

## TAKE DOWN AND CLEANUP INSTRUCTIONS

- 1. Altar** and credence are shelf cleared. **Place ceramic Chalice on center of the Altar.**
- 2. Offering** - Place offering in zipper pouch found on shelf above safe. Put pouch in slot on top of safe, slot found in back of same shelf. Turn crank on side of safe two times to make pouch fall into safe. Store collection plates in blue bag with cloth between plates.
- 3. Linens** – Check credence cloths and corporal – if not soiled store in linen drawer. Take purificators and any other items that need washing home and return them as soon as possible. If you prefer not to do linens please place them in the box on counter.
- 4. Vessels** – wash, dry carefully and store all vessels – polish silver etc. as needed. If small cruets look stained, use a drop of bleach with hot water to clean them.
- 5. Silver** items stored in proper bags and place in cabinet behind sink. Crystal ware is stored in the same cabinet. Please leave stoppers OFF of cruets.
- 6. Narthex** – take cloth from table and store in drawer with linens. Bring chasuble (if it is there) from the back pew to the sacristy and hang up in clergy closet.
- 7. Sacristy Door** - Check back door of sacristy to be sure it is locked, turn out lights in sacristy. Lock door from sacristy to chancel.