

Ash Wednesday Checklist

Current March 21, 2024

Altar Set Up

- Change the hangings to purple
- Replace fair linen, if necessary
- Place corporal with plastic underneath, front and center on altar
- Place brass missal stand on altar, just to the left of the corporal

Crosses and Banners

- Drape the cross above the altar with a purple cloth
- Cover the processional cross with a purple scarf veil
- Cover the chapel cross (on the windowsill) with a purple veil

Other

- Cover large credence table
- Put offering plates in the narthex
- Refill all candles
- Ashes are in the cupboard with the wafers. Put them in the covered silver containers (in the silver cabinet). One is large, the other is small.
- Mark Gospel book



“Ashes to Go” Prep - Set out on Sacristy Counter

- Two containers of ashes
- White bowl with makeup wipes

NOON CHAPEL SERVICE, IMPOSITION OF ASHES ONLY, NO COMMUNION

- Move small credence table behind the altar, near the altar steps.
- Move two chairs from the altar area, and place on the right side of the altar. Bulletins on the chairs.

Altar Set Up

- Place two containers of ashes at the front (congregation side) of the altar

Credence Table Set Up

- White bowl with makeup wipes.

Lectern

- Bulletin, open to readings

7:30 SERVICE, IMPOSITION OF ASHES, WITH COMMUNION

- Set out purple chasuble on communion rail closest to the choir.
- Set out music stand in front of altar rail for homily notes.
- If the ambry ciborium is full, put 50 unconsecrated wafers into the silver ciborium (the chalice with the matching lid) and leave it on the counter.
- If there are only a few wafers in the ambry ciborium, put 75-100 wafers in the silver ciborium to be consecrated and place it on the right side of the credence table.

Altar Set Up

- Put bulletin for 7:30 service on brass missal stand
- Place vested chalice (with large wafer) on altar, centered on corporal with purple veil
- Place two containers of ashes at the front (congregation side) of the altar
- Marked Gospel book

Credence Table Set Up

- Lavabo bowl with lavabo towel on top
- Cruet with water
- Hand sanitizer
- Ambry ciborium on the left side of the table
- Silver flagon with ~ 1 cup of wine on the right side of the table
- One small silver chalices with 7-8 juice cups in each on the left side of the table
- Paten with small spoon
- One additional large chalice for wine
- Three purificators
- Two pyx on the left hand side of the table
- White bowl with makeup wipes

Lectern

- Bulletin for readings and prayers

