



DAILY MASS CHECKLIST

SACRISTANS · ST. PATRICK CATHOLIC CHURCH, PORTLAND

Tuesday–Saturday · Ad orientem at the High Altar · Arrive by 11:25 am (35 min early)

1. ARRIVAL & OPENING

- ☐ Unlock and retract the left gate; unlock the front right door (church/gate key)
- ☐ All lights on (see Lighting in the Quick Reference)
- ☐ Check and adjust the heat or AC if needed
- ☐ Consult the Ordo for the Mass; check for any Optional Memorial

2. LITURGICAL PREPARATION — BOOKS

- ☐ Large Roman Missal — set the ribbons (Liturgy of the Eucharist; Propers or Commons; Preface). Closed, facing left, on the Bronze Bookstand
- ☐ Daily Mass Lectionary — open on the Ambo at the day's readings

NOTE: Only the Large Roman Missal is needed for daily Mass. If an Optional Memorial is celebrated, the readings for the day itself may be used.

3. SACRED VESSELS & ALTAR SETUP

Prepare the Veiled Chalice

- ☐ Chalice
- ☐ Purificator
- ☐ Paten with Large Host
- ☐ Pall
- ☐ Chalice Veil — drape in an “A” shape (color per Ordo, matching the priest's vestments)
- ☐ Burse, with the Corporal inside (verify proper orientation)

Prepare the Credence Table Items

- ☐ Lavabo Bowl
- ☐ Lavabo Pitcher — fill to $\frac{3}{4}$ with tap water
- ☐ Lavabo Towel (with lace edges)
- ☐ Water Cruet (use bottled water)
- ☐ Wine Cruet (in holder)

Set up the Sanctuary (ad orientem)

- ☐ Credence Table → St. Joseph side of the High Altar (with Servers); without Servers, items on the far end of the High Altar, St. Joseph side
- ☐ Altar Bells → red pillow, first predella step, St. Joseph side
- ☐ Server Paten → wooden base of the High Altar, St. Joseph side

- ☐ Low Altar Candles & Crucifix → if still in place from a previous Sunday, remove and store in the Altar Server Vestry on the windowsill
- ☐ Veiled Chalice → on the High Altar, in front of and centered on the Tabernacle. Does NOT go on the Credence Table on weekdays
- ☐ Tabernacle Key inserted. Do not open the Tabernacle

4. ITEMS FOR EVERY MASS

- ☐ Mass Intentions × 3 (Sacristy, Low Altar, High Altar). Published Fridays
- ☐ Glass Ablution Cup + Lavabo Towel to the right of the Tabernacle, off the Altar Cloth

Saturday Additional Duties

- ☐ Filled Standing Ciborium (gold) + Low-Gluten Pyx (if needed) for consecration
- ☐ Clean and refill the Holy Water Font near the Church entrance
- ☐ Replace water in the Glass Ablution Cup (pour used water on the ground outside)

5. VESTMENTS · MIC-PACK

- ☐ Lay out bottom → top of stack: Chasuble → Stole → Cincture → Alb → Amice
- ☐ Mic-pack: fresh charged batteries

6. CANDLES — WEEKDAY AD ORIENTEM

- ☐ Sanctuary Lamp (replace if burned out)
- ☐ 2 Marian Side Altar candles (Saturdays, if permitted)
- ☐ 2 St. Joseph Side Altar candles (Wednesdays, if permitted)
- ☐ 2 processional candles as “Low Mass” candles, on either side of the Tabernacle on the High Altar

NOTE: Always use a Taper. Hover the bell end over the flame to extinguish; do not press the bell end on the wick or Candle Follower.

7. FINAL PREPARATION

- ☐ Mic-pack ready, next to the Bell Control
- ☐ Both outermost Vestry doors closed
- ☐ Pause to pray

8. AFTER MASS

- ☐ Books, Sacred Vessels, Vestments returned to their places

- ☐ Used Purificator → linen bag in the Alb Closet (the Corporal may stay in the Burse after Daily Masses)
- ☐ Used Lavabo Towel → drying rack next to the Sacristy Sink

- ☐ SATURDAY only: return the Low Altar Candles + Low Altar Crucifix to the Low Altar (for Sunday's Mass)

NOTE: Tuesday–Friday: leave them stored — the next day's Mass is also ad orientem.

- ☐ Lights off · lock all doors and gates · return the key to the St. Joseph Stairwell Key Box