

## *Sacristan*

- Unlock the Front Doors.
- Turn on the lights.
- Turn on the pump of the “Baptismal Font” and Lamp over the “Oils.”
- Turn on the “Sound System.”
- Unlock Front doors with Hex key and activate “Handicap Button.”
  
- Identify the “Readings for the Day” and Adjust ribbons:
  - Book of Gospels
  - Book of Readings
  - Roman Missal
  
- Items for the Sanctuary/Credence Table:
  - Key to Tabernacle
  - Chalice, Purificator, Paton, Celebrant’s Host, Pall
  - Cruet of Water
  - Lavabo (finger bowl) with Towel
  
- Table for the “Presentation of the Gifts”
  - Cruet of Wine
  - Ciborium with Host
  - Book of Gospels
  
- Replace “Votive Candles” as needed
  
- Light the Candles next to the Tabernacle
  
- Identify
  - Altar Servers
  - Lector(s)
  - Eucharistic Minister(s)
  - Ushersfind replacements if needed

