

SUNDAY SERVICES CHECKLIST

Current March 14, 2024

CHAPEL SET UP FOR THE 8:00 SERVICE

Please see pictures on the sacristy counter showing the chapel set-up.

- Move altar out from the wall and move lectern into place to the left of the altar. Place service bulletin on lectern.
- Move small credence table behind the altar, near the altar steps.
- Move two chairs from the chapel area, and place on the right side of the altar. Place a hymnal under each chair.
- Place a music stand near the altar to hold sermon notes.
- Cover the altar with a fair linen.
- Place corporal with plastic underneath, front and center, about 1" from the edge of the altar.
- On the corporal, place a silver chalice covered by purificator, paten, **smaller** (white) priest's host, and pall.
- Place wooden missal stand (stored on a shelf in the lectern) on the altar to the left of the corporal. Place bulletin on stand, open to the Eucharist.
- Place small trash can (for empty juice cups) in front of the first church pew on the right hand side. The trash cans are stored in the closet.
- Check both pyx in the ambry to make sure there are plenty of gluten-free wafers.
 - If more need to be consecrated, put all consecrated wafers into one pyx and place on the left side of the large credence table (behind the main altar).
 - Put unconsecrated gluten-free wafers into the other pyx and set on the chapel altar for consecration.
 - If there are enough consecrated wafers in both pyx, put one on the small credence table and one on the left side of the large credence table (behind the main altar).
- Put credence table cover on the small credence table behind the altar. On the table place:
 - Pottery ciborium with 15-20 wafers in piles of 5. Priest will consecrate only what is needed
 - Pyx with gluten-free wafers that are already consecrated
 - Small pottery chalice with two grape juice cups
 - Crystal cruet with water (enough for 8:00 and 10:30 service)
 - Crystal cruet filled with 1/2 cup wine
 - Hand sanitizer

SET UP FOR THE 10:30 SERVICE

- Remove plastic and dust cover from the altar.
- Check altar colors with calendar on the bulletin board and change as needed.
- Check fair linen for stains and change if necessary.
- Prepare the vested chalice (referring to the diagram posted on the corner cabinet), with chalice veil and burse, using the **larger**, whole wheat priest's host. Check that there are four purificators in the burse.
- Place corporal with plastic underneath, front and center, about 1" from the edge of the altar. Place vested chalice on the altar, centered on the corporal.
- Place brass missal stand on the altar to the left of the corporal. Place bulletin on the stand, open to the Eucharist.
- Place Gospel book on the right corner of main altar. Mark the appropriate passage with a small sticky flag and with the red bookmark, placed diagonally across the page. NOTE: In the case of special services (such as St. Francis' Day) when the Gospel in the bulletin cannot be found in the Gospel book, send an email to rector@stjamespotomac.org to let Meredith know. She will use the bulletin so the Gospel book does not need to be placed on the altar.
- Place bulletin on lectern.
- Place music stand near the front communion rail to hold sermon notes.
- Put credence table cover on large credence table behind altar.
- Check the ambry ciborium (silver octagon box with lid). *If it is full*, put 50 unconsecrated wafers into the silver ciborium (the chalice with a 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 with the flagon of wine.
- Put about 1 cup of wine in flagon unless the supply in the ambry is very low - then 1-1/2 - 2 cups. Be sure to remove the paper towel!
- Place linens and vessels on large credence table, following the picture on the Sacristy counter. In general, make sure that consecrated wine and wafers are placed on the left side of the table and unconsecrated items on the right side. The table should also include:
 - Lavabo bowl with lavabo towel on top
 - Cruet with water (moved over from the small credence table used for 8:00)
 - Hand sanitizer (moved over from the small credence table used for 8:00)

- Ambry ciborium (octagon silver box) on the left side of the table
- One additional large chalice for wine
- One small silver chalice with 7-8 juice cups
- Paten with small spoon
- Three purificators
- One pyx on the left hand side of the table. The second pyx (already set out for the 8:00 service in the chapel) will be moved next to the pyx already on the table during the 8:00 service clean up.

□ Lay out chasuble on communion rail closest to the choir.

□ Hymnals and bulletins for the acolytes placed on the seats on the choir side of the altar

CHAPEL CLEAN UP AFTER THE 8:00 SERVICE

- Push altar back to wall between chapel pews
- Move the lectern and credence table back to the corner behind main altar
- Return single alms basin to narthex
- Move water cruet, pyx and hand sanitizer to large credence table
- Remove all communion vessels and Eucharistic linens from credence table and altar
- Put away credence table cover
- Pour any wine left in the chalice and in the crystal cruet into the piscina and rinse with water from cruet and lavabo bowl. Any remaining consecrated juice cups can be placed in the ambry.
- Wash communion ware and store
- Linens that require laundering should be placed in the labeled basket on the counter. Pretreat any stains but do not soak. Also include any dirty towels and cleaning rags next to the basket.

CLEAN UP AFTER THE 10:30 SERVICE

- Remove all communion vessels and Eucharistic linens from credence table and altar
- Put away credence table cover
- Pour any wine left in chalices into the piscina and rinse with water from cruet and lavabo bowl. Any wine left in the flagon should be added to the decanter and placed in the ambry. Any remaining consecrated juice cups can be placed in the ambry. Use additional water to make sure piscina is clean before closing.
- Put any remaining consecrated wafers into the ambry ciborium and place in the ambry along with pyx containing consecrated gluten-free wafers. If the silver ciborium remained on the counter with the 50 unconsecrated wafers unused, leave them in the ciborium and return it to the cabinet.
- Wash all communion vessels in hot soapy water and dry well. Do not immerse base of silver chalice or ciborium. Crystal cruets can air-dry on dowel rack next to the sink.
- Linens that require laundering should be placed in the labeled basket on the windowsill. Pretreat any stains but do not soak. Also include any dirty towels and cleaning rags next to the basket.
- Return Gospel book and missal stand to cabinet
- Hang chasuble in closet. Put priest's stole in appropriate drawer as necessary
- Remove and put away any special items (Paschal candle, baptismal font, "reserved" signs, extra tables or baskets, etc.) as necessary.
- Recycle any bulletins left in the altar area and sacristy
- Put alms basins in sacristy
- Put silver items into flannel bags (put paper towels in flagons) and return to locked upper cabinet
- Lock ambry and return key to the hook in the silver cabinet
- Cover altar with dust cover and plastic sheet
- Lock cabinets and door to the flower room. Return cabinet key to its hiding place. Turn out the lights.