

SET UP INSTRUCTIONS FOR 8am SUNDAY SERVICE

1. **Dust Sanctuary, Chancel** – Use soft cloth from cleaning supply closet, especially going over altar, candle holders, lectern, pulpit, font and paschal candle stand in narthex
2. **Sanctuary Light** (above aumbry) – to be changed every Saturday. Discard old candle in trash after it has cooled. New candles are located in cupboard marked "Candles".
3. **Hangings** – check the calendar and bulletin and change if necessary.
4. **Candles** - Change altar candles as needed (if less than 12”) wearing cotton gloves in “miscellaneous drawer” for handling the brass candle holders. – Remove wax from discs and followers on torches hanging on wall in narthex. Check wick in torch lighters.
5. **Elements** – fill cruets to bottom of the cross, one with water the other with wine – place 20 wafers in bread box and one priest host on the paten. **Please close all wafer bags tightly.**
6. **Credence Shelf** – cover with linen cloth – place bread box on left side, water and wine cruets on right (with handles facing to the back). **Use distilled water in cruet.**
7. **Altar** – See Photo Album in Sacristy for additional guide
 - a. **Corporal** centered on the side of altar where priest stands, cross edge almost touching side of table.
 - b. **Chalice** with purificator at top of corporal - then paten w/host - then pall - then veil & burse. Check burse for extra purificator. Check front of veil to make sure it is even.
 - c. **Missal** for Rite I, open on book stand to the left of veil

- d. **Gospel Book** in front of the gospel candle (on right as you face the congregation) with spine of book facing congregation,
 - e. **Water** glass behind gospel candle, and in lectern and pulpit
 - f. **Glass dish & spoon** behind epistle candle
 - e. **Book of Occasional Services** – during the following seasons only: Advent, Christmas, Epiphany, Lent, and Easter, as well as on the Day of Pentecost, Trinity Sunday, and All Saints Sunday.
 - f. **Hymnal** open to first hymn, at the right of corporal
 - g. **Bulletin** at the right of hymnal
8. **Alms Basins** – 2 on steps in front of pulpit and 2 on steps in front of lectern
9. **Bulletins** - (7 Total) 3 on chairs near lectern, 1 on chairs near credence shelf for acolyte, 2 on chairs near pulpit and 1 on the altar. Leave ten 10am bulletins for 2nd service in sacristy.
10. **Chasuble** on altar rail. (not in summer)
11. **Place** wine flagon and stopper, new large water cruet and second chalice with two purificators on white towel in the sacristy along with wine and wafers for 10 am service.
12. Please check font to see if water needs to be changed and/or brass needs polishing. When changing water take bowl into sacristy and wash bowl and rocks, refill to about half and add a drop or two of bleach and holy water if available.