

WEEKLY SET UP CHECKLIST

Current March 5, 2025

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 tighten:
 - 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)
 - candles for children's chapel (in locked Sunday School closet in undercroft - use the Church Internal key to unlock)
- Hymnals and bulletins for the acolytes placed on the seats on the choir side of the altar
- Place alms basins in the receiving basin and put them in the narthex.
- Move one alms basin to the small credence table in the right aisle, near the chapel for the 8:00 a.m. service.
- Any portable communion kits left on the counter with the lid(s) up should be cleaned and restocked, following the instructions below. Please leave the cleaned kits - with the lids locked - on the counter. They will no longer be placed on the altar for blessing.

PORTABLE COMMUNION KITS SET UP

- Clean and restock each kit with:
 - chalice
 - purificator (portable kit size)
 - corporal (portable kit size)
 - consecrated wine
 - water
 - consecrated wafers
 - consecrated gluten free wafer

- oil stock
- cross
- 3 copies of the LEV service bulletin
- 2 blank copies of the LEV pastoral report

- Wash and dry chalice

- Dispose elements into the piscina and wash cruets

- Refill water cruets (to the 30 ml level) with distilled water (stored in the corner cabinet above the piscina)

- Refill wine cruets (to the 30 ml level) with consecrated wine from the ambry

- Restock wafers from consecrated wafers from the ambry (6-8). Add (1) pre-wrapped gluten free wafer from the box in the ambry.
- Check the oil stock to make sure the oil has not gone rancid. If it has, please follow the procedure below:
 - Remove the cotton and place in a baggie for proper disposal. Wash and dry the stock and add fresh cotton (located in the corner cabinet in the blue extra supplies box).
 - Oil is stored on the right hand side of the wafer cabinet in a little glass tube, marked OI. Do not use the oil marked SC as it is for baptisms. Add enough oil (several drops) to thoroughly soak the cotton but not so much that it leaks out.
 - If the oil tube has been used up, please leave it next to the baggie containing the used cotton.

- Check used linens for stains that need to be pre-treated and leave in the labeled laundry basket on the windowsill.

- Extra copies of the blank LEV report are located in Rev. Catherine's box or in the rack on the wall next to the sacristy door.

- Additional copies of the LEV service bulletin are stored in the rack on the wall next to the sacristy door.