

Altar Guild Customary

Fill the sanctuary candle and all other candles with liquid wax.

Set up hymnal board

Clean brass items with Brasso and polish.

Check the wick in the torch lighter and replace if necessary.

Place two bulletins on the counter in the sacristy, two on each bench for the chalice servers and acolytes and the remainder on the table by the organ.

Mark places in the red liturgical book for the first and second readings and place on the lectern.

Mark place for the gospel reading and place on the center of the altar.

Place the waterproof pad and the corporal on the center of the altar.

Place the following items on the credence table: bread box with gluten free wafers, water cruet filled with water, lavabo bowl and towel, missal and stand with white notebook, vested large chalice with purificator and small extra purificator inside the burse, a second chalice with purificator only.

Fill the wine cruet and place on the table near the organ.

Place the bread basket with linen covering or paten on the counter in the sacristy. (the baker for the week will place the bread there and carry back to the table to the organ)

The wine & bread back to the Offertory table for the ushers to take to the Altar when it is time.

Place the chasuble on the altar rail if Diane is presiding.

Place the chasuble on the hook near the closet if Carol is presiding.

Arrange the stole and the girdle on the left end of the counter in the sacristy.

Empty the water from the bowl in the font. Clean the bowl (use cleaner/bleach mix from under the sink) and refill with fresh water.

Check to see that the green light is on indicating the battery is charging for the microphone battery. If the battery is not in the charger, please replace it from the portable microphone in the far left cupboard or let the presider/deacon know it needs to be replaced.