



Ministry of Sacristan
at St. Peter's Church

INSTRUCTIONS AND CHECKLIST

Sacristans should arrive no later than 45 minutes prior to the start of Mass.

Before Mass

- Place on Altar Rail to left of altar:
 - 2 chalices and small pitcher of water on silver tray
 - The Sacramentary with ribbons set to proper day
 - 1 corporal
 - 2 purificators
- Place on Gifts Table:
 - Paten with 1 host (the unleavened flat bread)
 - Decanter with some wine
 - Offertory Basket
- Set up the chair for the presider
- Put hymn board in place
- Clear the altar (mindful of where things were in order to reset – take a picture with your phone if you need to)
- Put Book of Gospels in its stand on the Altar
- Take the Bible off of the ambo, and place the readings and prayers of petition are on the ambo
- At ten minutes before the start of Mass light the candles on the Altar

After Mass

- Reverently consume any left over Eucharist and purify the vessels
- Reset the altar exactly as it was prior to Mass
- Put away the presider's chair
- Replace the Bible on the ambo
- Take down the hymn board
- Put all of the Mass items away
 - Chalices, patens, pitchers, hymn board, Book of Gospels and holder, Sacramentary

DO A LAST CHECK OF THE ENTIRE AREA TO MAKE SURE IT IS AS WE FOUND IT.
CHECK PEWS TO MAKE SURE THAT NONE OF OUR HYMNALS WERE LEFT OUT.
PUT AWAY HYMNAL CART AND NAME TAG STAND.