

Altar Guild Ash Wednesday Checklist

Current March 28, 2025

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

- Cover the wooden chapel cross (on the windowsill next to the chapel chairs) with the small, square purple veil. Tie into place with purple ribbon.
- Cover the processional cross with the larger purple veil. Tie into place with purple ribbon.
- Drape the cross above the altar with the long purple cotton cloth.

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 for the 7:30 service.



7:00 - 9:00 a.m. "Ashes to Go" Prep - Set out on Sacristy Counter by end of day March 4

- Two containers of ashes
- White bowl with makeup wipes

12:30 p.m. CHAPEL SERVICE, IMPOSITION OF ASHES ONLY, NO COMMUNION

- Move small altar into place
- Move lectern into place, place a lighter and candle snuffer on the shelf inside the lectern
- Place small credence table behind the altar, near the altar steps and cover
- 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 along with the two wooden candlestick holders and candles

Credence Table Set Up

- White bowl with makeup wipes.

Lectern

- Bulletin, open to readings

7:30 p.m. 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 open to the Eucharist. Dog-ear the upper right page for easy turning.
- 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 chalice 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