

## RESET INSTRUCTIONS FOR 10:00 am SERVICE

1. **Bulletins** - Remove 8am bulletins and replace with 10am bulletins. (Ten Total) One on each chair on lectern side for clergy (3), One on each chair for acolytes (3 near credence shelf), One on three chairs of pulpit side (3), One on Altar (1)
2. **Chasuble** - Place on altar rail. (except June to 2<sup>nd</sup> week in Sept)
3. **Offerings** - Place offerings in zipper pouch (or plain envelope) found on shelf above safe. Put pouch in slot above safe, entrance to slot found tucked in back of same shelf. Turn crank of safe twice to make envelope fall into safe.
4. **Altar Reset**
  - a. **Chalice** washed and cover with clean purificator
  - b. **Corporal** checked and replace if necessary
  - c. **Chalice** with purificator, paten with priest host, and pall at top of corporal – cover with veil then burse.
  - d. **Water glasses** on altar, pulpit, and lectern refilled if needed.
  - e. **New Missal for Rite II** on book stand
  - f. **Gospel Book** with the spine facing the pews in front of gospel candle. Gospel book may be in the pulpit after services.
6. **Credence Shelf** – Second chalice with purificator, new large cruet of distilled water, filled to bottom of cross, handle facing to back.
7. **Credence Table in narthex** – cover with white credence cloth – place as many wafers as will fit in **bread box (100 in summer)** on left and stoppered **wine flagon with wine** on the right.
8. **Alms Basins** – Two on stairs in front of pulpit and two in front of lectern