

# Altar Set-up Checklist Including Ablutions

## High Altar

**(Uncover the altar then carefully fold the cover and put away on wooden stool under the credence table)**

- Gospel book marked for Sunday's reading
- Hymnal under the Altar marked and opened to the offertory hymn (second hymn)
- Altar candles are on the altar
- Corporal is open and in place (directly above the altar cloth embroidered cross)
- Chalice is in place with paten on top (on top of the corporal's embroidered cross)
- Place covered ciborium with ~20 hosts just in front of the chalice (between you and the chalice)
- Priest's host (large one) on paten - small gluten free host(s) go here as well, if needed
- Pall on top of paten (square stiff cloth-covered board)
- Veil folded over on your side and draped over top of pall
- Place purificator at outside lower left corner of the corporal
- Place Misal and brass stand on top of altar
- Place burse (embroidered matching book-like "case") on top of pall with the closed edge on the people's side
- Tabernacle key under right front corner of the corporal

## Altar Shelf (Retable)

- Check oil candles in candle holders all around including the hurricane torches to right of retable
- Check flowers

## Credence Table

- Alms basins should be on top of table
- Water flagon on left and wine flagon on right handles are on the wall's side away from you
- Lavabo bowl in front of water flagon and lavabo towel to the right of the lavabo bowl draped slightly over edge of table

## Chancel area and Mary's altar

- Mark The Processional (first) hymn in Fr. Shane's black leather book found at his stall
- Replace Hymn Numbers on the Hymn Board
- Polish brass rail at chancel steps
- Replenish votives (first remove metal disc at bottom of votive from spent candles)
- Check flowers at Mary's altar

## **Marriage Setup Checklist**

- White Frontal and paraments, if requested by Fr. Shane.
- Special Marriage Kneelers (two white embroidered 12" x 18" cushions in lowboy cabinet drawer in the tower room)
- If there is a Mass, set-up like Saturday Setup
- If there is no Mass, leave red altar cover on, and remove the torches to the credence table

## **Baptism Checklist**

- Baptismal Candle
- Oil Stock from the aumbry - the one on the right labeled S.C. (Sanctum Chrisma) found in the locked wall safe (Aumbry); key is found in the sacristy in the clear lexan countertop cubby drawers in a black leather key wallet)
- Baptismal Towel (the ones with a shell embroidered on them)
- Warm water in the urn at back of church
- Make sure you clean out the holy water bowl in the baptismal font

## **Ablutions After Mass (Ritual Cleaning)**

Reverently rinse all things at the same time, linens and vessels, in cold plain water at the kitchen sink but [inside](#) the orange bucket. (When we install a new "piscine" then this would be used instead of the temporary orange bucket)

1. Remove the vessels from the bucket, and dry them. (\NOTE: if you do not dry the metal vessels they will have unsightly water marks on them and will need a hard polishing - PLEASE DRY THEM before you put them in the locked cabinet!!)
2. Wring out the linens into the bucket and hang to dry wherever it is convenient.
3. Dispose of the rinse water into the Earth. (DO NOT POUR DOWN THE DRAINS!!)

**Put all vessels away under lock and key, and you are done!**

**A note about cleanup:** The vessels and the linens that have come in contact with consecrated elements must be reverently cleaned and this means that each item is rinsed in plain clear water which is then poured out into the Earth. The rinse water which contains remnants of consecrated elements from communion must never be flushed down any drain which goes into the sewage system.