



March 2015 REVISED
Guidelines for the
St. Luke Catholic Church Women's Society
Altar and Church Care

Weekly instructions for care of our Altar and Church:

1. Wash and change the holy water in all of the holy water fonts at all entrances to the church. The holy water is to be poured down the sequarium sink in the Sacristy. (small sink on right side of the countertop - there is no lid)
2. We do not care for the new holy water bowl on the Baptismal Pool or clean the Baptismal Pool. Please do not scour the plastic holy water fonts with an abrasive cloth, just wash really well with soap and hot water and place back and fill with holy water from the Baptismal Pool.
3. Dust all the furniture (underneath as well for cobwebs) around the main altar and in the chapel including the tabernacle and stand. Dust all statues, stations of the cross, lights, window sills throughout the entire church, safety cabinets (fire extinguishers and defibrillator), all trim in the back of the church, EMHC closet and air ducts, credence table (underneath too), tables in the Narthex/Nave transitional area. Dust everything in the confessional.
4. Balcony – Dust pews, clean water fountain and straighten books. Dust stained glass the best you can.
5. Please bring your own soft cloths to clean with so you can take them home to wash. If you need to use the Women's Society cloths and please take them home, wash them and return them as soon as possible. If you must place soiled cloths in the hamper in the sacristy please use the white hamper that says Women's Society and hang wet items on the side of

the hamper. These should be washed as soon as possible. Please do not put anything but linens for mass in the pullout linen hamper.

6. Clean water fountains in the Narthex, counter tops in the sacristy, wall mirror in the sacristy. Dust and clean the glass window on both sides in the Family Worship Room (formally Cry Room); dust the stained glass window and clean the mirror. We do not clean the sinks and restrooms, they are janitorial. However, if it is Saturday morning and the 2 sinks look bad, please wipe down the sinks, soap and throw out any trash.
7. Check the bathrooms (we are not janitorial) but just in case water and soap are all over the counter and trash is on the floor.
8. **Washing of Chalice, etc.** We no longer wash the Chalice, etc. they are washed by the **EMHC Ministry after each Mass.**
9. Clean wax off of chapel candles, glass and pole; Processional candles and candle lighter poles. (The ones that the altar servers carry and use.) PLEASE CLEAN WAX OUT OF SINK, DON'T LET IT RINSE DOWN THE DRAIN. If necessary, use hot water in plastic pan under the sink and throw the wax and water outside. There is a wax remover in the far left closet in the sacristy. The candelabras in the sacristy cabinet (top far right) needs to be cleaned and candles changed out as necessary. Dust the candle stand in the chapel and throw out the used matches, if any. (**Arts & Environment take care of the candle stand.**) The **RED** sanctuary candle in the chapel should have wax removed also. Remove excess wax from large white Pascal candle, especially on glass cover, if any.
10. Clean the Lucite coverings on the credence table with windex or water.
11. Clean the hanging Censers (incense burner)
12. Use Swiffer's to dust all the baseboards in the church, then go back with the wet Swiffer and do bad spots of the floors. The church will pay for the swiffer's if you do not have one. The long one is best so you can reach high and low places.
13. Dust all pews and chairs and straighten books, etc. Look for candy, food etc. on the wood or in the cracks of the seats or where the books are. We don't need to use pledge or endust just a dry cloth. If you can use your Swiffer to do the floors under of the pews.
14. Dust the Altar Servers Room and Father/Deacon's Vestment Room. Clean any glass or mirrors that obviously have hand prints on them.
15. **CORPORALS ON ALTAR:** Please do not place any corporals on the altars. That is something that is to be done just before Mass.

PLEASE NOTE:

- Access to the sacristy will need to be done by going over to the office. During the day from 8-5 it is left open but if you need access before or after that arrange to get a key from the office.
- In the closet the lights covering the main altar are turned on with switches. The **GREEN** light beside the switch means a light is on!!!! Please turn off the lights before leaving. There are several light switches throughout the Church. The lights to the hall by Father's Vestry and the Altar Servers room are by the men's bathroom when you enter the Narthex on the right. All other lights are in the old usher closed or on the walls next to the areas.

- **THERE ARE SOME SECURITY LIGHTS THAT STAY ON ALL THE TIME AND WE HAVE NO ACCESS TO THEM, SO DON'T BE WORRIED ABOUT LIGHTS LEFT ON WHEN YOU TURN ALL THE SWITCHES OFF.**
- When cleaning supplies are low, please let Susan C Green know by leaving her a note in the sacristy, or if you would like to buy it as a donation, please do.
- Pledge or Endust should be used on the furniture but do not use it every week.
- Please do not use any abrasive sponges on the countertop in the sacristy.

*****Dressing of the Main Altar, Chapel Altar and laundry care of the linens are taken care of by the Arts and Environment Ministry.**

*****Any questions, please contact Susan C Green at 523-0742 or at scgreen1985@gmail.com.

**MEASUREMENTS FOR ALTAR LINENS
AND OTHER INFORMATION**

ALTAR CLOTHS

Main Altar Cloth

Top Altar measurements 3' 6" x 5' 8"

Chapel Altar

Top of Altar measurements 3' 0" x 5' 0"

PURIFICATORS

Priestly (white cross) 12 x 18 inches

Extraordinary Ministers of Holy Communion
12 x 18 inches
(red cross)

PALL

6 ½ x 6 ½ inches

CORPORAL

Small

17 x 17 inches

FINGER TOWELS

10 x 14 inches

URN COVER

32 x 32 inches

MONSTRANCE COVER

11 x 25 inches

PURIFICATORS

White cloths used to wipe off the edges of the chalice. Priestly purificators have a small red cross embroidered on them. Eucharistic purificators are plain or have a small white cross on them. The cloths are folded in thirds lengthwise and then in half.

PALL

White square envelope-like cloth with a red cross in the center. A 6 x 6 inch plastic plate is inserted inside. This is placed atop of the chalice or the paten. (Origin – to keep bugs out of the sacred wine.)

CORPORAL

Square white cloth with a red cross in the center that is placed on the altar. The chalice and ciborium are placed on them during mass. This cloth is folded in thirds lengthwise and in thirds again, making a small square cloth. Fold with right side of cross facing into the folded cloth so that when you unfold it, it is right side up. Have right side of cloth facing you, fold bottom third up, fold top third down, fold left side third in, fold right side third in.

FINGER TOWELS

Small white towels with a red cross at the bottom center. Used to dry the priest's fingers prior to the consecration. Towels are folded in thirds lengthwise and then in half.

CHALICE

A sacred vessel for the Priest in which the Eucharistic wine is consecrated at mass. "The cup must be made from a nonabsorbent material and the base of any other solid and worthy material. Vessels made from metal should ordinarily be gilded on the inside if the metal is one that rusts; gilding is not necessary if the metal is more precious than gold and does not rust." (from *General Instructions for the Roman Missal*, #291, 294)

COMMUNION CUPS

A vessel for the Extraordinary Ministers of Holy Communion in which the Eucharistic wine is served at mass.

CIBORIA

This sacred vessel is a covered container in which are reserved the small hosts used for distribution of communion.

PATEN

The plate used to hold the large host used for consecration. Usually is part of a matched set along with the Chalice.

PYX

Small portable container for transporting the Eucharistic bread outside the church.

“Vessels that serve as receptacles for the Eucharistic bread, such as the paten, ciborium, pyx, monstrance, etc., may be made of other materials that are prized in the region, for example, ebony or other hard woods, as long as they are suited to sacred use.” (from *General Instructions for the Roman Missal*, #292-293)

BURSE

A small purse or pouch that you carry around your neck close to your heart with the pyx inside for carrying the Body of Christ to the nursing homes and homebound.

Thank you!



Susan C Green
Altar & Church Care Chairman/Coordinator
254-534-0742
scgreen1985@gmail.com