

Altar Set-up Guidelines

WELCOME



THANK YOU!

*Dear Volunteer,
Through baptism you received the Holy Spirit, operating through you to accomplish whatever it is God wants you to do for Him. I thank you for graciously accepting the call to help as an Altar Set-up minister. May God continue to work through you to be a blessing for others.*



Fr. Jude Peters O.C.D.



A Smile can make all the difference.

Altar Set-Up Ministers should dress neatly, in a way consonant with the dignity of their role. Good taste and common sense are the best guides in this area; please avoid wearing shorts or tank tops. Appropriate dress is a sign of the reverence the minister has for the Eucharist and for the importance of the ministry.



Please Arrive 20 Minutes Before Mass

Altar Set-Up Schedule

Ministry Pro schedules all liturgical ministries via phone or email. If you are unable to attend on your scheduled time inform Ministry Pro and they will find a sub for you!

Be Christ, Be Welcoming

1. As you enter, welcome parishioners and visitors with a smile.
2. Get Sacristy key from kitchen cabinet. Please return keys when finished.

Check with visiting Priest

Welcome visiting priest and see if there is anything he needs (glass of water to be placed under the presider's table) or if there is something he needs to know about the Mass specific to St. Mary of the Hill.

On the Credence table

(the table the servers use)



3 Purificators & 2 Wine Chalices

Place 3 purificators (1 for emergency) next to the 2 Wine Chalices



The Presiders Chalice, Purificator & Corporal

The Chalice with a purificator and the large square cloth or corporal on top. (See Picture on cabinet door).



Water Cruet

Fill cruet full of water. Use water bottle in small refrigerator.



1 ciborium for each table

Fill ciborium with the required amount of small hosts for each Mass. Number of hosts needed requires your judgement. Amount changes in summer/winter and Family Faith Days. If unsure ask the priest.



Large Bowl, Pitcher & White Finger Towel

Use warm water from the Sacristy sink and place a small amount of water in the Large Water Pitcher. Place finger towel next to it.

On the Gift's table



1 ciborium for each table

Fill ciborium with the required amount of small hosts for each Mass. Number of hosts needed requires your judgement. Amount changes in summer/winter and Family Faith Days. If unsure ask the priest.



Wine Cruet

Fill cruet with wine from the small refrigerator in the sacristy

5 MINUTES BEFORE MASS

01

LIGHT CANDLES IN SANCTUARY.

02

CHECK TO SEE IF THE USHERS
TURNED THE ALTAR LIGHT ON, (IN
FRONT ENTRYWAY)

AFTER ALL MASSES

~~Cleaning Sacred Vessel "DO NOT" Instructions:~~

- 1.DO NOT CLEAN FR. JUDE'S CHALICE
- 2.DO NOT leave wine in vessels, the Sacred Blood should be consumed.
- 3.DO NOT immerse entire vessels in water.
- 4.DO NOT use any metal polishes, cleaners, scouring pads or abrasive materials.
- 5.DO NOT wear rings as they can leave scratch marks.

Cleaning Sacred Vessel Instructions: Use the Norwex soft cloth, rinse with a mixture of mild soap and lukewarm water (non-scented detergent). Use the Norwex soft cloth for drying and wiping.

After cleaning the Sacred Vessels, place them back in the cabinet in the Sacristy.

USE CANDLE EXTINGUISHER to extinguish the candles in the Sanctuary. DO NOT blow them out as soot falls on the altar cloth and sometimes burns it.
Turn off the Altar lights.

EXTRA DUTIES FOR THE 9:30AM MASS

FOLLOW INSTRUCTIONS FOR "AFTER ALL MASSES"

1. Place the Red Roman Missal and Red Lectionary back in the Left cabinet in the Sacristy.
2. Lock up the cabinet and place the key back in the cabinet in the kitchen.

Congratulations, You have completed your online training

Schedule your after Mass, 15 minute walk through with Q & A. Altar Set-Up Contacts, Guidelines Summary & training. After final training you will be eligible to be placed on the Liturgical Schedule.

Wendy Newburg

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