

WEEKLY ALTAR GUILD SET UP

Current May 14, 2024

IN THE SANCTUARY

- Check and replace, if necessary, the narthex table cover
- Replace and light sanctuary candle (next to the ambry)
- Refill lighter/extinguishers with liquid wax, filling to about ½ inch from top
- Fill candle lighter and liquid wax candles. Fill to ½ inch from top and barely tightened
 - reredos candles
 - pavement candles
 - candles on the windowsill above the sink for the Children's School service
 - Paschal candle if necessary
 - acolyte torches (these candles unscrew from the torch)
- Hymnals and bulletins for the acolytes placed on the seats on the choir side of the altar
- Place alms basins in receiving basin and put them in the narthex. Move one alms basin to the small credence table in the right aisle, near the chapel.

PORTABLE COMMUNION KITS

NOTE: **Please change out the wine, water and oil stock in all kits once a month.** Post a new note with the date you put in new wine and water.

- Clean and restock if they are open (that means they've been used). Each kit should contain:
 - chalice
 - purificator (portable kit size)
 - corporal (portable kit size)
 - consecrated wine
 - water
 - consecrated bread
 - oil stock/pyx
 - cross
 - 3 copies of the LEV service bulletin

- Wash chalice
- Dispose elements into the piscina and wash cruets
- Restock water cruets (to the 3" level) with distilled water (stored in the corner cabinet above the piscina)
- Restock wine cruets (to the "3" level) with consecrated wine from ambry
- Restock wafers from consecrated wafers in ambry (6-8). Two of the three kits have a pottery ciborium; wafers can be broken in half to fit into the ciborium.
- Check used linens for stains that need to be pre-treated and leave in the labeled laundry basket on the windowsill.