



SACRISTAN'S CHECKLIST

- Check the ordo.
- Prepare the vestments for the presider.
- Prepare the vestments for any other liturgical ministers (concelebrant, deacon, altar servers or acolytes).
- Prepare the Roman Missal (Sacramentary) with the appropriate prayers marked.
- Prepare the Lectionary.
- Prepare the Book of the Gospels, if it is to be used; place the stand or holder for the Book of the Gospels on the altar before Mass begins.
- Prepare the credence table with the following. You might arrange these things on a tray, or trays, to minimize the number of trips you need to make from the sacristy:
 - the corporal to be placed on the altar
 - the chalice and purificator
 - the cruet of water
 - the basin, pitcher, and towel for hand washing
 - additional cups and ciboria to be used for the distribution of Holy Communion to the assembly
- Prepare the bread and wine and place in appropriate vessels. Then place the vessels on the offertory table to be brought forward during the Mass.
- Make any other needed preparations: reserve seats, check the sound system, check the lights, prepare baskets for the collection, prepare the processional cross, prepare the candles.