

Set up for Sunday worship services

Saturday Morning

Get 3 bulletins from the table in the entry.

- ❖ Identify and mark readings in lectionary.
- ❖ Place psalm and hymn numbers on the boards.

Fill candles

- ❖ Wear gloves when handling the candlesticks.
- ❖ Make sure there is enough wick to easily light candles.
- ❖ Place candles with room for flowers, if bulletin indicates they are being provided.
- ❖ Place candles far enough from the wall not to scorch it.

If flowers are being provided, Pull flower vases from the cabinet under the piscina, leave them on the table, along with a pair of gloves.

- ❖ Polish the vases, ensuring no smudges or fingerprints are visible

Polish brass plates on the altar rail

Make sure that the Aumbry candle is lit; replace if necessary.

Remove dust cover from altar.

- ❖ If necessary, change altar vestments to match the liturgical calendar.

Vest the chalices

- ❖ Begin vesting both full size chalices (see diagram on bulletin board for quick reference) in the sacristy as follows:
 - A folded purificator is laid over the mouth of the chalice to hang over the edges on the right and left sides.
 - The paten is laid on the purificator.
 - A host is placed on the paten
 - The pall (square of stiff material) covers the paten.
- ❖ Set the larger chalice aside, on the counter next to the piscina (small sink).
- ❖ Finish vesting the smaller chalice for the 8:30 service.
 - The chalice veil covers all.
 - The burse (envelope-like case) is laid on the chalice veil.
 - Inside the burse is an extra purificator.
 - The fully vested chalice is placed on the altar, over the corporal

Prepare other altar vessel.

- ❖ Pour water and wine into glass cruets.
- ❖ Place three rolls of communion wafers in the ciborium (wafer container).
- ❖ Place cruets and ciborium on the credence table (behind the altar).
- ❖ Place lavabo and lavabo cloth on the credence table
- ❖ Place the spoon, located in the drawer next to the big sink, on the credence table
- ❖ Place miniature chalice on the altar, behind the large chalice, toward the back of the altar.*

Place the prayer book on stand, on the altar.

- ❖ Polish the stand.

Place the book of gospel readings on the altar, in front of the chalice.

- ❖ Place the bookmark at the page that corresponds with the day's readings

Place two small bottles of water, on an inside shelf of the lectern.

Leave two bulletins at the altar, one for Fr. David's, one for the reader, in their respective places.

Place the chasuble over the altar rail, front side down, back flipped about half way up.**

Sunday Between Services

Remove used altar linens from the altar

- ❖ If the purificator has wine on it, rinse it over the piscina (small) sink, and gently scrub, using the yellow bar of soap located next to the regular sink
- ❖ Place the wet purificator on the hanger on the closet door; place other linens in the basket next to the sink

Remove the chalices from the altar and the lavabo from the credence table

- ❖ If water remains in the lavabo, pour it into one or both chalices
- ❖ If wine remains in either chalice, pour it down the piscina; rinse any residual wine at the piscina
- ❖ Wash chalices with soapy water, but don't fully immerse. Place the dried chalice and the paten in the appropriate cloth bags in the cabinet above the sink.
- ❖ Return the miniature chalice to the altar (see above*)
- ❖ Return dried lavabo to the credence table, along with a fresh lavabo cloth

Ensure that cruets have sufficient water and wine for the 10:00 service

- ❖ Place filled cruets on the table at the back of the church

Place 4 rolls of wafers in the ciborium

- ❖ Place the ciborium on the table at back of the church with the cruets
- ❖ If there are open wrappers, empty those wafers into the jar above the sink

Place burse and veil over the chalice that has been prepared for the 10:00 service

- ❖ Place on corporal (replace one from early service if necessary) on the altar.
 - The miniature chalice should be placed behind the large chalice

Return the pall from the early service to the appropriate box in the right lower cabinet under the counter next to the piscina

In addition to the two bulletins left on the altar for Fr. David and the 8:30 server, leave a third for the additional 10:00 server.

Return the chasuble to the altar as previously instructed.**