

# Sunday Services

Updated February 24, 2018

## Chapel set up before the 8:00 service

- Fill crystal cruet with 1/2 cup of wine
- Fill other crystal cruet with water
- Fill pottery pitcher with grape juice--use the entire contents of the can. Cover with a purificator
- Place both cruets and covered pitcher on the credence table behind the altar

## Clean up after the 8:00 service

- Push altar back to wall between chapel pews, put cross back on altar
- Move the lectern and credence tables back to the corner behind main altar
- Return single alms basin to narthex
- Set up one prayer desk for Healing team
- Wash communionware and store
- Pour remaining grape juice and wine down the piscina

## Finish set up for 10:30 service

- Put out chasuble on communion rail closest to the choir
- Place vested chalice on altar, centered on corporal
- Move Gospel book to right corner of main altar
- Place lectionary book on lectern
- Put 1 cup of wine in flagon unless the supply in the aumbry is very low - then 1 1/2 - 2 cups
- Pour entire can of grape juice into the small flagon
- Place linens and vessels on large credence table, following the picture in the Sacristy. ***In general, make sure that consecrated wine and wafers are placed on the left of the table, leaving room for unconsecrated element to the left.***
  - Lavabo bowl with lavabo towel on top
  - Cruet with water
  - 2 oil stocks
  - Small paten with spoon
  - Hand sanitizer
  - Small flagon with grape juice
  - One chalice vested with purificator and paten
  - Two intinction cups
  - Three purificators
  - Both pyx from ambry, unless one contains wafer that need to be consecrated
  - Ciborium and wine (poured into a glass cruet) from aumbry
- Put 10:30 bulletins in Narthex
- Place elements (flagon & silver ciborium) on corporal on narthex table

## Clean up after the 10:30 Service

- Remove all communion vessels and Eucharistic linens from altar
- Put alms basins in sacristy
- Wash out decanter, if was emptied
- Wine left in silver flagon is added to decanter and placed in the aumbry.
- Left over consecrated wafers should be put in ciborium in aumbry
- Pour any wine from chalices into the piscina and rinse with water from cruet. Pour this water and water from lavabo into piscina. Make sure piscina is clean before closing
- All left-over grape juice should be discarded in the piscina
- Wash all communion vessels in hot soapy water and dry. Do not immerse base of vessels in water
  - For wine-stained cruets, use denture cleaner tablets
  - Crystal cruet can air-dry on dowel rack to the right of the sink. Put stopper in cabinet
- Linens should be treated with pre-mixed Dawn/hydrogen peroxide solution (2 parts hydrogen peroxide and 1 part Dawn). Put soiled linens in soapy water container on the sink, put dirty rags and other towels on top of the Woolite-water container
- Return lectionary book, and Book of Gospels and missal stand to cabinet
- Hang chasuble in closet
- Put away credence table covers
- Remove any special items (Paschal candle, baptismal font, extra tables or baskets, etc.) as necessary. Replace any RESERVE signs in cabinet
- Recycle all bulletins left in the altar area, Sacristy, and from hallway to back stairs
- Put the clean silver vessels into the appropriate flannel bags (put paper towels in flagon) and put on middle shelf of locked upper cabinet
- Lock the aumbry and put the key on the hook in the locked upper cabinet.
- Take all dirty linens from container of Woolite above sink, dirty towels from towel rack under the sink, and any other used cleaning rags home for laundering
- Put dust cover on altar
- Lock all cabinets; turn out lights and lock door to flower room. Make sure cabinet keys have been returned to hook in closet