

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

### Candles

- Light Altar Candles

### Hand Sanitizers

#### # Communion Hosts

Sat 5:00 pm:	300	Sun 10:00 am:	400
Sun 8:30 am:	300	Sun 4:30 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.