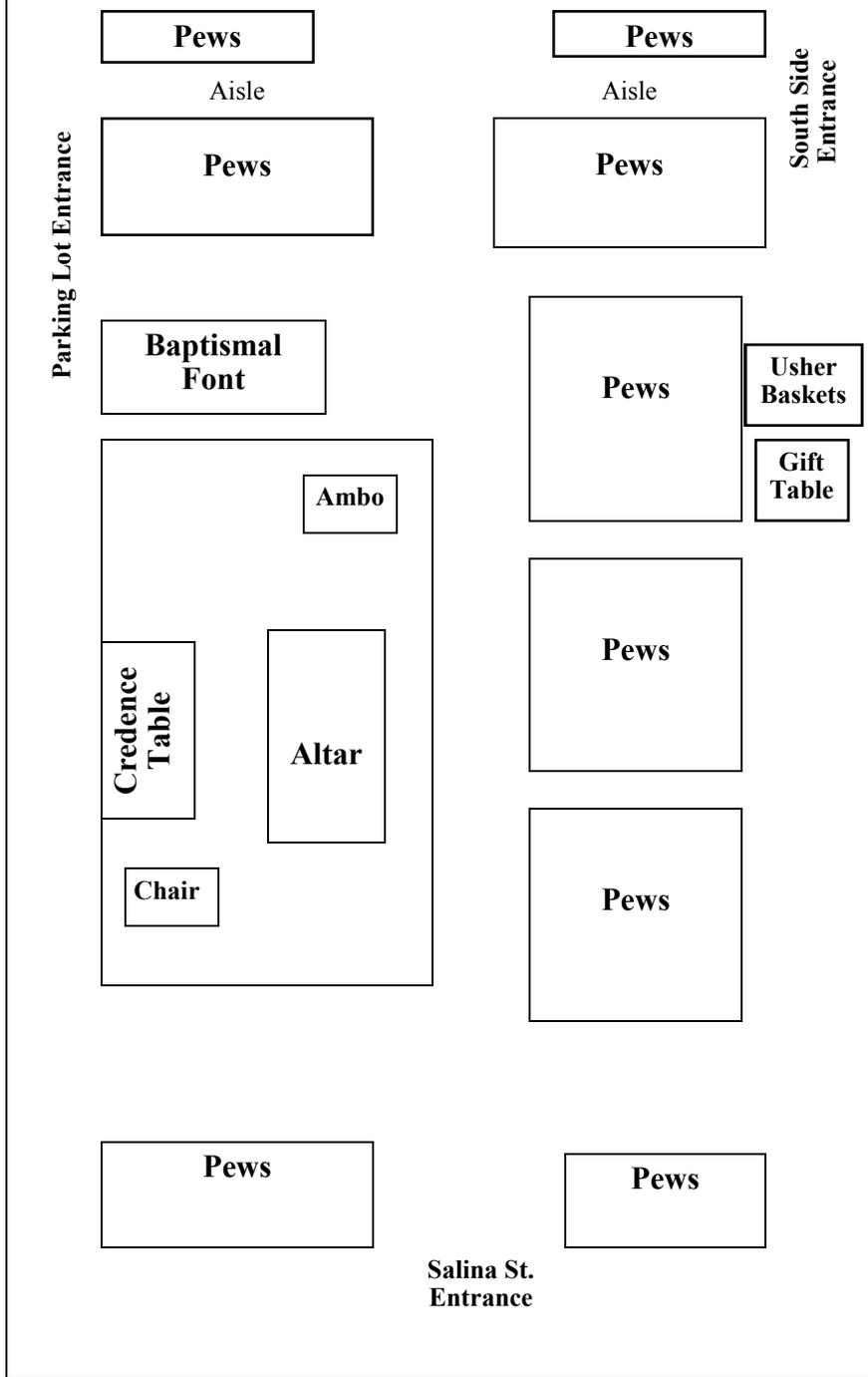


Diagram
Blessed Sacrament Chapel



St. James Church



Handbook for Altar Care

THEOLOGY

The manner in which we treat sacred things (even those of lesser significance than the chalice, paten, liturgical furnishings, etc.) fosters and expresses our openness to the graces God gives to his Church in every celebration of the Eucharist. Thus, by the diligent care of the altar and worship space, the Church expresses her joy at the inestimable gifts she receives from Christ's altar.

PRACTICE

Altar Cleaning

Time is flexible, usually Thursday or Friday morning.

Scheduled in teams of two for two consecutive weeks. The more teams, the fewer times will be scheduled each year.

COORDINATOR

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PROCEDURES

Sacristy

Wash counters, clean mirror, remove cobwebs from ceiling and walls. Vacuum, if necessary.

Vestibule - near sacristy

Remove cobwebs, dust, clean glass on table and on doors to chapel and vestibule.

Chapel and hallway

Dust all window sills, remove cobwebs, clean windows occasionally

Blessed Sacrament Chapel

Dust floor, tabernacle, altar, cross, and candlesticks. Vacuum carpet, if needed.

Holy water

Clean containers and add fresh holy water from the Baptismal font. Use the sacrarium, the sacristy sink on the right, if any holy water needs to be thrown out (this sink empties into the ground not the sewer system). Holy water may also be poured on the ground outside the church.

Main altar and church

Dust the altar, ambo, chairs, and credence table; polish occasionally. Vacuum rugs and sanctuary floor, if needed. Dust all window sills, Salina Street vestibule, driveway vestibule, confessionals, wooden railings, stone area with crucifix, heat registers and back wall of the church.

Candles

Remove wax from all candle holders (Blessed Sacrament Chapel, daily Mass chapel, shrines to Mary and Joseph, and sanctuary). Refill the votive candles—new candles are in the sacristy in the first cupboards under the counter. Place used candles in the cartons and when filled, put cartons in the back hallway.

Pick up old bulletins and any papers left in the pews. Raise kneelers.