/Items

- ☐ Roman Missal
- ☐ Chalice and Pall w/ Purificator
- ☐ Wine Cruet
- ☐ Water Cruet
- ☐ Lavabo w/ Towel
- ☐ Glass Ciborium w/ Hosts
- ☐ Patens for EMs
- ☐ Celebrant's Microphone

Placement of Sacred Vessels/Items

Altar

- ☐ Slanted book stand/holder
- ☐ Wooden upright stand/Book of the Gospels

Altar server table (next to seats)

- ☐ Roman Missal

Credence Table (in corner)

- ☐ Chalice w/Pall and Purificator
- ☐ Patens/Ciboria

Top of cabinet (next to Credence Table)

- ☐ Water Cruet
- ☐ Lavabo w/ Towel

Offertory Table at Back of Church

- ☐ Wine Cruet
- ☐ Glass Ciborium w/ Hosts

Table at Back of Church w/Basket

- ☐ Tray for Pyx

Candles

- ☐ Check & Light Altar Candles

Hand Sanitizers

Communion Hosts

Sat 5:00 pm:	300	Sun 10:00 am:	600
Sun 8:30 am:	400	Sun 11:45 am:	300
	Sun 5:00 pm:	300	

*Check ciborium in tabernacle for count of consecrated hosts.

*Full to rim of ciborium represents about 150; half full represents about 75.

** Calculate total count considering those left in tabernacle.