

Maundy Thursday Checklist

Final - April 17, 2024

Equipment needed

- 3 pitchers, 3 bowls (for two foot-washing stations and one handwashing station), located in the locked lower cabinet next to the linen drawers
- White and red towels (enough for all three work stations). Large white bath towels are located in the altar guild cabinet in the flower room. Other towels are in the large plastic bag on the sacristy counter.
- Baskets to hold towels after washing - use the large baskets located under the table in the narthex
- 1 small bowl, 3 washcloths for altar washing
- Lamps for sacristy and flower room

Volunteers needed for stripping

- Remind rector to announce the flow of traffic for the stripping of the altar.
- 1 or more to guide congregants
- 1 or more to direct traffic in sacristy, make sure items are put in the correct place
- Someone to drape the cross after the service

Prior to the service

- Clear as much space as possible in the sacristy and flower room to store items after service
- Place signs in the sacristy and the flower room indicating where items should go when they are brought off the altar. Note: the large credence table behind the altar does not need to be removed.
- Pitchers and bowls are stored in sacristy, bring down towels from the attic.
- Remove prayer books and hymnals from the altar area
- Move two of the banner stands to the vestry room for holding the cross and flags.
- Set up lamps in the sacristy and flower room for light during stripping
- Place black paper over windows in the sacristy and stairwell doors
- Set out black cross drape, black cross veils and black cloth to drape the bishop's chair for Good Friday service preparation.

Service Set Up

Altar

- Set up as normal for 10:30 a.m. Sunday service**
- Oxblood frontal and hangings remain in place
- Set up with 50 wafers
- Remember to put out bulletin and gospel book
- Make sure plates are out for offering
- Music stand for homily notes
- No chasuble

Foot Washing (officiant will direct traffic flow during the service)

- Set up two chairs on either side of altar for people to sit for washing
- Set out 2 foot-washing stations with a bowl placed on a red towel, a pitcher full of hot water set on the red towel, and 6-8 white towels
- Set out 3 large baskets, one beside each chair, for used towels and one next to the hand washing station
- Place a row of chairs in front of the pews on each side so that people coming forward have a place to sit and remove their shoes
- During the foot washing, be ready with an extra pitcher to replace empty pitchers

Hand Washing

- Set up 1 hand washing station (on small credence table in front of altar, covered with a red towel) with a bowl and pitcher of hot water
- Set up a small side table to hold hand towels

Procedures for Stripping the Altar

- Be at the church by 6:45 p.m. for instruction and a run-through
- There will be an altar guild member in the sacristy and another member in the flower room to direct traffic and to receive items as they come from the altar. Another member will direct stripping.
- Prepare the bowl of water, washcloths, and towels for altar washing prior to the stripping and leave on the cabinet storing the frontals for easy access post-stripping.

After the Service

- Clean out all the portable communion kits
- Check the ambry for any individual grape juice cups or small “all in one” communion cups (containing a wafer and wine)
- Dispose of all consecrated elements after the service. Wine and grape juice can be poured down the piscina. Wafers may be consumed or broken into crumbs and left in the garden.

Set up for Good Friday

- Drape the cross above the altar in black.
- Veil the chapel cross (on the windowsill) and processional cross in black. Drape the Bishop’s chair in black cloth.
- Clean up as usual. Make sure the towels get laundered.
- Make sure alms basin is on the small table in the back of the church.

NOTE: Photos do not show pitchers; they are placed next to the bowls (filled with hot water) immediately before the service begins.



