

St. Luke's, Simeon Altar Guild --- Altar Cleanup Instructions July 2016

Remove all vessels, breadbox, purificators, corporal, pall and veil to the sacristy.
Alms basins will be handled by tellers.

Make note of how many wafers were removed from the bread box and communicate this number to the priest. (priest records number of communions in service book)
Refill the bread box with fresh communion wafers, noting slots for 10 or 5 wafers.

LEFT OVER ELEMENTS:

---If consecrated wine remains in CHALICES, pour out on the earth outside the sacristy – NOT down the drain or in the consecrated wine pitcher.

---If consecrated wine is left over in the CRUET, pour into the glass pitcher labeled “consecrated wine.” This is found on bottom shelf in upper cabinet to right of sink.

---If there is consecrated bread left over, place wheat wafers into ciborium (round silver box). Leave gluten free (rice) wafers in little wicker holder, place in plastic bag, store.

---keep wheat wafers and gluten-free (rice) wafers separate

LINENS:

Spray any wine stains on linens with “Wine-Away” to help prevent setting of stain, and place in a bowl of cold water on the counter while working on other tasks

---Purificators used in service need to be laundered.

---Corporal may be shaken out outside to clear of any crumbs, folded and replaced in drawer. If soiled/stained, will need to be treated with Wine Away and laundered.

---Pall and veil – replace in drawer

VESSELS:

Wash silver vessels with hot soapy water, rinse well, dry, and place in felt bags.

Return them to their place in the sacristy cabinet to the upper right of the sink.

Wine and water cruets: wash, rinse well, and place on drying rack to right of sink.

CANDLES: Using white gloves, carefully remove candlesticks from altar table and back altar to the sacristy counter to the left of the sink. Wait until metal followers (the metal ring at the top near the flame) cool before attempting to refill. Unscrew follower, angle it back a bit without pulling wick down out of it. Fill with the altar candle oil in upper cabinet to left of sink. Be careful not to overfill, replace follower and screw back into place. Leave candles in sacristy.

Check liturgical calendar in sacristy for next Sunday's color.

Change pulpit and altar table hangings as needed.

Cover fair linen on altar table with clear plastic cover to prevent dust and insects.

Gospel Book is placed on top of slant-top table to left of credence table.

Pulpit Revised Common Lectionary book is placed on lower shelf of this same table.

Altar Book is closed and placed on its stand on the credence table.

Switch water heater to off position under sacristy sink.

Turn off lights and lock door upon leaving. **THANK YOU FOR YOUR SERVICE!**