

Sacristans' checklist

Before the service

- Unlock rectory.*
- Unlock parish hall.*
- Unlock church entrance.*
- Turn on narthex light.*
- Ensure that air conditioning or heating is on.*
- Check sanctuary candle.
- Verify liquid wax levels.
- Remove altar cover.
- Plug in organ.
- Turn on chancel side lights.
- Ensure that lectern step in place.
- Arrange chasuble and stole on rail.
- Check contents of wafer box.
- Check wine & water levels.
- Place the elements on the back table.
- Arrange vessels on credence table.
- Unlock the aumbry (okay to leave the key in the lock).
- Turn on and test audio equipment.
- Check lapel wireless microphone battery.
- Light candles.
- Place the crucifer's service booklet in the chancel.

Preparations for baptisms

- Remove cover from font.
- Place bowl, towel, oil, and clamshell in the font.
- Place pitcher of warm water on the back table, near the font.
- Light the Paschal candle.

*I'm ordinarily the first on the scene. If so, these items will have been taken care of by me.—jb+

After the service

- Extinguish candles.
- Turn off the audio system
- Verify that wireless microphone is off.
- Unplug the organ.
- Place offering in an envelope and deliver it to a vestry member.
- Fill candle wax.
- Ensure that lectern step in position.
- Clean the paten and chalice with hot soapy water.
- Refill water and wine cruets.
- Set up vessels on the credence table for the next service.
- Cover the altar.
- Return the Gospel book to its place in the drawer.
- Lock the aumbry and place the key in the drawer.
- Ensure that a spare 9V battery is available.
- Turn off air the conditioning.
- Check the heating thermostat.
- Lock the front door of the church.
- Turn off the narthex light.
- Extinguish the sanctuary candle.
- Take linens for laundry.